BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Wednesday, June 18, 2025

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

Burbank Unified School District
Third Floor Board Room
1900 W. Olive Ave.
Burbank, CA 91506

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/Btxm8Md3fCRmCY6D9 3pm on Wednesday, May 14th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

2. The Zoom Webinar will open at 5:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details.

3. When it is time for a speaker to address the Board, the 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
Board Members will respond to public comment.

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

3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6
Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services
Employee Organization: Burbank Teachers Association (BTA)

3.b Conference with Labor Negotiator, Pursuant to Government Code §54957.6
Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

3.d Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960012279, 960026513, 960032205 and 960046316

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

"We acknowledge the traditional, ancestral, unceded territory of the Chumash, Tongva, 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. REPORTS FROM THE BOARD AND STAFF

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

8.b Reports from the Superintendent
Oscar Macias, Acting Superintendent will report on items of interest to the Board of Education and the community.

9. REQUESTS TO ADDRESS THE BOARD

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

9.b Superintendent's Comments
Oscar Macias, Acting Superintendent, will respond to public comment.

9.c Board Members' Responses

10. REPORTS TO THE BOARD

10.a Report on Temporary Inter-fund Cash Borrowing 2025-2026
Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Temporary Inter-Fund Cash Borrowing 2025-2026, as presented.

Temporary Interfund Cash Borrowing Report 25-26 061825.pdf

10.b Report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025, as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Temporary Transfers County Treasurer Report 25-26 061825.pdf

10.c Ratification of Agreement with California Education Partners
Robyn Anders, Director of Instructional Technology & Accountability, recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and California Education Partners, effective July 1, 2024, through June 30, 2027, not to exceed $180,000. (01.0-74350.0-11100-21504-5810-7429000) and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Ratification of Agreement with California Education Partners 061825.pdf

10.d Surplus Property Procedure Update – Subject to the Board of Education's Acceptance of the Surplus Property (7-11) Advisory Committee Report
Andrew Cantwell, Assistant Superintendent of Administrative Services, will introduce Constance J. Schwindt, Partner at Atkinson, Andelson, Loya, Ruud & Romo, who will present the next steps of the surplus property procedure subject to the Board of Education's acceptance of the Surplus Property (7-11) Advisory Committee report, as presented.

Surplus Property Procedure Update 061825.pdf

10.e Report on BUSD Academic Performance Metrics
Robyn Anders, Director of Instructional Technology & Accountability, will report to the Board of Education on multi-year academic performance, as presented.

Report on Academic Performance Metrics 061825.pdf

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

11.a Public Hearing on the Temporary Inter-Fund Cash Borrowing Resolution for the 2025-2026 Fiscal Year

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Inter-Fund Cash Borrowing Resolution for the 2025-2026 Fiscal Year, Prior to Final Adoption as required by Education Code Section 42603.1, as presented.

Temporary Inter-Fund Cash Borrowing - Public Hearing 25-26 061825.pdf

11.b Public Hearing on the Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026 Fiscal Year

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Temporary Transfers County Treasury - Public Hearing 25-26 061825.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Approval of Status of Local Indicators

Robyn Anders, Director of Instructional Technology and Accountability, Instructional Services, recommends that the Board of Education approve the Status of All Local Indicators as "Met".

12.b Second Reading and Adoption of Proposed Budget

Andrew Cantwell, Assistant Superintendent, Administrative Services, will facilitate a second reading of the proposed budget for the 2024-2025 fiscal year and recommends that the Board of Education adopt the 2024-2025 budget, as presented.

Second Reading and Adoption_25-26 Budget 061825 reduced.pdf

12.c Second Reading of the 2025-2026 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

Peter Knapik, Assistant Superintendent, Educational Services, and Robyn Anders, Director of Instructional Technology & Accountability, will facilitate the second reading of the proposed 2025- 2026 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) and recommends that the Board of Education approve the 2025-2026 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and
Accountability Plan (LCAP), as presented.

LCAP 2025-2026 Second Reading 6-18-25.pdf

12.d Adoption of Resolution 53 for Fiscal Stabilization Plan

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 53 for Approving the Development of a Fiscal Solvency, as presented.

Resolution 53 - Fiscal Stabilization 061825.pdf

12.e Adoption of Resolution 54 Authorizing Temporary Inter-fund Cash Borrowing 2025-2026
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 54 Authorizing Temporary Inter-Fund Cash Borrowing transfers up to 75% of the fund balances of the District for the 2025-2026 payment obligations as permitted in Education Code 42603, as presented.

Resolution 54 Temporary Interfund Cash Borrowing 25-26 061825.pdf

12.f Approval of the 2025-2026 Consolidated Application for Categorical Programs
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the submission of the 2025-2026 Consolidated Application for Funding Categorical Programs, June Submission, and the authority to sign and submit the application to the California Department of Education be exercised pursuant to BUSD—AR 3314, as presented.

2025-2026 Consolidated App Approval 6 18 25.pdf

12.g Adoption of Resolution 55 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 55 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Resolution 55 - Temp Transfer School Pool Fund LA County Treasurer 25-26 061825.pdf

12.h Approval of Board Policy 5131.8 Mobile Communication Devices
Oscar Macias, Acting Superintendent, recommends that the Board of Education approve the proposed revision to Board Policy 5131.8 Mobile Communication Devices, as presented.

Board Policy 5131.8 Mobile Communication Devices.pdf

12.i Acceptance of Notice of Completion, Dave Bang & Associates Inc., Furnish and Install Rubber Surfacing in Playground Areas, William McKinley Elementary School and Robert Stevenson Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Rubber Surfacing in Playground Areas at William McKinley Elementary School and Robert Stevenson Elementary School, PO #25002159 and #25002160, not to exceed $59,751.92 (21.3-00000.0-91006-85000-6250-2150000) and $101,954.34 (21.3-00000.0-91006-85000-6250-2090000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Dave Bang_Mck_Stev_Bond.pdf

12.j Approval of Revised Board Policies and Administrative Regulations
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Board Policies and Administrative Regulations, as

presented.

Board Policies and Administrative Regulations 6.18.25.pdf

12.k Acceptance of the Surplus Property Advisory (7-11) Committee Report
Andrew Cantwell, Assistant Superintendent of Administrative Services, recommends that the Board of Education accept the Surplus Property Advisory (7-11) Committee report, as presented.

Surplus Property Procedure Update 061825.pdf

12.l Approval of Job Description for Program Specialist II: Workability on Certificated Supervisors and Management Salary Schedule A, Range HH
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Job Description for Program Specialist II: Workability, on Certificated Supervisors and Managers Salary Schedule A, Range HH, effective July 1, 2025, as presented.

Approval of Job Description for Program Specialist II Workability on Certificated Supervisors and Management Salary Schedule A, Range HH.pdf

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

13.a 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 Burbank Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for DHH students, not to exceed $750,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 6, 2024 for a total not to exceed $150,000. There was a second amendment on December 12, 2024 which increased the agreement to $300,000. The second amendment added an additional $400,000 which increased the agreement to $700,000. Due to increased need, this amendment adds an additional $50,000 for a new not to exceed amount of $750,000.

SPED Professional Services Alpha Interpreting_Amendment.pdf

13.b 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 960032205, at a cost not to exceed $22,966, (01.0-65000.0-50010-36000-5813-7440000), May 14, 2025 through May 29, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032205 Settlement Agreement.pdf

13.c 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 960046316, not to exceed $36,216, (01.0-65000.0-50010-36000-5813-7440000), May 12, 2025 through September 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960046316 Settlement Agreement.pdf

13.d 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, not to exceed $29,400, (01.0-65000.0-50010-36000-5813-7440000), May 20, 2025 through June 20, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012279 Settlement Agreement.pdf

13.e Approval of Master Contract Renewal for Nonpublic, Nonsectarian Schools and Agencies

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve the Master Contracts and service agreements for special education students, to be provided by the indicated nonpublic, nonsectarian schools and agencies (01.0-65000.0-57601-11800-5810-7440000, 01.0-65460.0-57601-11800-5810-7440000, 01.0-65000.0-57601-11804-5810-7440000, 01.0-33270.0-57601-11800-5810-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the contracts be exercised pursuant to BUSD-AR 3314, as presented.

SPED Nonpublic, Nonsectarian Schools and Agencies.pdf

13.f 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 Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $586,260, to the District (01.0-65000.0-57601-11804-5810-7440000), effective April 28, 2025 through July 10, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was August 1, 2024 for a total not to exceed $407,925. The second amendment adds one additional special education teacher, for a total of four special education teachers, with an increase of $118,335 for a total not to exceed $526,260. This amendment extends the assignment of a credentialed teacher to assist in assessments and report writing for special education students with an increase of $60,000 for a total not to exceed $586,260.

SPED Professional Services Aya Healthcare_Amendment.pdf

13.g 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 Kids Physical Therapy, Inc., to provide physical therapy services for Burbank special education students, not to exceed $184,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Kids Physical Therapy.pdf

13.h Ratification of Agreement for Instructional Consultant Services
Oscar Macias, Acting Superintendent, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Ratification of Instructional Consultants Consent 061825.pdf

13.i Approval of Instructional Consultant Services
Oscar Macias, Acting Superintendent, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Instructional Consultants 061825.pdf

13.j 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 LRA Interpreters, Inc., to provide interpreting and translation services for Burbank special education students, not to exceed $200,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services LRA Interpreters.pdf

13.k Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and Dr. Al Melaragno to provide authorized signatures for occupational therapy medical logs, as authorized by Education Code Section 17596, effective July 1, 2025 through June 30, 2026, not to exceed $2,000 (01.0-05640.0-57500-31400-5880-7448000), and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

SPED Professional Services Dr. Al Melaragno.pdf

13.l 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 reimbursement to the parent of Special Education Student 960032256, not to exceed $495, effective May 29, 2025 through June 30, 2025, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032256 Parent Reimbursement_Ratified.pdf

13.m 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 Sarah Knauff Speech-Language Pathology, Inc., to provide a Speech-Language Pathologist (SLP), not to exceed $202,450 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Sarah Knauff.pdf

13.n Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Service, recommends that the Board of Education approve an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $113,980 (01.0-65000.0-57602-11901-5850-7440000), effective August 12, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Gary D Stromberg_COTA.pdf

13.o 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 Linguabee LLC, to provide interpreting and translation for Burbank students, not to exceed $175,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Linguabee.pdf

13.p 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 ratify an agreement between Burbank Unified School District and Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2025 through June 30, 2026, not to exceed $50,000 (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.pdf

13.q 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 SpedEx Consulting, to provide consultative services and Credentialed Teachers, not to exceed $25,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services SpedEx.pdf

13.r 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 Alpha Interpreting Agency, Corp., to provide interpreters/translators for DHH students, not to exceed $700,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Alpha Interpreting.pdf

13.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 the Burbank Unified School District and Sorenson Communications, LLC, to provide interpreting and translation for Burbank students, not to exceed $75,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Sorenson Communications.pdf

13.t 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 West Shield Adolescent Services, to escort and transport special education students to out of or in state residential facilities, not to exceed $10,000 (01.0-07240.0-50010-36000-5812-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services West Shield.pdf

13.u 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 960026513, total not to exceed $83,250, (01.0-65000.0-50010-36000-5813-7440000), July 31, 2023 through July 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026513 Settlement Agreement.pdf

13.v Approval of the Classified School Employee Association (CSEA) Reclassifications on Classified Monthly Salary Schedule B and Salary Range Allocations
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Classified School Employee Association (CSEA) Reclassifications on Classified Monthly Salary Schedule B and Salary Range Allocations, effective July 1, 2025, as presented.

Approval of the Classified School Employee Association (CSEA) Reclassifications on

Classified Monthly Salary Schedule B and Salary Allocations.pdf

13.w Approval of Designation of High School Representatives

Oscar Macias, Acting Superintendent, recommends that the Board of Education approve the designation of principals, Steven Hubbell and Kenny Knoop as the representatives of Burbank High School and John Burroughs High School; and Edwin Taylor, Assistant Principal and Victor Ledesma, Assistant Principal, serving as the designated alternative representative from Burbank High School, and John Burroughs High School, respectively, to the California Interscholastic Federation (CIF) Southern Section, Pacific League, 2025-2026 school year, and to require such representatives to immediately notify the Superintendent of any proposed or pending actions that financially impact the Burbank Unified School District, as presented.

Designation_of_High_School_CIF_Representatives_2025_26.pdf

13.x Approval of the Motor Vehicle Network (MVN) Agreement with Burbank Adult School

Oscar Macias, Acting Superintendent, 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, 2025 through July 26, 2026, as presented.

BAS MVN 6 18 25.pdf

13.y Approval of Agreement between Burbank Unified School District (Burbank Adult School) and AABC TV

Oscar Macias, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and AABC TV to promote the adult education programs in the Armenian community, effective July 1, 2025, not to exceed $ 8,500.00 (25% each 41101, 41104, 41104, 41106 = 11.0-63910.0-XXXXX-27000-5850-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

BAS- Agreement AABC TV 6 18 25.pdf

13.z Approval of District Memberships 2025-2026

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the memberships in professional organizations for the 2025-2026, as presented.

District Memberships 061825.pdf

13.aa Approval of Contracts with American Outdoor Education, Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Los Angeles County Outdoor Science School, and Pali Institute.

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

OSS Contracts 2025-26-All Elementary Schools..pdf

13.ab Approval of Authorization of Signatures
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education approve the authorization of signatures, for the period of July 1, 2025 through June 30, 2026, as presented.

Approval of Signatures 25-26 061825.pdf

13.ac Approval of Los Angeles County Office of Education (LACOE) BEST Advantage and HRS System Maintenance and Support Contract 2025-2030
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the BEST Advantage System, not to exceed $120,645 for fiscal year 2025-26 (01.0-00000.0-00000-77000-5890-0000000), effective, July 1, 2025 through June 30, 2030, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

LACOE Best Contract 2025-2030 061825.pdf

13.ad Amendment to Los Angeles County Office of Education (LACOE) Human Resources System (HRS) and PeopleSoft Financial Systems (PSFS) License Contract 2024-2029
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Los Angeles County Office of Education (LACOE) for District use of Software PC Products for Human Resources System and/or Peoplesoft Financial System Services Data, not to exceed $15,300 for fiscal year 2025-26 (01.0-00000.0-00000-72000-5890-0000000), effective July 1, 2024 through June 30, 2029, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Note: The contract was originally approved on May 16, 2024 for a total not to exceed $15,012. This amendment includes the updated price schedule for the 2025-26 fiscal year. The new not to exceed amount is $15,300.

LACOE-PeopleSoft Amended 061825.pdf

13.ae Approval of Agreement for Professional Services, Los Angeles County Office of Education (LACOE) Medi-Cal Administrative Activities Program (MAA)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the coordination of the Medi-Cal Administrative Activities Program (MAA), effective, July 1, 2025 through June 30, 2028, and may elect to continue the contract at its sole discretion through June 30, 2029 (1st Option Term), and possibly through June 30, 2030 (2nd Option Term), by giving written notice to the LEA prior to the date of expiration , and authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

LACOE - MAA PROGRAM 2025-2028 061825.pdf

13.af Approval of Agreement Renewal for Professional Services, Amtech Elevator Services,

District-Wide Elevator Inspection and Maintenance (Restricted Routine Maintenance)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement renewal between Burbank Unified School District and Amtech Elevator Services for a District-Wide Master Maintenance Agreement for the inspection and maintenance of all elevators and wheelchairs, effective July 1, 2025 through June 30, 2026, not to exceed $55,800 (01.0-81500.0-00000-81100-5631-752-3100) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Renewal_Amtech_DistrictWide_RRM.pdf

13.ag Approval of Professional Services Agreement, Taller Dos Flores, Architectural and Engineering Services, Two (2) Relocatable Classrooms, Adult School Annex (Adult Education Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the professional services agreement between Burbank Unified School District and Taller Dos Flores for Architectural and Engineering Services for Two (2) Relocatable Classrooms at the Adult School Annex, effective July 1, 2025 through December 31, 2026, not to exceed $71,550.00 including reimbursables (11.0-63910.0-41104-85000-6000-5330000) Adult Education Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AoA_Taller Dos Flores_Adult School_BAS.pdf

13.ah Approval of Agreement Renewal, Intercom Clock & Signal Service (ICS), District-Wide Cellular Monitoring Services, Various Sites (General Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement renewal between Burbank Unified School District and Intercom Clock & Signal Service (ICS) for cellular service monitoring for the District-Wide fire alarm phone system, effective July 1, 2025 through June 30, 2026, not to exceed $3,600 (01.0-00100.0-00000-83000-5850-752-1000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Renewal_ICS_Various Sites_General.pdf

13.ai Notice of Completion, Square Signs LLC DBA Front Signs, CUPCCAA Bid 2425-013 for Variable Message Signage, Burbank Adult School (Capital Outlay)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: CUPCCAA Bid 2425-013 for Variable Message Signage at Burbank Adult School, PO #25002616, not to exceed $69,300 (110-63910-0-41101-27000-6510-533-0000, 110-63910-0-41102-27000-6510-533-0000, 110-63910-0-41104-27000-6510-533-0000, 110-63910-0-41106-27000-6510-533-0000) Capital Outlay, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

NOC_Square Sign_BAS_Capital.pdf

13.aj Approval of Professional Services Agreement Renewal, Cintas, District-Wide Dust Mop Cleaning Treatment (General Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the

Board of Education approve an agreement renewal between Burbank Unified School District and Cintas for the Monthly Cleaning and Delivery of Dust Mops District-Wide, effective July 1, 2025 through June 30, 2026, not to exceed $6,402.00 (01.0-00100.0-00000-82100-5631-752-1000) General Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOA_Cintas_Various Sites.pdf

13.ak Approval of University Agreement- Pacific Oaks College

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Pacific Oaks College to provide educational intern experience effective June 19, 2025 through until terminated upon mutual consent from both parties, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of University Agreement-Pacific Oaks College.pdf

13.al Approval of School Site and Department Software Licenses and Memberships for 2025 - 2026

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District Software Licenses and Memberships for the 2025-2026 school year, as presented

Approval_School Site and Department Software Licenses and Memberships for 2025-2026_061825.pdf

13.am Approval of Personnel Report Number 24-25-22

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-22, covering Certificated and Classified personnel, and consisting of Pages 1 to 33 inclusive, as presented.

Personnel Report 24-25-22.pdf

13.an Approval of University Agreement- University of Massachusetts Global

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and the University of Massachusetts Global, to provide educational field experience for school psychologist and counselor interns effective from July 1, 2025 through July 1, 2028, or until terminated until thirty (3) days written notice and that authority to sign the Agreement be exercised pursuant BUSD--AR 3314, as presented.

Approval of University Agreement- University of Massachusetts Global.pdf

14. REPORTS FROM BOARD MEMBERS

14.a Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

15. ADJOURNMENT

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education and Superintendent
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Mariam Abdelhamid, Director of Fiscal Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Report on Temporary Inter-fund Cash Borrowing 2025-2026

Background:

Education code 42603 permits the temporary borrowing of moneys between District funds to facilitate the payment of obligations. This allows the District to cover a temporary negative cash flow balance amounts in any and all District funds, but does not increase the total amount authorized for expenditures nor is it considered income to the borrowing fund.

Discussion/Issues:

In accordance with Education Code Section 42603, temporary borrowing of cash between funds prior to March 3, 2026, must be repaid by June 30, 2026. Temporary borrowing of cash between funds from March 3, 2026, through June 30, 2026, shall be repaid in the same fiscal year or in the following fiscal year.

- Up to 75% of the fund balance can be temporarily transferred to another fund for cash flow purposes
- A public hearing is required to be held before the governing board adopts the resolution
    - Please note this has not previously required in statute
- A governing board resolution authorizing the temporary borrowing is required:
    - The District governing board is required to hold a public hearing to take testimony from the public before the board adopts the required resolution

Fiscal Impact:

None.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Temporary Inter-Fund Cash Borrowing 2025-2026, as presented.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education and Superintendent
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Mariam Abdelhamid, Director of Fiscal Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 26, 2025
SUBJECT:	Report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026

Background:

Temporary borrowing of cash from the Treasurer in the event of cash deficiencies allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer as permitted in Article XVI, Section 6, of the California Constitution.

Discussion/Issues:

The Treasurer cannot loan districts money after the aforementioned Monday and districts must be cash self- sufficient from that point on until the end of the year. Tax and Revenue Anticipation Notes (TRANs) repayment amounts must be set aside before borrowing from the Treasurer is permitted.

The temporary borrowing from the Treasurer may be made under the following restrictions:

- No more than 85 percent of the anticipated revenues accruing to the school district may be borrowed.
- Borrowing may not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
- Repayment from the revenues accruing to the school district shall be made before any other obligation is met from such revenue.

Fiscal Impact:

There is no fiscal impact in adopting this resolution.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026, as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Acting Superintendent
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	June 26, 2025
SUBJECT:	Ratification of Agreement with California Education Partners

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Background:

The Burbank Unified School District has been participating in a statewide math collaborative to address the overall low achievement on the math portion of the CAASPP, and in particular to address the achievement gap for special populations. This collaborative is made possible by the California Education Partners whose mission is to "seed and grow collaborations among California's school systems, so that they innovate, improve, and build internal capacity as learning organizations to close gaps and lead high performing, equitable schools that serve all students well for the 21st century." In particular, the vision of the organizations is that "School systems throughout California work together and learn from each other in innovative, transformative ways, so that all students succeed and are empowered as life-long learners who contribute to a global society."

District-Wide Goals for 2024-2027:

1. Students will be career and college ready through high-quality instruction.

Discussion and Issues:

As a member of the statewide math collaborative, the expectation is for each participating district to share data about student performance. This is to evaluate the work of the collaborative for effectiveness and to allow the participants to make course corrections if necessary. The district insisted on additional protections for student data so that no student would ever be individually identified. The data that the collaborative is interested in is student achievement and student demographics. The agreement presented is to continue the work with the California Education Partners for another three years.

Fiscal Impact:

Not to exceed $180,000.

Recommendation:

Robyn Anders, Director of Instructional Technology & Accountability, recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and California Education Partners, effective July 1, 2024, through June 30, 2027, not to exceed $180,000. (01.0-74350.0-11100-21504-5810-7429000) and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

California Education Partners

One Lombard Street, Suite 305, San Francisco CA 94111

Contract for Services

On Track Collaboration

July 2024 - June 2027

Purpose of the Work: Making college access a reality for all students

Focus of the Work: With a specific focus on 8th and 9th grade students, this work is designed to:

- Mitigate the disruption that occurs for students as they transition from middle to high school
- Create processes to support A-G course placement and success for 9th grade students
- Introduce grading practices that create more equitable outcomes for all students in 8th and 9th grade
- Establish systemic interventions to help students stay on track for college success

Goal of the Work: At the conclusion of the three year collaboration, the district will have built the internal capacity, both human and systems, to support 8th grade students in making a successful transition to high school A-G courses and 9th grade students in getting on track and staying on track for A-G completion.

Approach to the Work: With many years of experience as educators ourselves, we know that when it comes to driving change in schools, those working within districts are the ones best positioned to forge lasting solutions. Shoulder to shoulder with your team, we walk through a change-making approach that surfaces the challenges you face, identifies their causes, and tries out new approaches. And we do this while ensuring you have partners who encourage, inform, and challenge you along the way.

Commitment: The On Track Collaboration is a three year commitment commencing in the Summer of 2024 and concluding in June of 2027.

Focal Subject Area: 8th and 9th Grade English

Fee Structure: The cost to the district is $90,000 per year.

Payment: District can choose to be invoiced in one payment to cover the period of the agreement or in 3 installments. Installments will be billed on January 15th of the year preceding the work.

Included Services:

- Monthly customized coaching from a dedicated Ed Partners Program Manager in person or virtually based on the district preference
- Customized *District Capacity Review* with California Education Partners staff to determine district focal area
- District-specific system and data analysis following Capacity Review
- Access to California Education Partners' data visualization support including *Making the Grade* software
- Convenings with other districts doing this work for the 10 person team
    - Year One: Three two-day convenings
        - All meals included
        - District is responsible for travel and hotel accommodations
    - Year Two: Two two-day convenings
        - All meals included
        - District is responsible for travel and hotel accommodations
    - Year Three: Two two-day convenings
        - All meals included
        - District is responsible for travel and hotel accommodations
- Virtual Shared Learning Opportunities with Field Experts, including those from other districts
- Six Superintendent Leadership and Collaboration Events (two per year) to support the coherence and scaling of the work
    - Travel, accommodation & meals included
- All digital and physical resources and materials developed to support this work including the California Education Partners *Improvement Management System* database

Signature



Phil Halpren

Executive Director

California Education Partners

Date 5/29/25

Signature



District Representative

Burbank USD

Date 6/10/25

825Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent of Administrative Services
PREPARED BY:	Andrew Cantwell, Assistant Superintendent of Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Surplus Property Procedure Update – Subject to the Board of Education's Acceptance of the Surplus Property (7-11) Advisory Committee Report

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Background:

Pursuant to the California Education Code and Government Code, there are certain procedural requirements that the District must follow in declaring any real property surplus and offering such property for sale or lease.

On November 7, 2024, Constance J. Schwindt, Partner at Atkinson, Andelson, Loya, Ruud & Romor, provided the Board of Education with an overview of the Surplus Property Procedure.

On November 17, 2024, Resolution 11 – Authorizing the Formation of the Surplus Property 7-11 Advisory Committee was adopted. The Committee members and Chair were appointed on February 6, 2025.

Discussion/Issues:

The committee has completed its evaluation and submitted a formal report with their recommendations.

Ms. Schwindt has returned to present the next steps in the surplus property process, subject to the Board's acceptance of the Committee's report.

Fiscal Impact:

None.

Recommendation:

Andrew Cantwell, Assistant Superintendent of Administrative Services, will introduce Constance J. Schwindt, Partner at Atkinson, Andelson, Loya, Ruud & Romo, who will present the next steps of the surplus property procedure subject to the Board of Education's acceptance of the Surplus Property (7-11) Advisory Committee report, as presented.

Burbank Unified School District
Surplus Property Procedures
Next Steps



aalrr

Atkinson, Andelson
Loya, Ruud & Romo

A Professional Law Corporation

Overview of Surplus Property Procedures

- 1. Advisory Committee Formation & Report (Completed)
- 2. Board Meeting to Consider Report (June 5, 2025)
- 3. Board Meeting Declare Property Surplus (Requires Resolution)
  - Authorize Disposition Process
  - Establish RFP or Bid Auction Process
- 5. Pursue Sale or Lease
- 6. Board Consideration of Final Agreement
- 7. Use of Funds

Potential Committee Recommendations

The Committee may recommend

1. **Uses**
   A. Keep “As Is”
   B. Pursue Lease
   C. Pursue Sale
   D. Pursue Exchange
2. **Process**
   A. Bid
   B. Waiver / RFP Process
3. **Board Accepts Reports but is not required to follow recommendations**

Board Meeting to Consider Report

- **Review and Accept 7-11 Final Report**
  - Board is not required to follow recommendation

Board Meeting to Declare Surplus

- **Requires a Resolution**
- **Declare Property Surplus**
  - Declare property is not needed for District purposes
  - Exempt from Surplus Lands Act
  - Authorize Staff to Take Action
  - Send statutory notices of availability of surplus property
  - Utilize “competitive bid process” or “waiver RFP process”

Competitive Bid Process

Features

- “Standard” process required by the Education Code
- Requires District to award an agreement to the highest bidder
- District cannot negotiate with interested parties but instead must establish the terms and conditions and assess bids based only on total price

Competitive Bidding (Continued)

General Process

- Prepare Bid Packet for Distribution
- Conduct Public Hearing
- Open Bids
- Call for Oral Bids / 5% of Highest Written Proposal
- Award to Highest Bidder
- Presented to Board for Consideration

RFP Process

- Request permission from State Board of Education (SBE) to waive bid process and use RFP Process
- District issues RFP asking interested parties to propose terms and conditions of lease
- Negotiate with interested parties to determine “most beneficial deal” for the District
- Can consider price and other factors such as length of lease term, use of Property, deposit structure, due diligence period, etc.
- Requires waiver from SBE

RFP Process (continued)

- Non-Waiveable Provisions
  - Offer to some public entities; Use of proceeds
- Consult Employee Collective Bargaining Units
- General Waiver Request
  - SBE two regular meetings to process waiver
- SBE must approve unless increase to State costs, or jeopardizes pupils, parental involvement, etc.
- “Un-Official” Requirements by Waiver Office:
  - RFP Process
  - Approve within 60 days of receipt of proposals
  - State reasons for “most beneficial” deal

Benefits of RFP Process

Versus Competitive Bid Process

- Bid is the “Standard” process required by the Education Code
- Bid requires District to award a lease or sale agreement to the highest bidder
- Bid process SBEs not allow negotiations with interested parties, but instead District must establish the terms of lease or sale and assess bids based only on total price
- RFP grants flexibility, ability to negotiate with interested parties, and option to consider both lease and sale (or exchange) concurrently to select best overall option

Traditional Bid vs. Request for Proposal Process

Traditional Bid	Request for Proposal
1. Required by Education Code	1. Requires Waiver from SBE
2. Notification to Public of Auction	2. Issue Request for Proposal
3. Conduct Bid Auction Hearing	3. Receive and Review Proposals
4. Award to Highest Bidder	4. Select Best Proposal

Traditional Bid vs. Request for Proposal Benefits

Traditional Bid	Request for Proposal
1. No Need for Waiver	1. Can Consider Proposed Uses & Improvements of Property
2. No Detailed Analysis of Bids Needed	2. Can Consider Different Lease Terms & Payment Structures
3. Potentially Reach More People with Public Auction	3. Can Target Specific Parties
4. Quicker Process If Rush to Lease	4. Can Negotiate with Proposing Parties

Pursue Both Options Concurrently

Process to Pursue Bid and RFP Process at same time

1. Start Competitive Bid Process for Lease
   a) Send Notice to required Public Agencies
   b) Issue “Bid Package” to solicit Bids at Bid Auction Date
2. Seek Waiver from SBE to use RFP process for Lease
   a) Gather information required for Waiver Application
   b) Submit Waiver Application and worked with SBE to guide waiver through process

Board Action

1. Final Agreement Presented to Board for Consideration
   A. RFP = Present Proposals & Negotiations
   B. Bid Auction =Present Highest Bidder
2. Board Can Accept or Reject
   A. If RFP, can discuss negotiations in closed session
   B. If Bid Auction, can “reject all bids” or approve highest bidder

Use of Proceeds

Sale Proceeds

1) Capital Outlay Expenses
2) Maintenance
   - not recur within 5-year period
3) General Fund****
   - Education Code 17462

Use of Sale Proceeds

General Fund Only If…

1) District and State Allocation Board
   - No anticipated need for additional sites or building construction
   - 10 year period following sale
2) One-Time Expenditure
3) Prohibition
   - Ongoing expenditures
   - Salaries operating expenses

Use of Sale Proceeds (Continued)

General Fund Drawbacks

1) Reduction in Apportionment of hardship assistance
   - Amount equal to amount of proceed uses for one-time expenditure

2) Ineligible for Hardship Funding
   - State School Deferred Maintenance Fund
   - Five years after deposit into general fund

Use of Lease Proceeds

- Lease Proceeds to be Held in General Fund (Education Code section 41002); Unless…
- Board Resolution Specifies Fund in Which Lease Proceeds Are to be Deposited (Education Code section 41003)
- Different than Property From Sale Proceeds
- Note: SAB and OPSC Opinion

Summary of Next Steps

- 1) Board may instruct staff to pursue disposal of properties discussed in Advisory Committee Report
- 2) Board Resolution to Declare Property Surplus
- 3) Utilize "competitive bid process" or "waiver RFP process"
- 4) Final Agreement Presented to Board for Consideration

Question & Answer Session

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Acting Superintendent
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Report on BUSD Academic Performance Metrics

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

District Wide Goals for 2023-2024:
1. Students will be career/college ready via high-quality instruction
2. Students will be physically, emotionally, and mentally healthy
3. Recruit and retain highly qualified employees

Discussion/Issues:

Personnel Measures – None

Monitoring and Addressing Student Progress/Growth

- Third through Eighth Grade

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

- Ninth through Twelfth Grade

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

Fiscal Impact:

None

Recommendation:

Robyn Anders, Director of Instructional Technology & Accountability, will report to the Board of Education on multi-year academic performance, as presented.

UNIFIED ACADEMIC METRICS REPORT

BUSD Instructional Services

Robyn Anders, Ed.D.

June 18, 2025

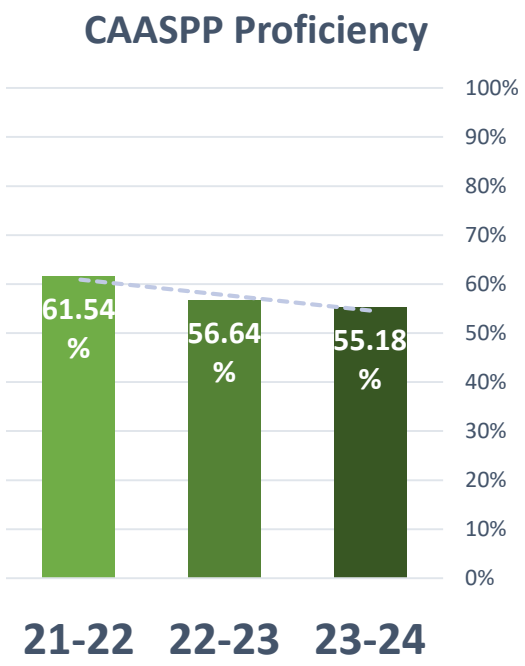
Math Metrics



MATH ANALYSIS, DATA TRENDS, & CONTEXT

- Areas for Improvement:
  - District Subgroups in the Red CA Dashboard include Long-Term English Learners and students experiencing Homelessness
  - District Subgroups in Orange on CA Dashboard include English Learners, Hispanic, Socio-Economically Disadvantaged, Students with Disabilities, and African-American Students
  - Overall, BUSD dropped 0.94% from 22-23 to 23-24 in Math proficiency in All Grades on the CAASPP Assessment
- Success Indicators:
  - Grade Distributions are improving in the percentage of students getting “3s or 4s” or “C or better” in Math for most grade levels.
- Continuous Investigations:
  - Rigor has been increased on local assessments (District Benchmarks given during finals) in Secondary.
  - Continuing PLC work regarding vertical alignment, number sense, and math mindset.
  - Elementary focus on number sense with low-floor – high-ceiling activities and Universal Screeners for Number Sense

Grade 3 Math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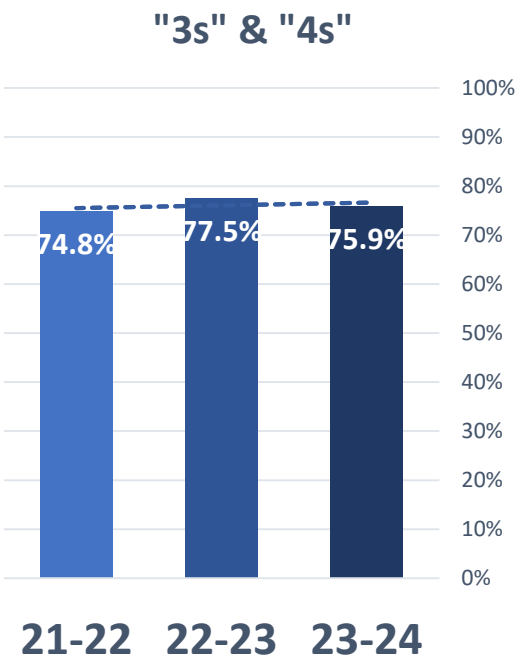
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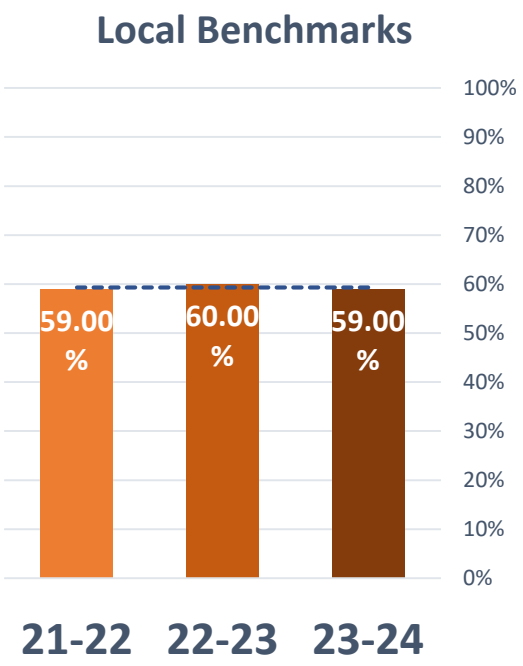
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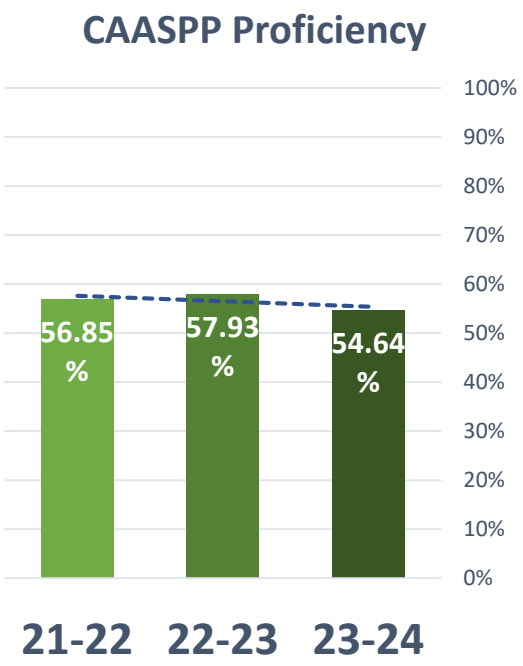
Grade 4 Math


CAASPP Proficiency
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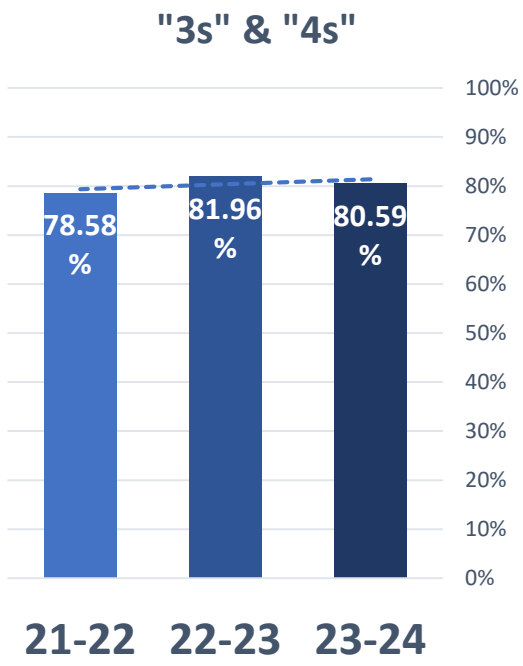
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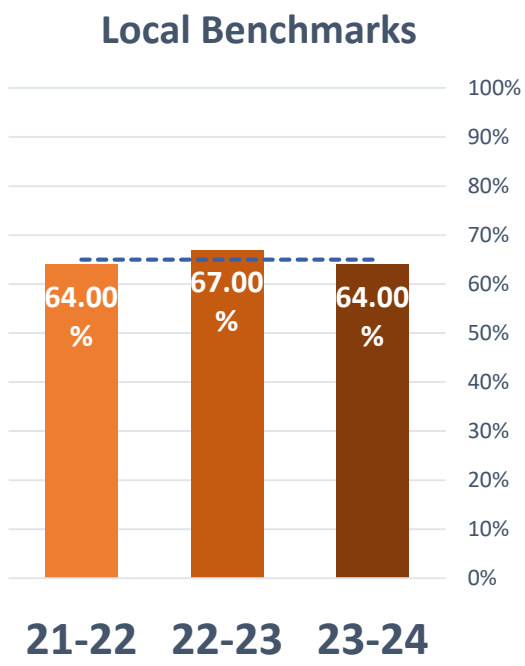
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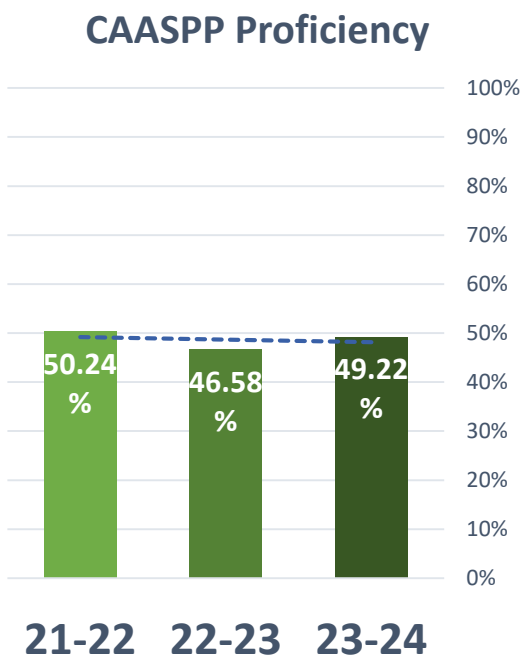
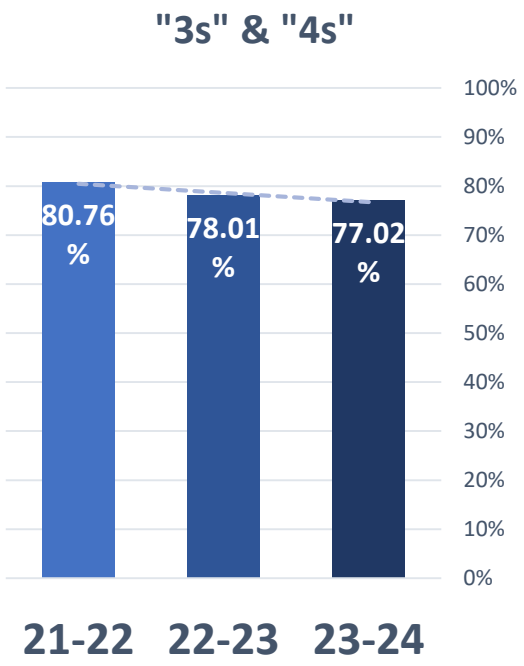
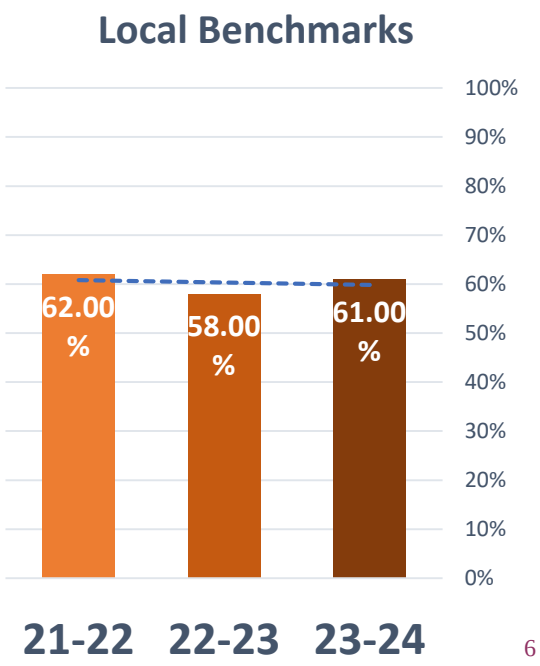
23-24

Grade 5 Math







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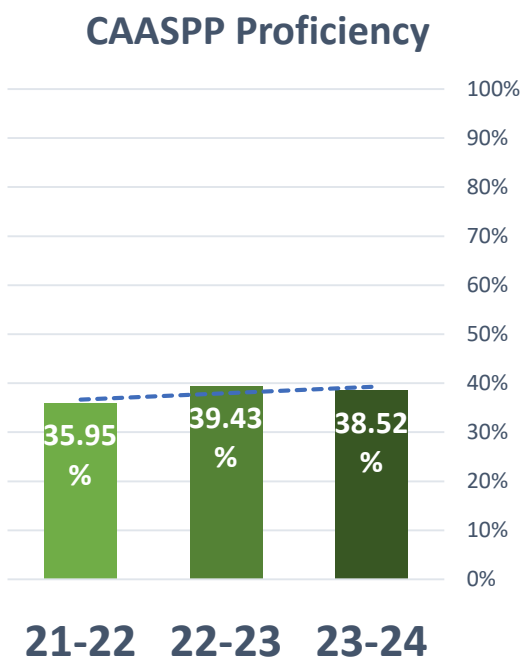
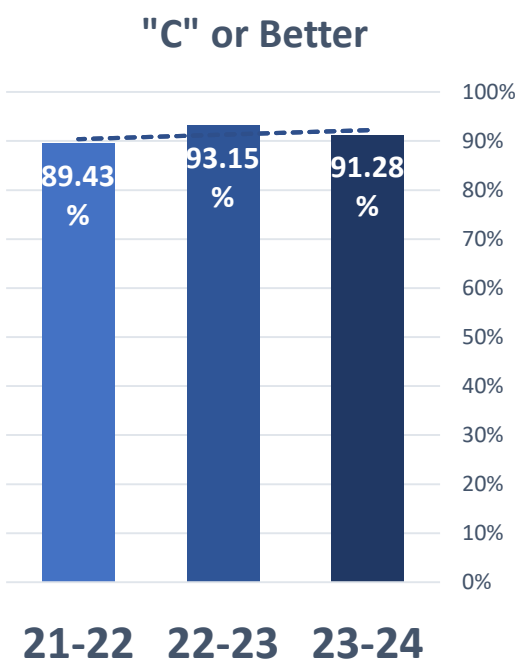
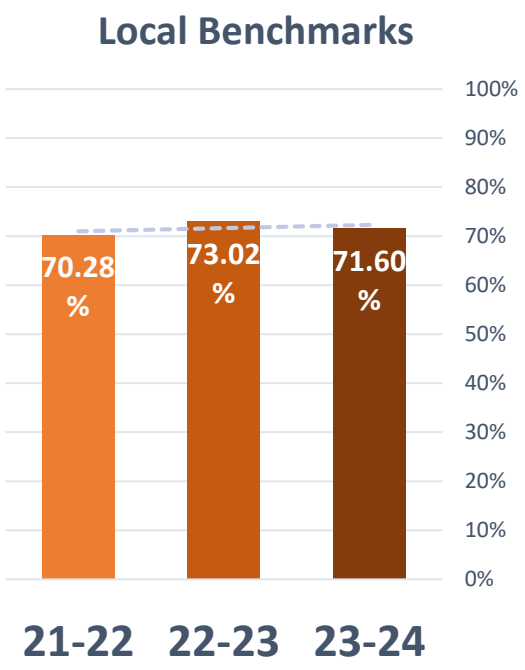
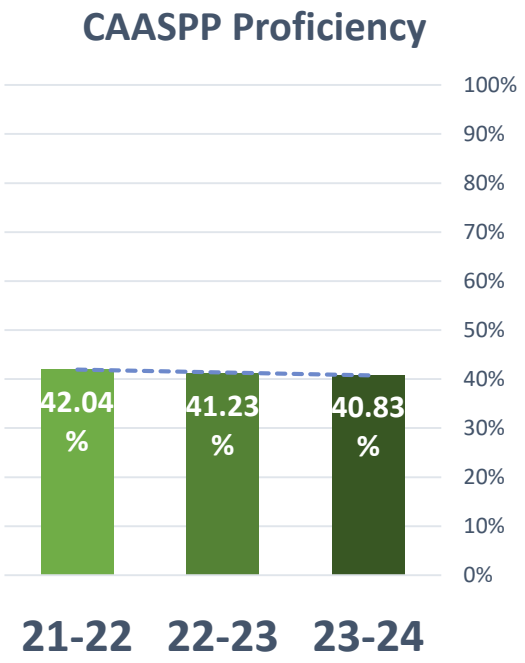
Grade 6 Math

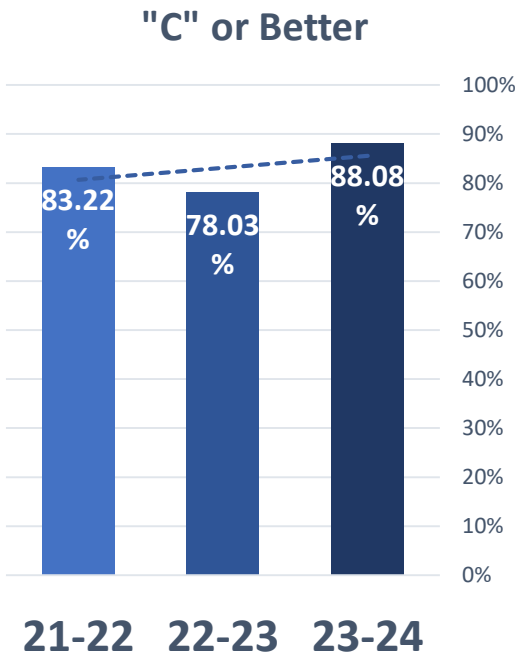

CAASPP Proficiency
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
35.95 %
39.43 %
38.52 %
21-22
22-23
23-24


"C" or Better
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
89.43 %
93.15 %
91.28 %
21-22
22-23
23-24


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
70.28 %
73.02 %
71.60 %
21-22
22-23
23-24

Grade 7 Math


CAASPP Proficiency
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
42.04 %
41.23 %
40.83 %
21-22
22-23
23-24


"C" or Better
100%
90%
80%
70%
60%
50%
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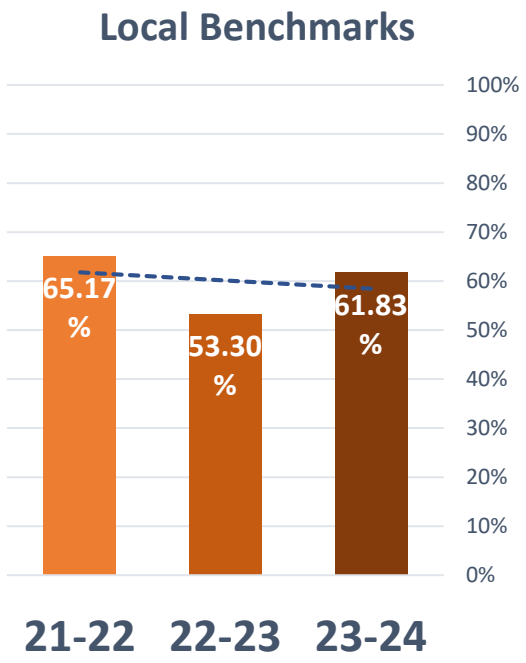
30%
20%
10%
0%
83.22 %
78.03 %
88.08 %
21-22
22-23
23-24


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
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20%
10%
0%
65.17 %
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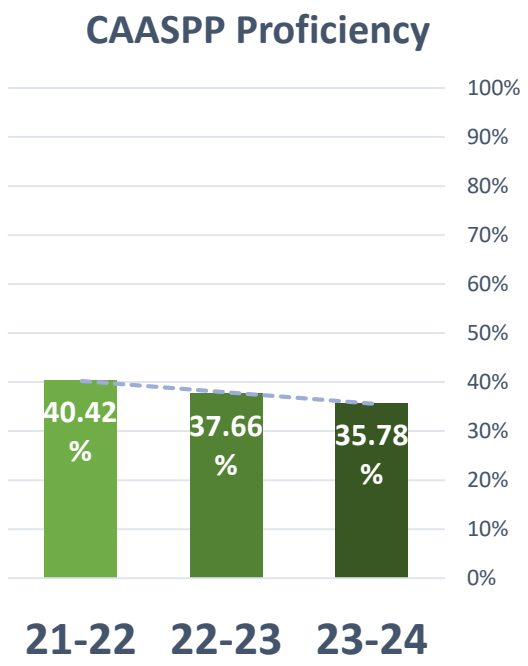
61.83 %
21-22
22-23
23-24

Grade 8 Math


CAASPP Proficiency
100%
90%
80%
70%
60%
50%
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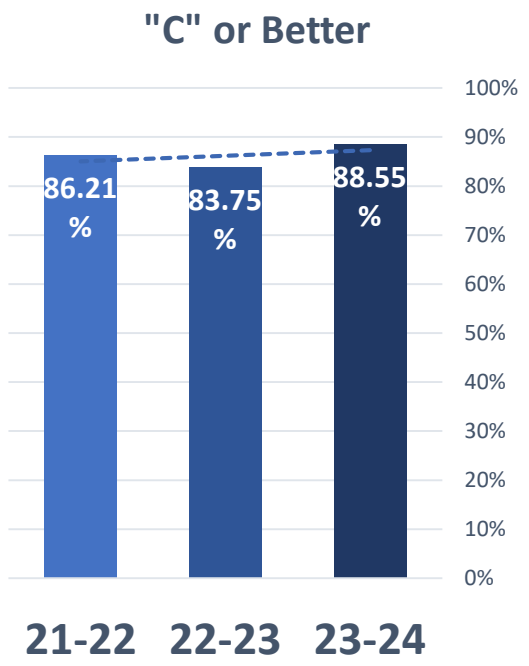
30%
20%
10%
0%
40.42 %
37.66 %
35.78 %
21-22
22-23
23-24


"C" or Better
100%
90%
80%
70%
60%
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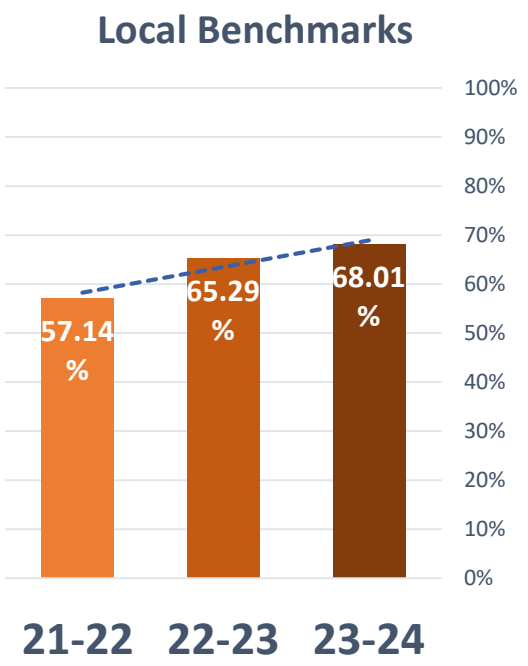
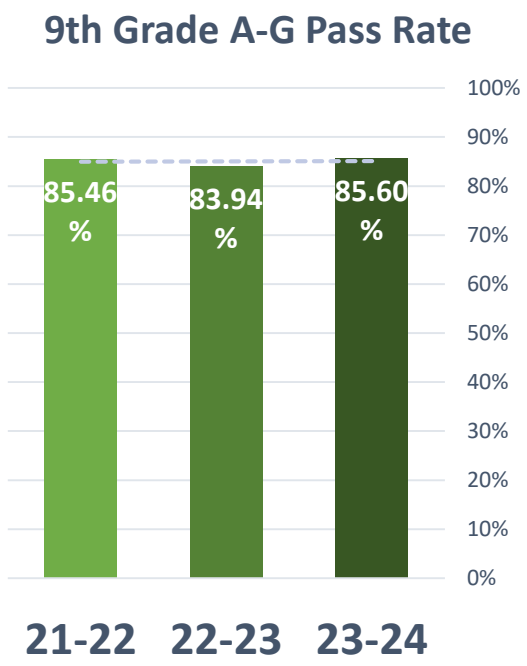
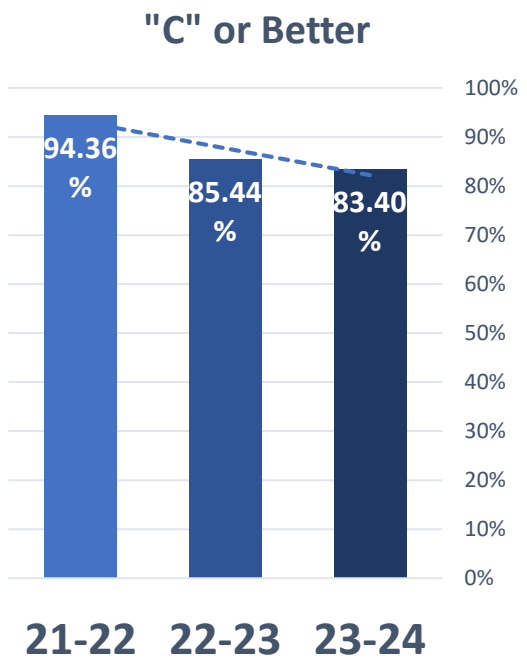
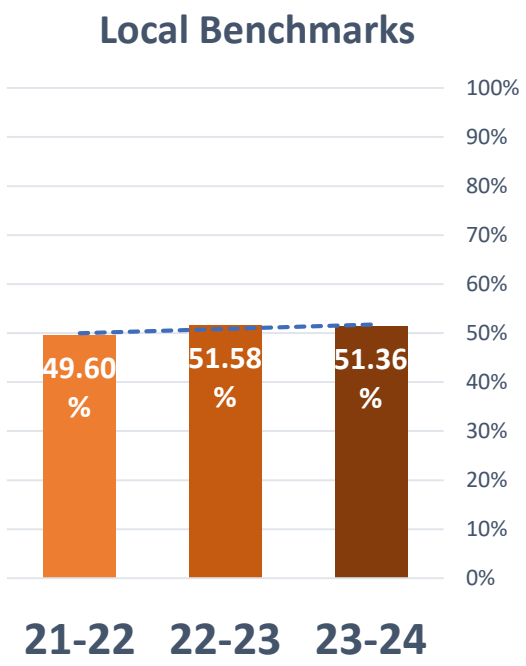
30%
20%
10%
0%
86.21 %
83.75 %
88.55 %
21-22
22-23
23-24


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
57.14 %
65.29 %
68.01 %
21-22
22-23
23-24

Grade 9 Math


9th Grade A-G Pass Rate
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
85.46 %
83.94 %
85.60 %
21-22
22-23
23-24


"C" or Better
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
94.36 %
85.44 %
83.40 %
21-22
22-23
23-24


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
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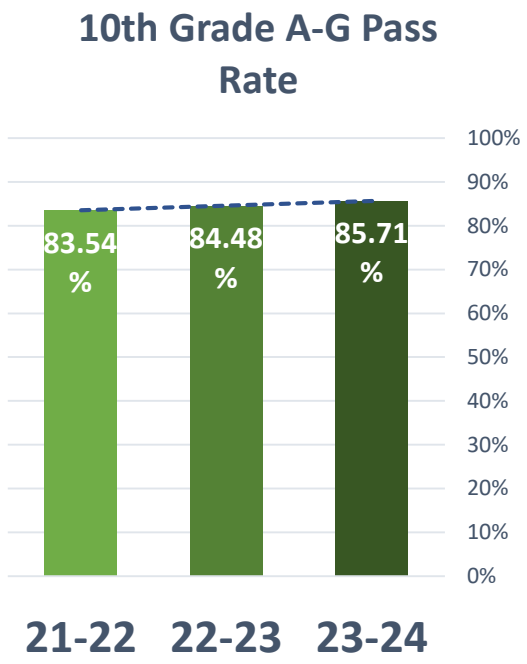
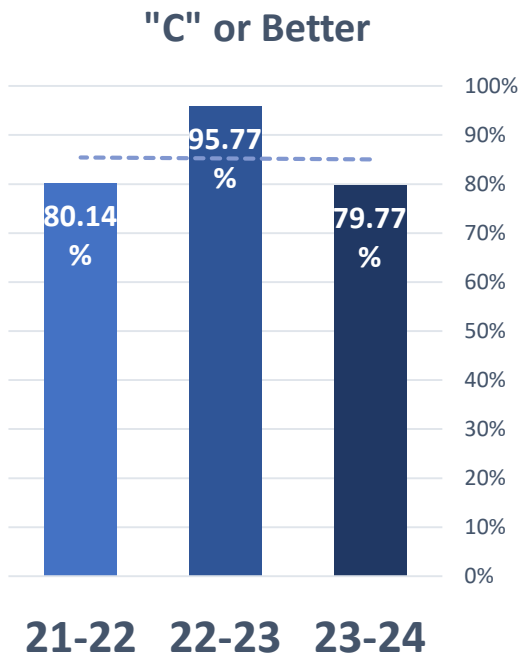
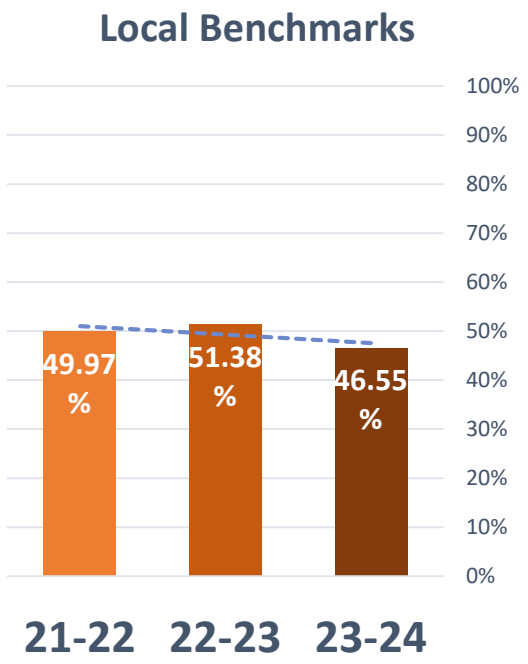
20%
10%
0%
49.60 %
51.58 %
51.36 %
21-22
22-23
23-24

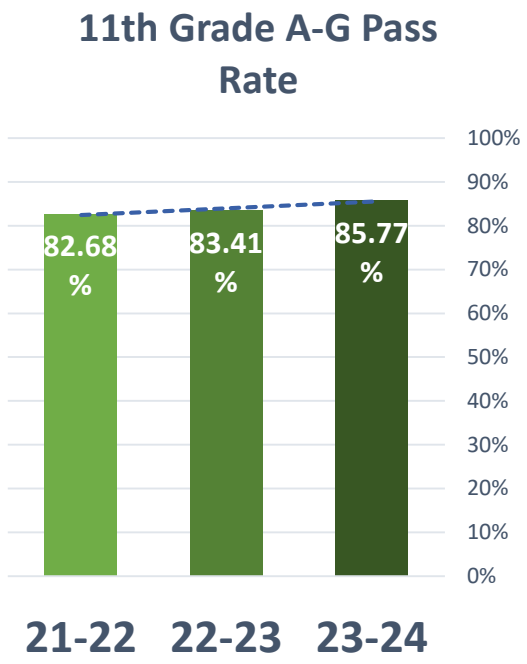
Grade 10 Math

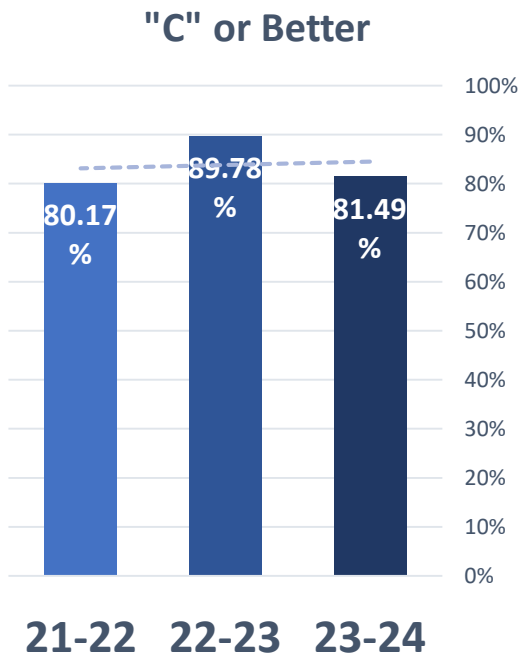


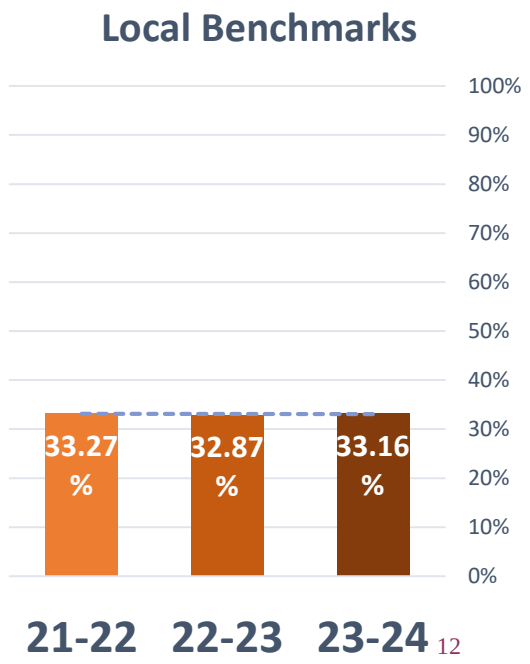




Grade 11 Math

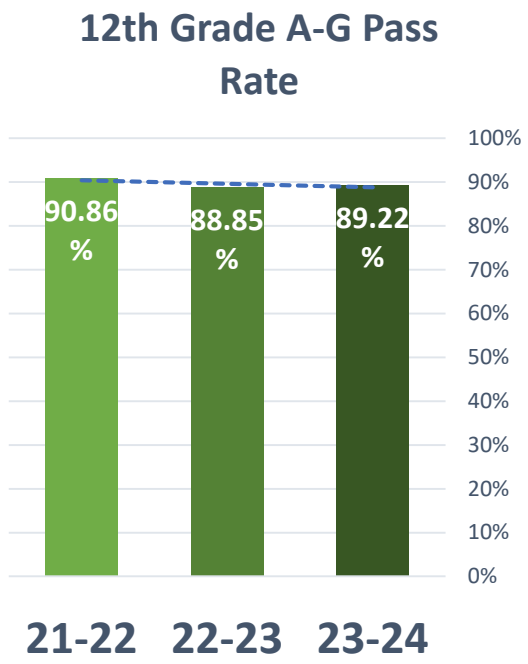


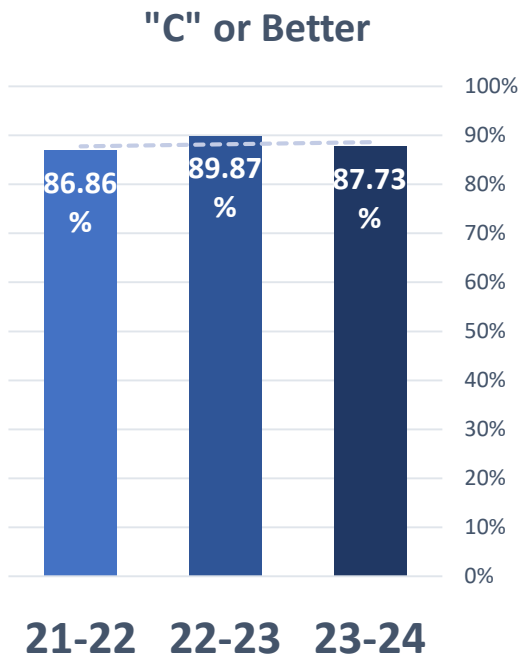


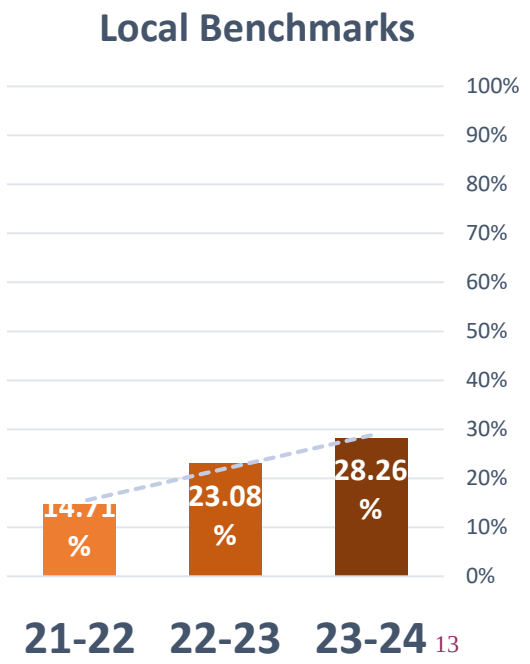


12

Grade 12 Math







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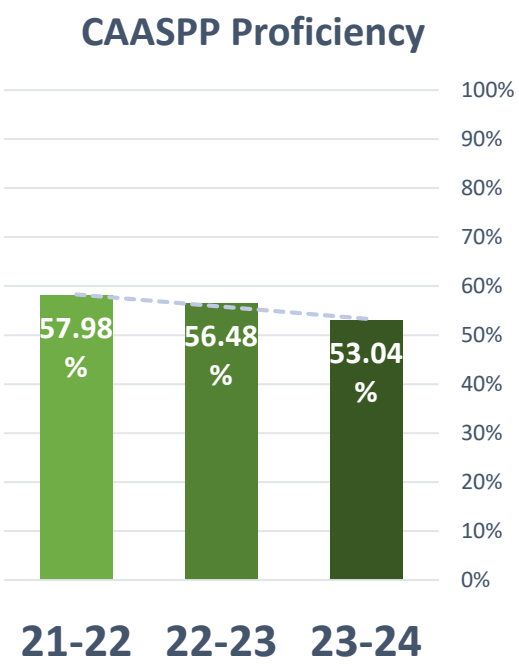
English Language Arts Metrics

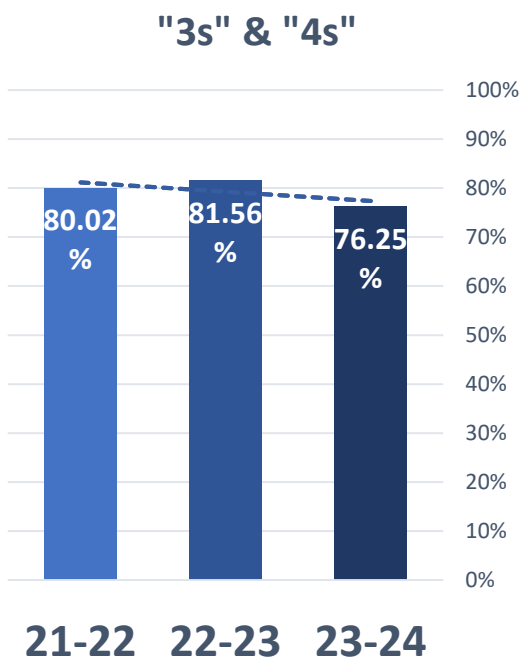


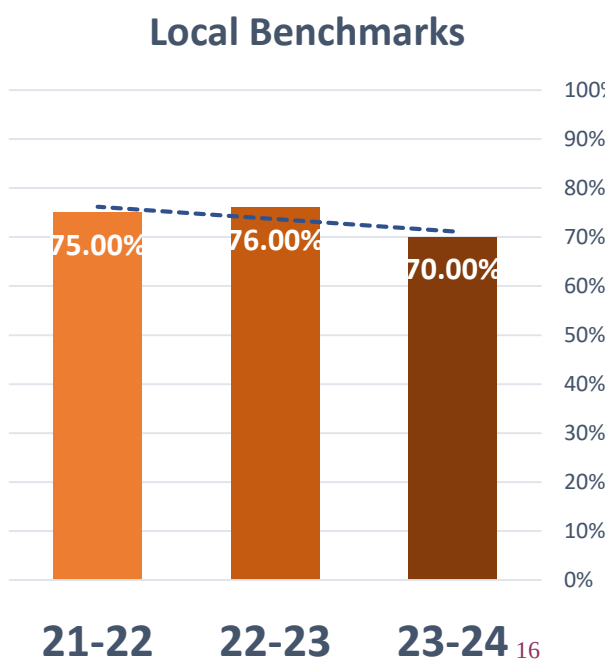
ELA ANALYSIS, DATA TRENDS, & CONTEXT

- Areas for Improvement:
  - District Subgroups in Red on the CA Dashboard include Long-Term English Learners
  - District Subgroups in Orange on the CA Dashboard include Students with Disabilities, English Learners, Hispanic, Socio-Economically Disadvantaged, and students experiencing homelessness.
  - Overall, BUSD dropped 2.05% from 22-23 to 23-24 in ELA proficiency in All Grades on the CAASPP Assessment
  - Writing and Research is an area for improvement on the CAASPP ELA Assessment.
- Success Indicators:
  - District subgroups in Green or Blue on the CA Dashboard include Asian, Two or More Races, Filipino, & White.
- Continuous Investigations and Discussion:
  - Continuous discussions about local assessments and alignment to grade-level standards on CAASPP Assessments.
  - Professional Learning Community work has begun in secondary in collaboration with CA Ed Partners.

Grade 3 English Language Arts







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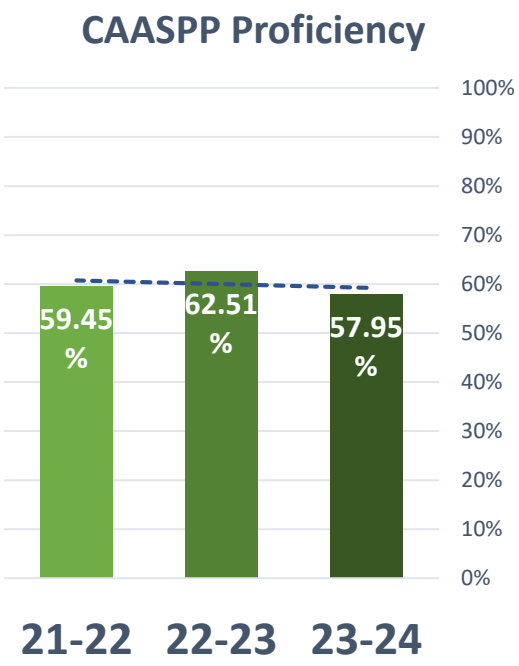
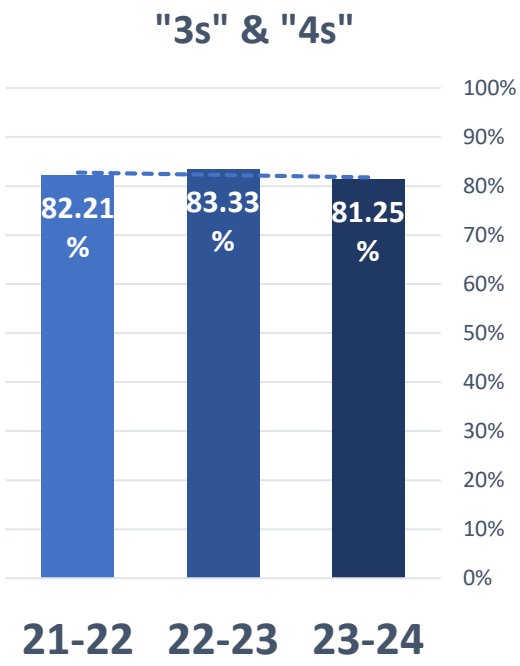
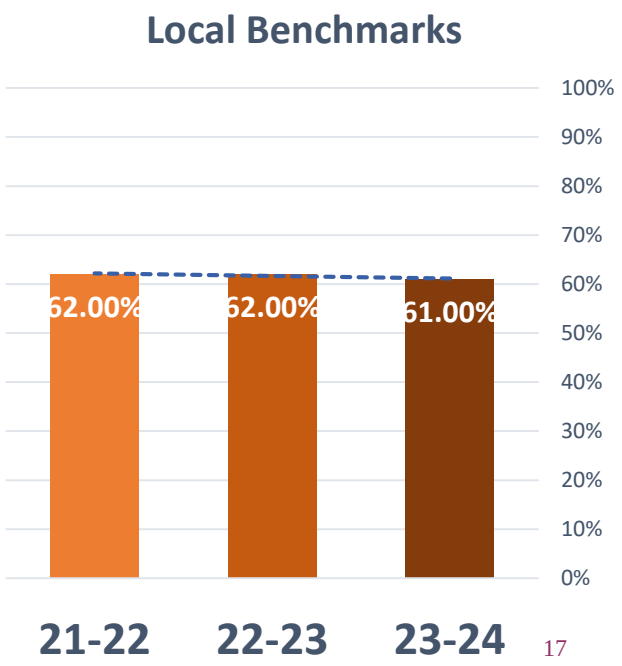
Grade 4 English Language Arts







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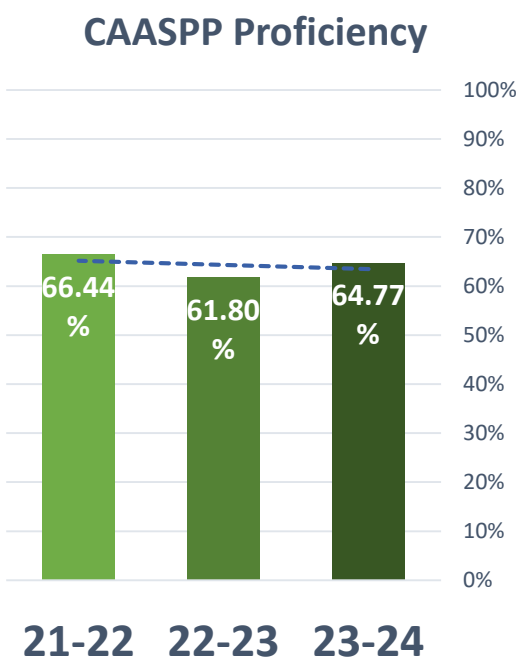
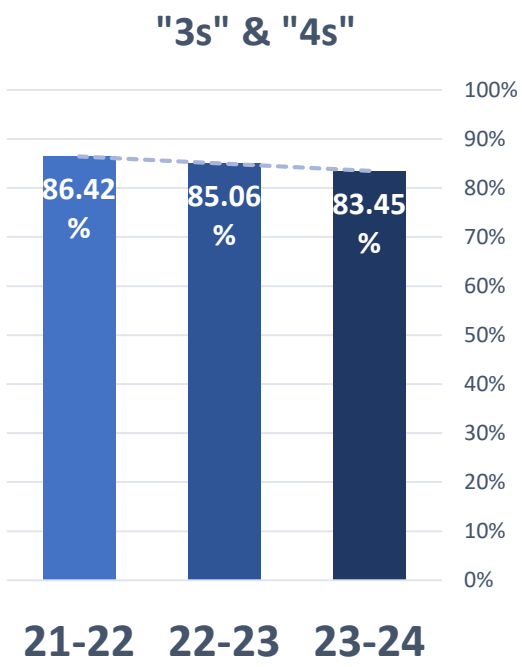
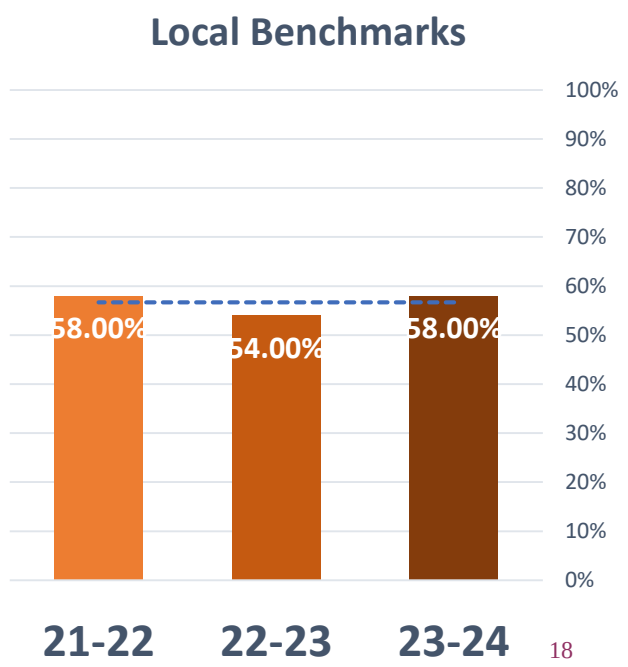
Grade 5 English Language Arts







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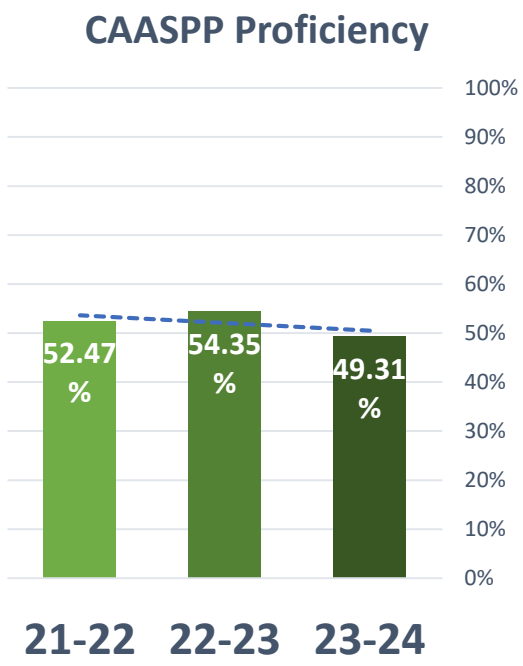
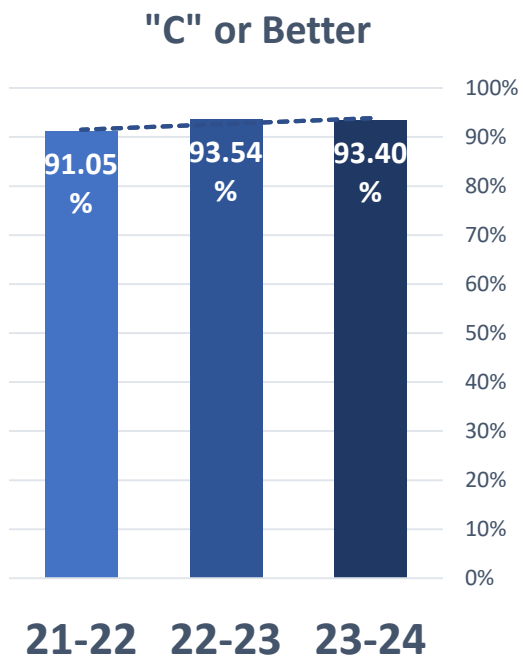
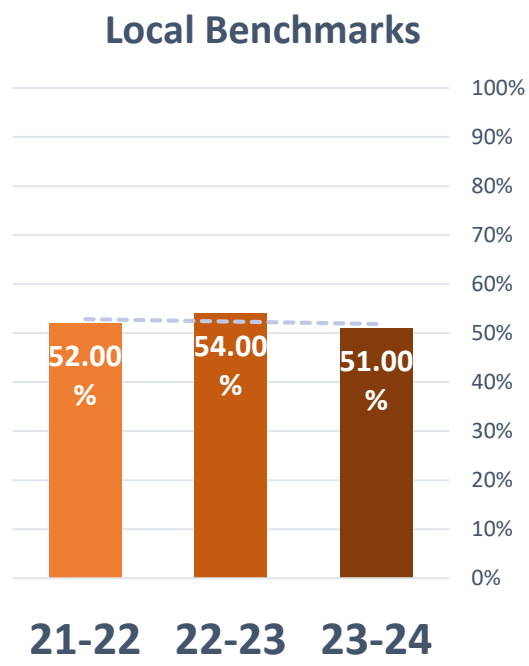
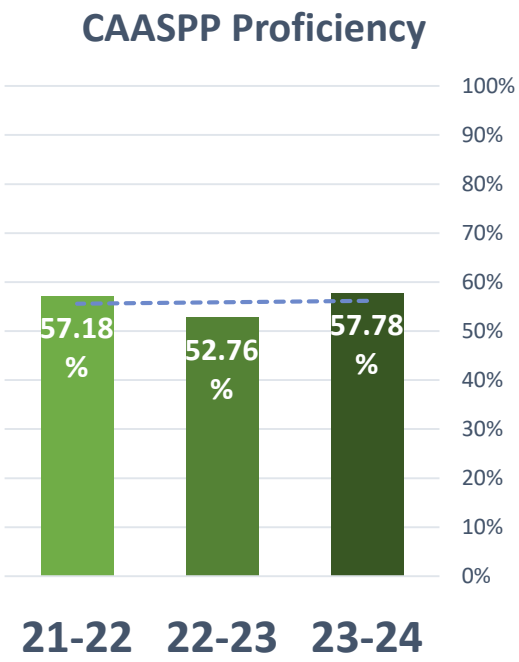
Grade 6 English Language Arts

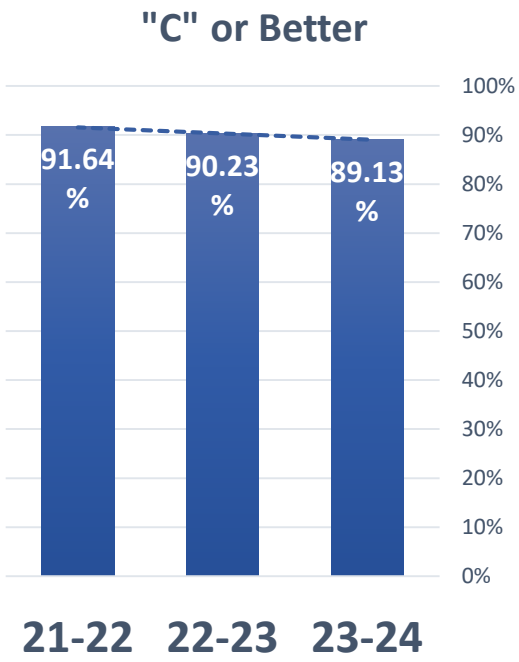


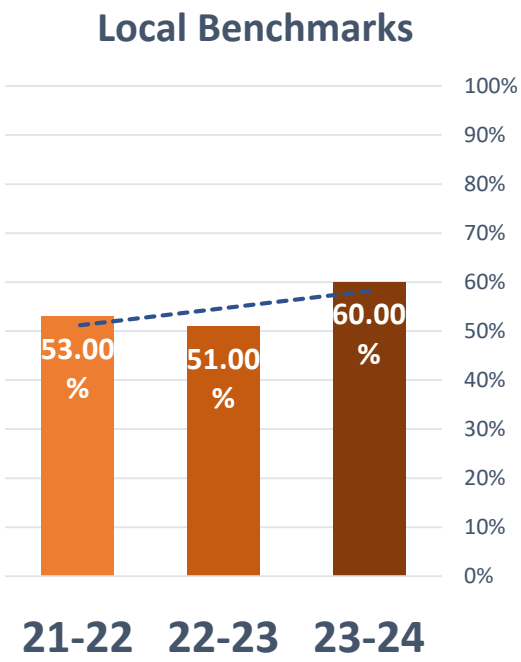




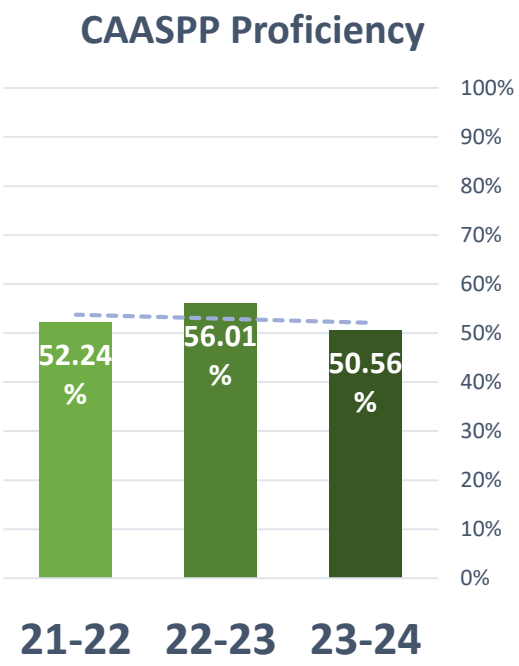
Grade 7 English Language Arts

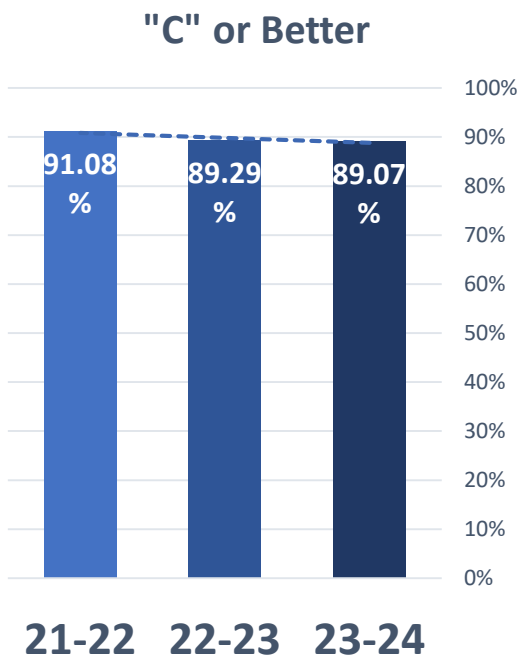


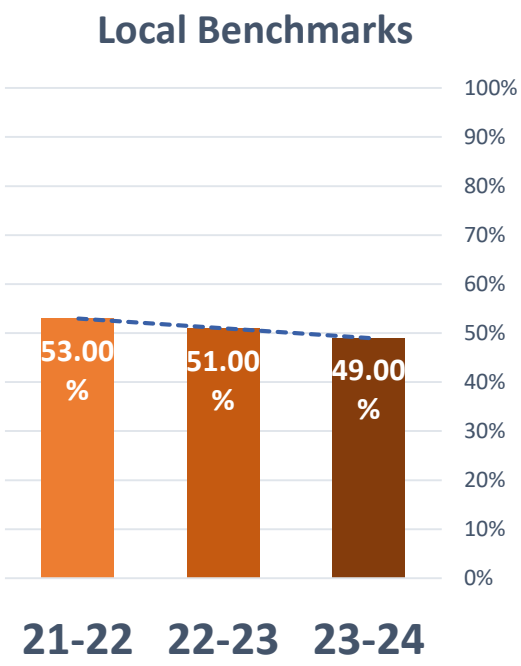




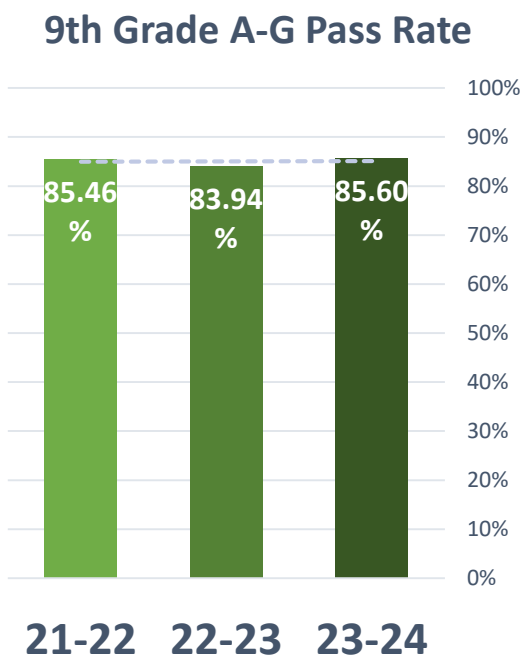
Grade 8 English Language Arts

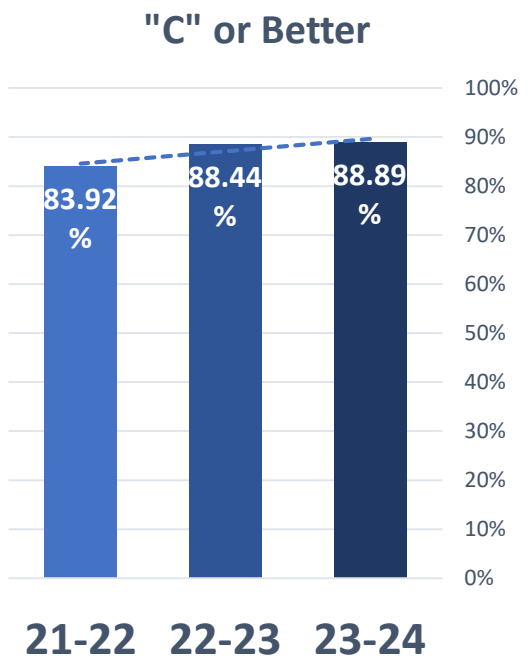


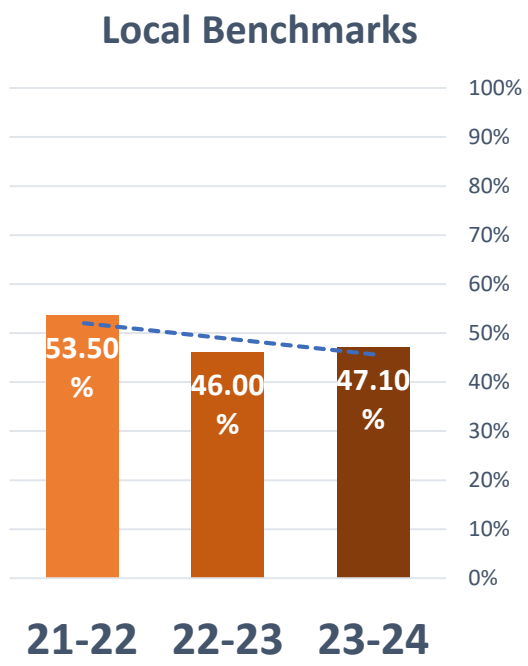




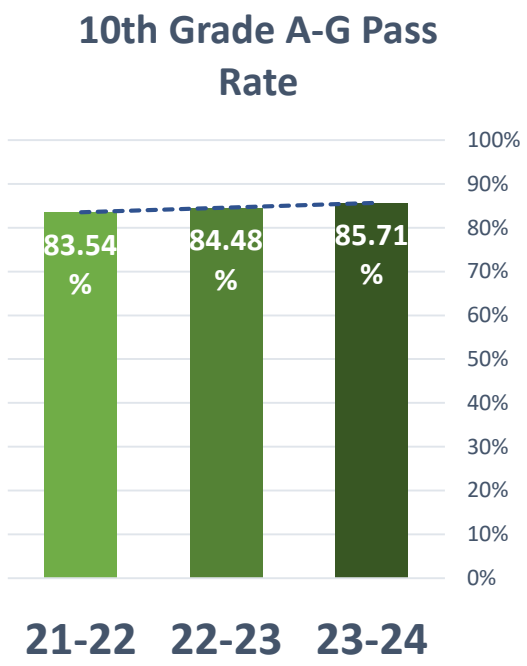
Grade 9 English Language Arts

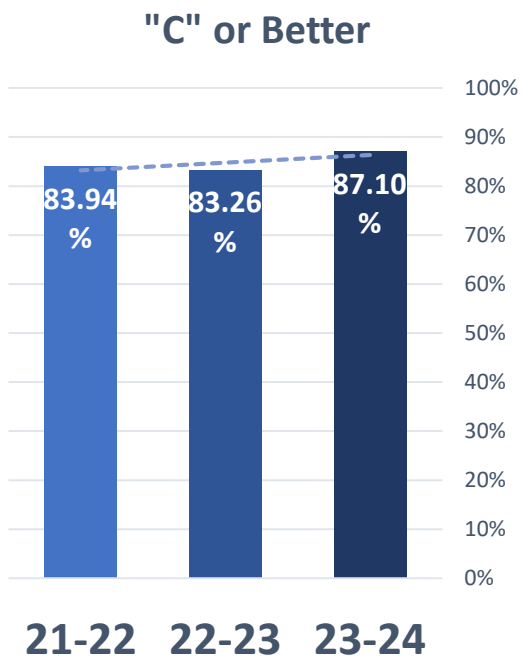


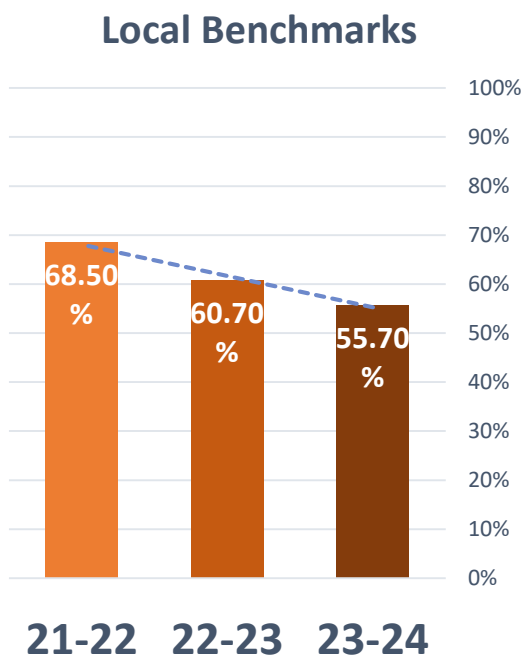




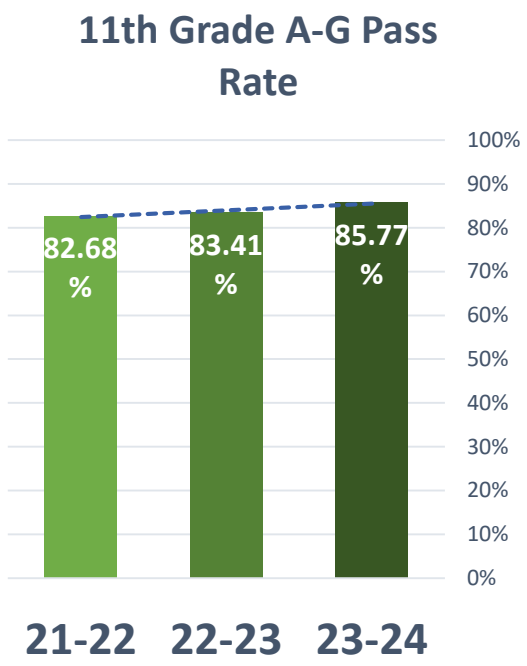
Grade 10 English Language Arts

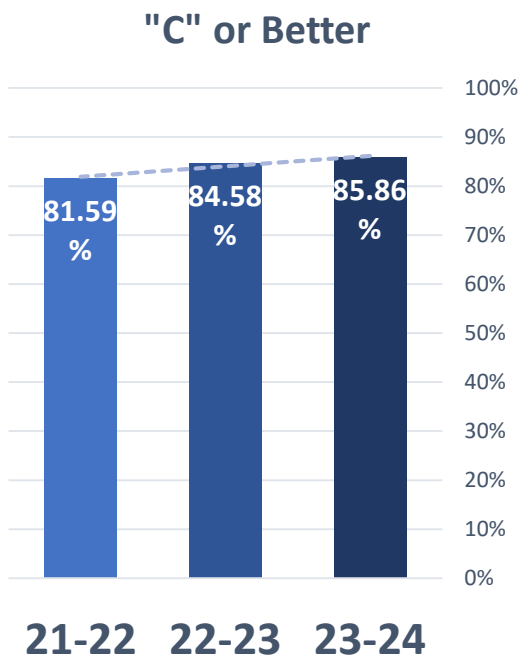


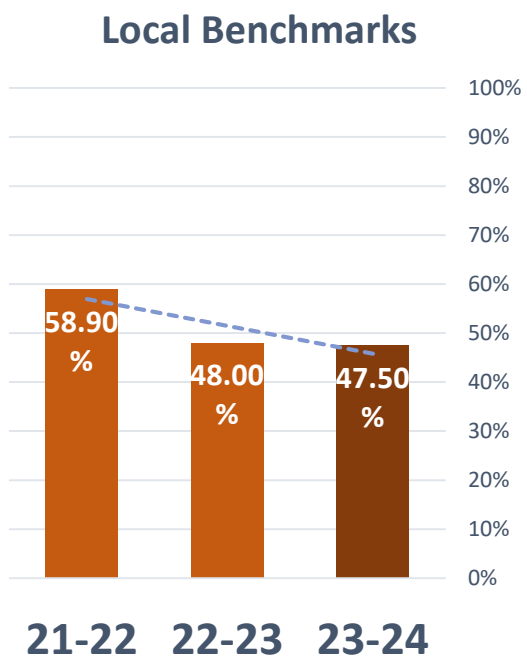




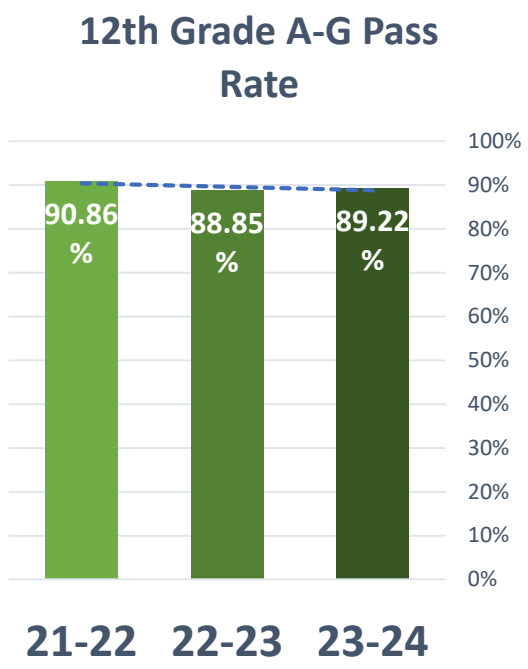
Grade 11 English Language Arts

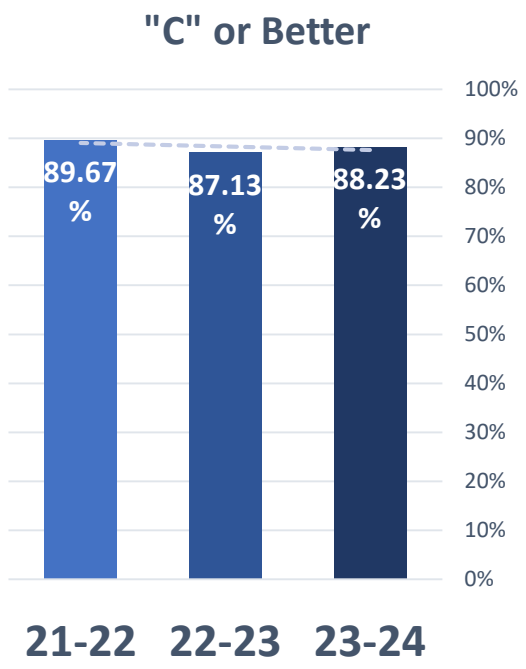


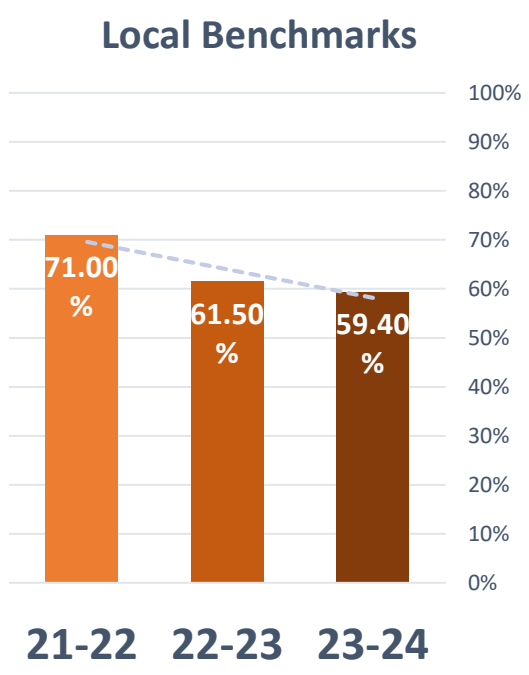




Grade 12 English Language Arts



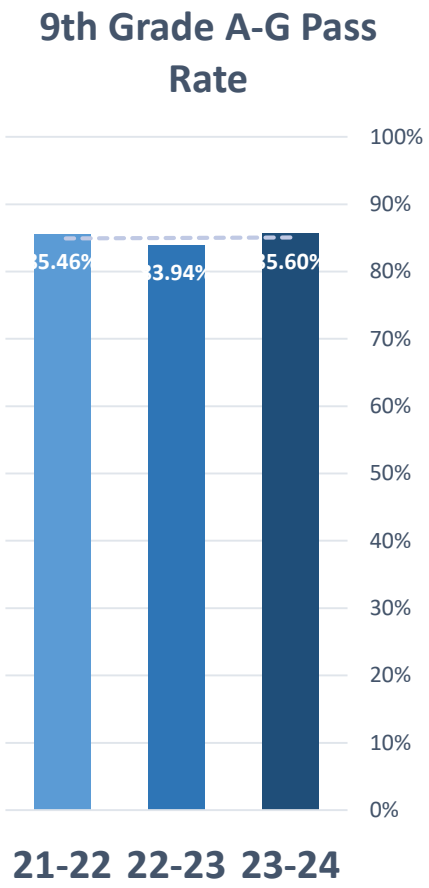


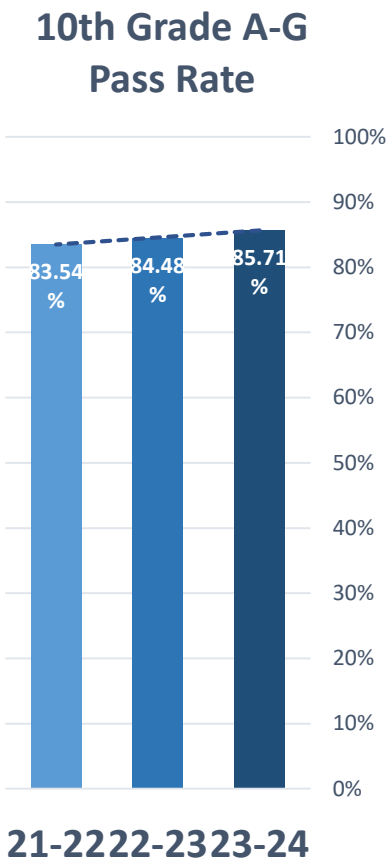


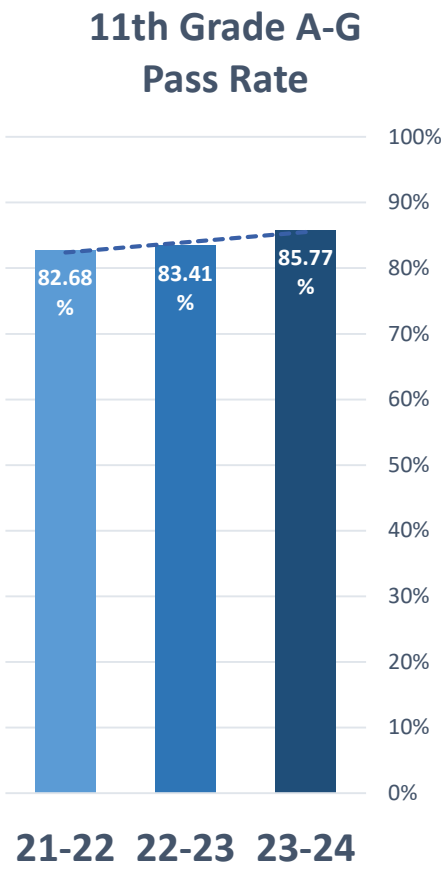


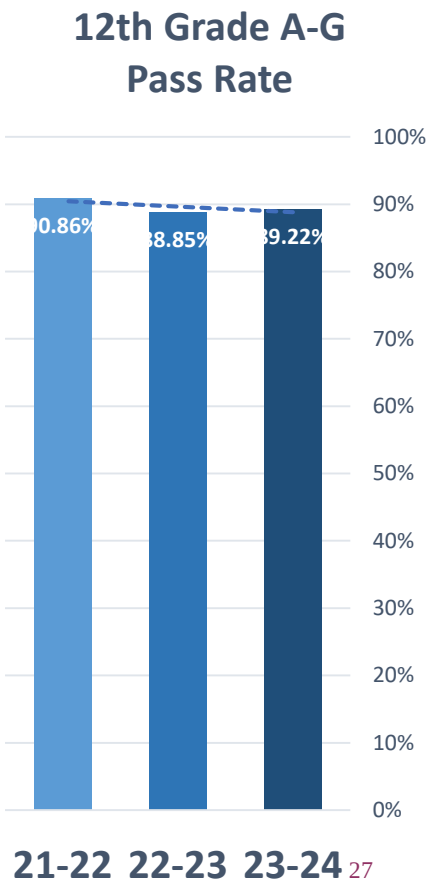
ANALYSIS OF A-G REQUIREMENTS

A-G Course Pass Rates by Grade









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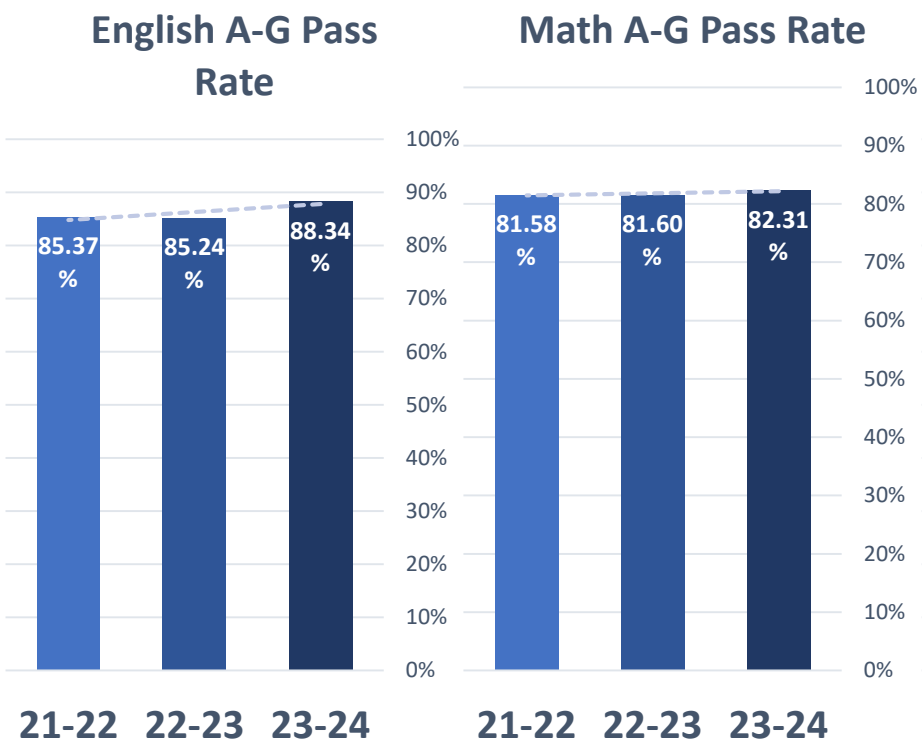
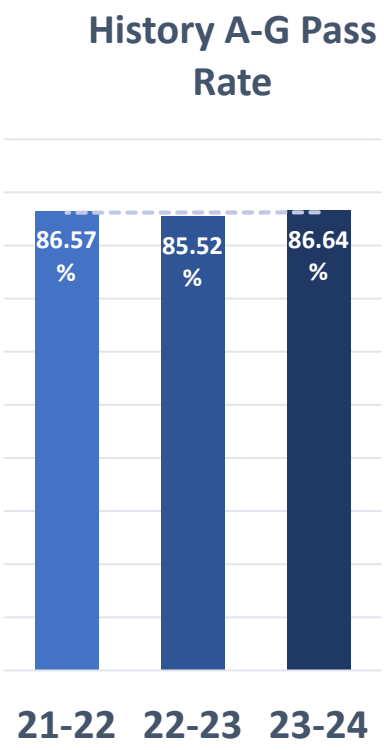
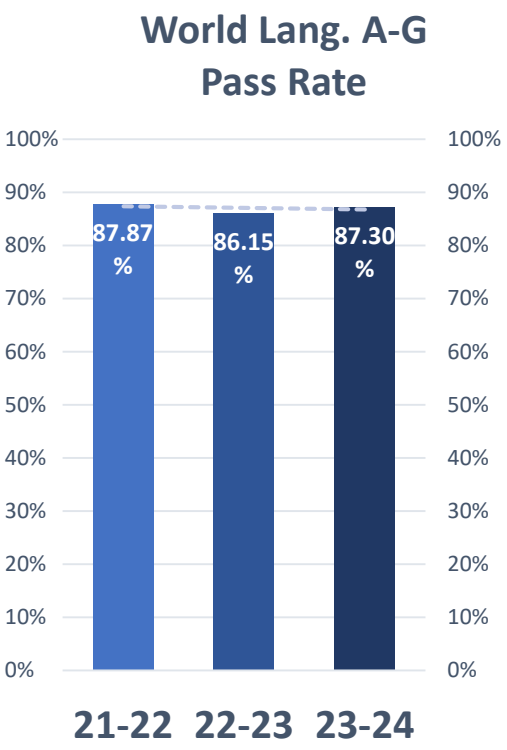
A-G Course Pass Rates by Course







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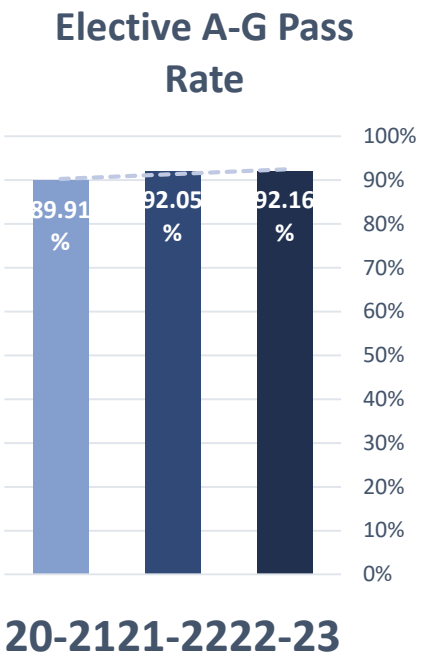
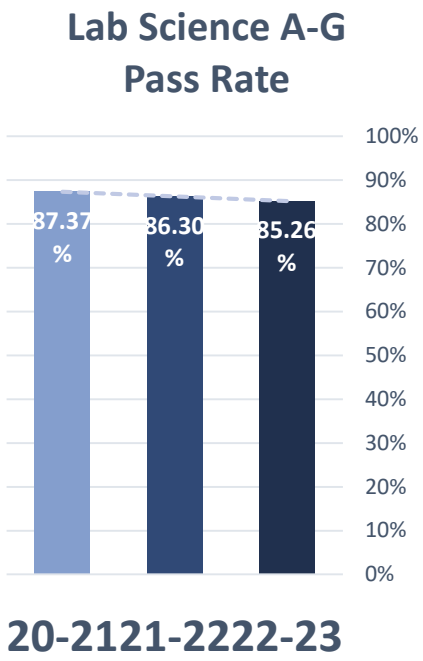
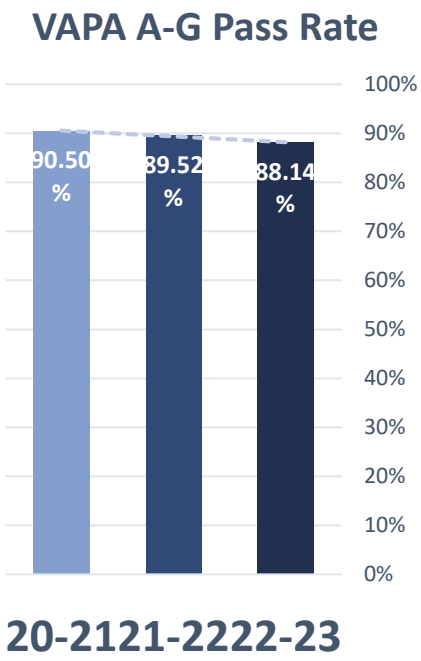
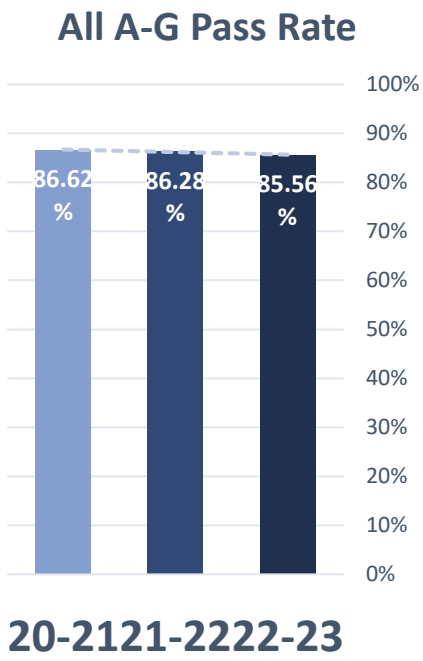
A-G Course Pass Rates by Course Continued



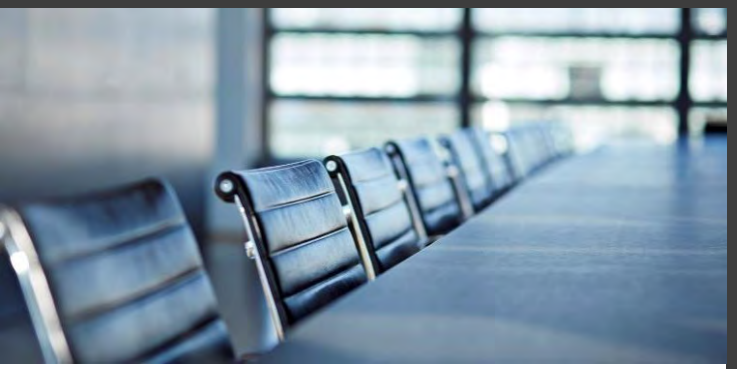












A-G Problem Areas

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

- 10th Grade English in
  - 21-22 – 82.08%
  - 22-23 – 82.36%
  - 23-24 – 88.42% (Better!)
- 9th Grade Science
  - 23-24 – 80.00%
- 10th Grade Science
  - 21-22 – 82.26%
  - 22-23 – 81.78%
- 9th Grade World Language
  - 23-24 – 81.82%

Mathematics	23-24	22-23	21-22
All Grades	82.31%	81.60%	81.58%
9th Grade	83.26%	82.71%	82.13%
10 Grade	79.71%	80.22%	79.92%
11 Grade	80.88%	78.81%	79.25%

THANK YOU

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

BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence



Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Mariam Abdelhamid, Director of Fiscal Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Public Hearing on the Temporary Inter-Fund Cash Borrowing Resolution for the 2025-2026 Fiscal Year

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Background:

Education code 42603 permits the temporary borrowing of moneys between District funds to facilitate the payment of obligations. This allows the District to cover a temporary negative cash flow balance amounts in any and all District funds, but does not increase the total amount authorized for expenditures nor is it considered income to the borrowing fund.

Discussion/Issues:

In accordance with Education Code Section 42603, temporary borrowing of cash between funds prior to March 3, 2026, must be repaid by June 30, 2026. Temporary borrowing of cash between funds from March 3, 2026, through June 30, 2026, shall be repaid in the same fiscal year or in the following fiscal year.

- Up to 75% of the fund balance can be temporarily transferred to another fund for cash flow purposes
- A public hearing is required to be held before the governing board adopts the resolution
- A governing board resolution authorizing the temporary borrowing is required:

The District governing board is required to hold a public hearing to take testimony from the public before the board adopts the required resolution.

Fiscal Impact:

There is no fiscal impact in adopting this resolution.

Recommendation:

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Inter-Fund Cash Borrowing Resolution for the 2025-2026 Fiscal Year, Prior to Final Adoption as required by Education Code Section 42603.1, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

PUBLIC HEARING NOTICE
TEMPORARY INTER-FUND CASH BORROWING RESOLUTION
FOR THE 2025-2026 FISCAL YEAR

NOTICE IS HEREBY GIVEN that the Board of Education of the Burbank Unified School District will hold a Public Hearing on the Temporary Inter-Fund Cash Borrowing Resolution for the 2025-2026 Fiscal Year, Prior to Final Adoption as required by Education Code Section 42603.1.

The public is cordially invited to attend this meeting. At the public hearing any interested person(s) may be heard on this matter. The Temporary Inter-Fund Cash Borrowing Resolution for the 2025-2026 Fiscal Year for the Burbank Unified School District will be on file and available for public inspection should members of the public wish to review the resolution prior to the public hearing.

Hearing Date: June 18, 2025

Time: 6:00 p.m.

Location: Burbank City Hall
275 E. Olive Avenue
Burbank, CA 91502

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:	Mariam Abdelhamid, Director of Fiscal Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Public Hearing on the Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer for the 2025-2026 Fiscal Year

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Background:

Temporary borrowing of cash from the Treasurer in the event of cash deficiencies allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer as permitted in Article XVI, Section 6, of the California Constitution.

Discussion/Issues:

The Treasurer cannot loan districts money after the aforementioned Monday and districts must be cash self-sufficient from that point on until the end of the year. Tax and Revenue Anticipation Notes (TRANs) repayment amounts must be set aside before borrowing from the Treasurer is permitted.

The temporary borrowing from the Treasurer may be made under the following restrictions:

- No more than 85 percent of the anticipated revenues accruing to the school district may be borrowed.
- Borrowing may not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
- Repayment from the revenues accruing to the school district shall be made before any other obligation is met from such revenue.

Fiscal Impact:

There is no fiscal impact in adopting this resolution.

Recommendation:

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

PUBLIC HEARING NOTICE
TEMPORARY TRANSFERS FROM THE SCHOOL POOLS FUND
MAINTAINED BY THE LOS ANGELES COUNTY TREASURER
RESOLUTION FOR THE 2025-2026 FISCAL YEAR

NOTICE IS HEREBY GIVEN that the Board of Education of the Burbank Unified School District will hold a Public Hearing on the Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026 as permitted in Article XVI, Section 6, of the California Constitution.

The public is cordially invited to attend this meeting. At the public hearing any interested person(s) may be heard on this matter. The Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026 for the Burbank Unified School District will be on file and available for public inspection should members of the public wish to review the resolution prior to the public hearing.

Hearing Date: June 18, 2025

Time: 6:00 p.m.

Location: Burbank City Hall
275 E. Olive Avenue
Burbank, CA 91502

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:	Mariam Abdelhamid, Ph.D., Director of Fiscal Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative
DATE:	June 18, 2025
SUBJECT:	Second Reading of the District's 2025-2026 Proposed Budget

---

Background:

The Burbank Unified School District must prepare an annual budget for the fiscal year July 1 through June 30 which must be reviewed and approved and submitted to LA County Office of Education on or before July 1 of the fiscal year (LACOE has always asked for it by June 30). This budget is based upon assumptions regarding projected enrollment and state and federal funding among other factors. Once adopted by the Board of Education, the adopted budget is submitted to the County Office of Education for review and approval before forwarding to the State Department of Education.

Discussion/Issues:

The Board of Education will conduct a public hearing on the 2025-2026 Budget of the District for the year ending June 30, 2026. Final Adoption will be on June 18, 2025 as required by Education Code Section 42103 and 52062.

Fiscal Impact:

There is no fiscal impact in adopting the budget. However, not having a budget adopted by the statutory time lines would lead to the County withholding funding until it is received, including payroll.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the District's 2025-2026 Proposed Budget, as presented.



Office of Administrative Services
2024-25 Estimated Actuals and
2025-26 Proposed Adopted Budget

Revenue Assumptions

The following revenue assumptions are for estimated actuals 2024-25, the proposed budget 2025-26 and the multi-year projection for fiscal years 2026-27 and 2027-28.

Based on the Governor's May Revision of his proposed 2024-25 budget and per the Los Angeles County Department of Education (LACOE), Burbank USD is projecting its Local Control Funding Formula (LCFF) revenues based off of AB 1948. School districts will be funded on the greater of current year, prior year, or the average of the most recent three-year prior years' ADA. Burbank USD is experiencing declining enrollment due to the effects of COVID-19 and is utilizing the average of the most recent three-year prior years for its ADA projection.

Projected Funded ADA – based on AB 1948 and 94% of Enrollment

2024-25	2025-26	2026-27	2027-28
13,519	**13,322**	**13,189**	**13,057**

Combined Unrestricted and Restricted Overview:

	Estimated Actuals 2024-25	Proposed Budget 2025-26	Projected Budget 2026-27	Projected Budget 2027-28
LCFF Source Revenues	$165,266,871	$170,073,136	$174,022,360	$178,649,839
Federal Revenues	$7,309,412	$7,984,906	$7,905,057	$7,826,006
Other State Revenues	$29,743,766	$31,192,954	$26,929,896	$26,929,896
Other Local Revenues	$4,956,346	$4,131,026	$4,097,216	$4,097,216
Total	**$207,276,395**	**$213,382,021**	**$212,954,529**	**$217,502,957**

The details of revenue projections are as follows using information from Governor Newsom's May Revise Budget: Local Control Funding Formula Revenue (LCFF) is comprised of State Aid, Property Taxes and Education Protection Account (EPA):

- State Aid

Grade	2025-26 Base Grant Rate per ADA COLA – 2.30%	2026-27 Base Grant Rate Per ADA COLA – 3.02%	2027-28 Base Grant Rate Per ADA COLA – 3.42%
K-3	$10,256	$10,566	$10,927
4-6	$10,411	$10,725	$11,092
7-8	$10,719	$11,043	$11,421
9-12	$12,423	$12,798	$13,236

- Property Taxes and other local revenue
  - Projected Property and other local revenue for 2024-25, 2025-26, 2026-27 and 2027-28
    - $71,651,717

- Education Protection Account (EPA) is received quarterly in September, December, March, and June and is a component of the total LCFF entitlement. The District pays certificated salaries and related benefits, as the appropriate use of this funding, pursuant to Section 36 of Article XIII of the California Constitution.
  - EPA funding for 2025-26, 2026-27 and 2027-28 are estimated to be:
    - $27,095,803
    - $26,094,836
    - $26,269,980

- Supplemental and Concentration Grant Funding is received for:
  - Students who are English Learners
  - Students who receive free or reduced-price meals
  - Foster Youth

- To receive Supplemental Grant Funding, Districts need to have an unduplicated pupil count of 20%. Districts need to have an unduplicated pupil count of 55% or greater to receive Concentration Grants Funding. Burbank USD only receives Supplemental Grant Funding. It is important to note that Burbank USD, in addition to its decline in overall enrollment, is also experiencing a drop in the percentage of English Learners, families whose income allows eligibility for free or reduced-priced meals, and foster youth pupils. This decline in projected unduplicated pupil count is as follows:
    - The details of how the funds are to be spent are outlined in the Local Control Accountability Plan (LCAP)

Estimated Actuals 2024-25	Projected Adopted Budget 2025-26	Projected 2026-27	Projected 2027-28
37.30% Unduplicated	**38.37% Unduplicated**	**38.27% Unduplicated**	**37.89% Unduplicated**
11,440,151	**11,970,073**	**12,216,541**	**12,426,579**

Restricted Revenue

Restricted Federal funding

	Estimated Actuals 2024-25	Proposed Adopted 2025-26	Projected 2026-27	Projected 2027-28
Special Education Entitlement	$3,236,221	$3,236,221	$3,203,859	$3,171,820
Special Education Discretionary Grants	$211,370	$211,370	$209,256	$207,163
Title I, Part A, Basic	$1,943,553	$1,783,154	$1,765,323	$1,747,670
Title II, Part A, Supporting Effective Instruction	$309,658	$260,000	$257,400	$254,826
Title III, Immigrant Student Program	$129,344	$99,500	$98,505	$97,520
Title III, English Learner Program	$309,282	$235,000	$232,650	$230,324
Other Every Student Succeeds Act	$303,561	$130,000	$128,700	$127,413
Career and Technical Education	$87,961	$87,961	$87,081	$86,211
All Other Federal Revenue	$778,463	$1,941,700	$1,922,283	$1,903,060

Restricted State Funding

	Estimated Actuals 2024-25	Proposed Adopted 2025-26	Projected 2026-27	Projected 2027-28
Special Education Master Plan	$12,246,177	$12,246,177	$12,123,715	$12,002,478
Mandated Costs Reimbursements	$662,182	$690,510	$683,605	$676,769
Lottery - Unrestricted and Instructional Materials	$3,793,881	$3,760,575	$3,722,969	$3,685,740
Expanded Learning Opportunities Program (ELO-P)	$3,750,139	$3,750,993	$3,713,483	$3,676,348
After School Education and Safety (ASES)	$691,995	$315,395	$312,241	$309,119
Career Technical Education Incentive Grant Program	$600,000	$600,000	$594,000	$588,060
Arts and Music in Schools (Prop 28)	$1,869,911	$1,795,115	$1,777,163	$1,759,392
All Other State Revenue	$6,129,481	$8,034,189	$7,953,847	$7,874,309

Expenditure Assumptions

The following expenditure assumptions are for Estimated Actuals 2024-25, the proposed budget 2025-26, and the multi-year projection 2026-27 and 2027-28

Combined Unrestricted and Restricted Overview:

EXPENDITURE CATEGORIES	Estimated Actuals 2024-25	Proposed Adopted 2025-26	Projected Budget 2026-27	Projected Budget 2027-28
Certificated Salaries	$85,129,071	$83,383,251	$83,743,493	$84,305,520
Classified Salaries	$38,225,031	$40,148,653	$40,598,318	$40,843,019
Employee Benefits	$49,028,123	$52,363,769	$53,198,298	$54,360,003
Books & Supplies	$6,581,336	$9,368,170	$6,420,420	$6,470,435
Services/Other Operations	$41,334,610	$41,046,634	$40,573,389	$40,900,632
Capital Outlay	$2,527,580	$187,964	$187,964	$187,964
Other Outgo (excluding indirect)	$1,556,385	$1,250,000	$1,250,000	$1,250,000
Other Outgo (Transfers of Indirect Costs)	-$657,079	-$780,996	-$780,996	-$780,996
Total	**$223,725,057**	**$226,967,445**	**$225,190,886**	**$227,536,577**

Salary step and column – Each employee is hired at a specific salary range known as step and column. Employees, depending on experience & degrees held, move within that negotiated salary step and column. The amounts below are the estimated costs of step and column movement:

Step / Column	Estimated Actuals 2024-25	Proposed Adopted 2025-26	Projected Budget 2026-27	Projected Budget 2027-28
BTA Increase	$905,543	$883,935	$834,242.02	$839,655
CSEA Increase	$442,406	$466,443	$440,221.10	$443,077
BASA Increase	$121,341	$125,204	$118,165.17	$118,932

Employee Salary, Benefits, and Statutory Benefits:

- Health and welfare have been calculated for Estimated Actuals and Proposed Adopted Budget. For the multi-year projection, a mid-year increase in rate of 7% has been projected.

The following table represents the contribution obligation to statutory benefits:

	Estimated Actuals 2024-25	Proposed Adopted 2025-26	Projected Budget 2026-27	Projected Budget 2027-28
PERS	27.05%	26.81%	26.90%	27.80%
STRS	19.10%	19.10%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%	6.20%
SUI	0.05%	0.05%	0.05%	0.05%
OPEB	0.30%	0.30%	0.30%	0.30%
MEDICARE	1.45%	1.45%	1.45%	1.45%
W/C	2.40%	2.40%	2.40%	2.40%

General Fund Contributions

Program contributions from General Fund Unrestricted to Restricted:

	Estimated Actuals 2024-25	Proposed Adopted 2025-26	Projected Budget 2026-27	Projected Budget 2027-28
Special Education	$36,595,868	$43,196,081	$43,457,439	$43,718,797
On-Going and Major Maintenance	$6,752,503	$6,869,352	$6,910,915	$6,952,478
Rental of District Property	-$281,486	-$283,706	-$285,423	-$287,139
City of Burbank- Joint Use	-$263,758	-$199,040	-$200,245	-$201,449
Retiree Benefits	*$2,401,422*	*$2,000,000*	*$2,012,101*	*$2,024,202*
Total	**$42,803,127**	**$49,582,687**	**$49,882,687**	**$52,206,889**

Local Control Accountability Plan (LCAP) and Budget Overview for Parents (BOP):

- The LCAP is fully funded in the estimated budget for 2024-25, projected adopted 2025-26 and multiyear projection 2026-27 and 2027-28.

Operational Site Budgets

- Elementary Schools receive $63, Middle Schools receive $80, and High Schools receive $99 per enrolled student. The allocation is calculated on projected enrollment. Additionally, sites receive specific discretionary dollars for special education and various coaching stipends.

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For: 2024-25 Estimated Actuals	2025-26 Budget
01	General Fund/County School Service Fund	GS	GS
08	Student Activity Special Revenue Fund		
09	Charter Schools Special Revenue Fund		
10	Special Education Pass-Through Fund		
11	Adult Education Fund	G	G
12	Child Development Fund	G	G
13	Cafeteria Special Revenue Fund	G	G
14	Deferred Maintenance Fund	G	G
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
18	School Bus Emissions Reduction Fund		
19	Foundation Special Revenue Fund		
20	Special Reserve Fund for Postemployment Benefits		
21	Building Fund	G	G
25	Capital Facilities Fund	G	G
30	State School Building Lease-Purchase Fund		
35	County School Facilities Fund	G	G
40	Special Reserve Fund for Capital Outlay Projects	G	G
49	Capital Project Fund for Blended Component Units		
51	Bond Interest and Redemption Fund	G	G
52	Debt Service Fund for Blended Component Units		
53	Tax Override Fund		
56	Debt Service Fund		
57	Foundation Permanent Fund		
61	Cafeteria Enterprise Fund		
62	Charter Schools Enterprise Fund		
63	Other Enterprise Fund		
66	Warehouse Revolving Fund		
67	Self-Insurance Fund	G	G
71	Retiree Benefit Fund	G	
73	Foundation Private-Purpose Trust Fund		
76	Warrant/Pass-Through Fund		
95	Student Body Fund		
A	Average Daily Attendance	S	S
ASSET	Schedule of Capital Assets		
CASH	Cashflow Worksheet		S
CB	Budget Certification		
CC	Workers' Compensation Certification		S
CEA	Current Expense Formula/Minimum Classroom Comp. - Actuals	G	
CEB	Current Expense Formula/Minimum Classroom Comp. - Budget		G
DEBT	Schedule of Long-Term Liabilities		
ESMOE	Every Student Succeeds Act Maintenance of Effort	G	
ICR	Indirect Cost Rate Worksheet	G	

L	Lottery Report	G	
MYP	Multiyear Projections - General Fund		GS
SEA	Special Education Revenue Allocations		
SEAS	Special Education Revenue Allocations Setup (SELPA Selection)	S	S
SIAA	Summary of Interfund Activities - Actuals	G	
SIAB	Summary of Interfund Activities - Budget		G
01CS	Criteria and Standards Review	GS	GS

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099	170,073,136.01	2.32%	174,022,360.00	2.66%	178,649,839.00
2. Federal Revenues	8100-8299	0.00	0.00%		0.00%	
3. Other State Revenues	8300-8599	4,887,239.00	0.00%	4,887,239.00	0.00%	4,887,239.00
4. Other Local Revenues	8600-8799	750,000.00	0.00%	750,000.00	0.00%	750,000.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	(49,582,686.53)	0.61%	(49,882,687.00)	0.60%	(50,182,687.00)
6. Total (Sum lines A1 thru A5c)		126,127,688.48	2.89%	129,776,912.00	3.33%	134,104,391.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				64,842,047.31		63,494,628.24
b. Step & Column Adjustment				726,230.93		711,139.84
c. Cost-of-Living Adjustment						
d. Other Adjustments				(2,073,650.00)		1,624,100.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	64,842,047.31	-2.08%	63,494,628.24	3.68%	65,829,868.08
2. Classified Salaries						
a. Base Salaries				21,434,093.36		20,674,155.21
b. Step & Column Adjustment				240,061.85		231,550.54
c. Cost-of-Living Adjustment						
d. Other Adjustments				(1,000,000.00)		1,540,000.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	21,434,093.36	-3.55%	20,674,155.21	8.57%	22,445,705.75
3. Employee Benefits	3000-3999	36,451,155.76	-1.02%	36,079,799.00	5.46%	38,049,208.00
4. Books and Supplies	4000-4999	1,753,339.24	2.98%	1,805,589.00	2.77%	1,855,604.00
5. Services and Other Operating Expenditures	5000-5999	9,287,080.93	27.21%	11,813,836.00	2.77%	12,141,079.00
6. Capital Outlay	6000-6999	124,900.00	0.00%	124,900.00	0.00%	124,900.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,200,000.00	0.00%	1,200,000.00	0.00%	1,200,000.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(1,786,594.16)	0.00%	(1,786,594.00)	0.00%	(1,786,594.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	2,000,000.00	5.00%	2,100,000.00	4.76%	2,200,000.00
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		135,306,022.44	0.15%	135,506,313.45	4.84%	142,059,770.83

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(9,178,333.96)		(5,729,401.45)		(7,955,379.83)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		31,512,041.22		22,333,707.26		16,604,305.81
2. Ending Fund Balance (Sum lines C and D1)		22,333,707.26		16,604,305.81		8,648,925.98
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	0.00		300,000.00		300,000.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00		6,683,205.00		6,760,097.00
2. Unassigned/Unappropriated	9790	22,333,707.26		9,621,100.81		1,588,828.98
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		22,333,707.26		16,604,305.81		8,648,925.98
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		6,683,205.00		6,760,097.00
c. Unassigned/Unappropriated	9790	22,333,707.26		9,621,100.81		1,588,828.98
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)		22,333,707.26		16,304,305.81		8,348,925.98

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

This includes part of our FSP - fiscal stabilization plan, of reducing teachers and PE staff in the outyears. This also includes moving personnel between restricted and unrestricted resources to better align with needs/programs and funding.

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099	0.00	0.00%		0.00%	
2. Federal Revenues	8100-8299	7,984,905.76	-1.00%	7,905,057.00	-1.00%	7,826,006.00
3. Other State Revenues	8300-8599	26,305,714.56	-16.21%	22,042,657.00	0.00%	22,042,657.00
4. Other Local Revenues	8600-8799	3,381,026.00	-1.00%	3,347,216.00	0.00%	3,347,216.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	49,582,686.52	0.61%	49,882,687.00	0.60%	50,182,687.00
6. Total (Sum lines A1 thru A5c)		87,254,332.84	-4.67%	83,177,617.00	0.27%	83,398,566.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				18,541,203.45		20,248,864.93
b. Step & Column Adjustment				207,661.48		226,787.29
c. Cost-of-Living Adjustment						
d. Other Adjustments				1,500,000.00		(2,000,000.00)
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	18,541,203.45	9.21%	20,248,864.93	-8.76%	18,475,652.22
2. Classified Salaries						
a. Base Salaries				18,714,559.81		19,924,162.88
b. Step & Column Adjustment				209,603.07		223,150.62
c. Cost-of-Living Adjustment						
d. Other Adjustments				1,000,000.00		(1,750,000.00)
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	18,714,559.81	6.46%	19,924,162.88	-7.66%	18,397,313.50
3. Employee Benefits	3000-3999	15,912,613.37	7.58%	17,118,499.00	-4.72%	16,310,795.00
4. Books and Supplies	4000-4999	7,614,831.17	-39.40%	4,614,831.00	0.00%	4,614,831.00
5. Services and Other Operating Expenditures	5000-5999	31,759,552.73	-9.45%	28,759,553.00	0.00%	28,759,553.00
6. Capital Outlay	6000-6999	63,064.00	0.00%	63,064.00	0.00%	63,064.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	50,000.00	0.00%	50,000.00	0.00%	50,000.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	1,005,598.42	0.00%	1,005,598.00	0.00%	1,005,598.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		93,661,422.95	-2.00%	91,784,572.81	-4.48%	87,676,806.72
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(6,407,090.11)		(8,606,955.81)		(4,278,240.72)

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		19,968,505.17		13,561,415.06		4,954,459.25
2. Ending Fund Balance (Sum lines C and D1)		13,561,415.06		4,954,459.25		676,218.53
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	13,561,415.14		4,954,459.25		676,218.53
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	(.08)		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		13,561,415.06		4,954,459.25		676,218.53
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

This includes part of our FSP - fiscal stabilization plan, of reducing teachers and PE staff in the outyears. This also includes moving personnel between restricted and unrestricted resources to better align with needs/programs.

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099	170,073,136.01	2.32%	174,022,360.00	2.66%	178,649,839.00
2. Federal Revenues	8100-8299	7,984,905.76	-1.00%	7,905,057.00	-1.00%	7,826,006.00
3. Other State Revenues	8300-8599	31,192,953.56	-13.67%	26,929,896.00	0.00%	26,929,896.00
4. Other Local Revenues	8600-8799	4,131,026.00	-0.82%	4,097,216.00	0.00%	4,097,216.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	(.01)	-100.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		213,382,021.32	-0.20%	212,954,529.00	2.14%	217,502,957.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				83,383,250.76		83,743,493.17
b. Step & Column Adjustment				933,892.41		937,927.13
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(573,650.00)		(375,900.00)
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	83,383,250.76	0.43%	83,743,493.17	0.67%	84,305,520.30
2. Classified Salaries						
a. Base Salaries				40,148,653.17		40,598,318.09
b. Step & Column Adjustment				449,664.92		454,701.16
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		(210,000.00)
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	40,148,653.17	1.12%	40,598,318.09	0.60%	40,843,019.25
3. Employee Benefits	3000-3999	52,363,769.13	1.59%	53,198,298.00	2.18%	54,360,003.00
4. Books and Supplies	4000-4999	9,368,170.41	-31.47%	6,420,420.00	0.78%	6,470,435.00
5. Services and Other Operating Expenditures	5000-5999	41,046,633.66	-1.15%	40,573,389.00	0.81%	40,900,632.00
6. Capital Outlay	6000-6999	187,964.00	0.00%	187,964.00	0.00%	187,964.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,250,000.00	0.00%	1,250,000.00	0.00%	1,250,000.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(780,995.74)	0.00%	(780,996.00)	0.00%	(780,996.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	2,000,000.00	5.00%	2,100,000.00	4.76%	2,200,000.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		228,967,445.39	-0.73%	227,290,886.26	1.08%	229,736,577.55
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(15,585,424.07)		(14,336,357.26)		(12,233,620.55)

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		51,480,546.39		35,895,122.32		21,558,765.06
2. Ending Fund Balance (Sum lines C and D1)		35,895,122.32		21,558,765.06		9,325,144.51
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	13,561,415.14		4,954,459.25		676,218.53
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		300,000.00		300,000.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00		6,683,205.00		6,760,097.00
2. Unassigned/Unappropriated	9790	22,333,707.18		9,621,100.81		1,588,828.98
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		35,895,122.32		21,558,765.06		9,325,144.51
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		6,683,205.00		6,760,097.00
c. Unassigned/Unappropriated	9790	22,333,707.26		9,621,100.81		1,588,828.98
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z	(.08)		0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		22,333,707.18		16,304,305.81		8,348,925.98
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		9.75%		7.17%		3.63%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	Yes					

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
Foothill SELPA						
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)		0.00		0.00		0.00
2. District ADA						
Used to determine the reserve standard percentage level on line F3d (Col. A: Form A, Estimated P-2 ADA column, Lines A4 and C4; enter projections)		13,298.47		13,165.48		13,033.83
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		228,967,445.39		227,290,886.26		229,736,577.55
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		228,967,445.39		227,290,886.26		229,736,577.55
d. Reserve Standard Percentage Level (Refer to Form 01CS, Criterion 10 for calculation details)		3.00%		3.00%		3.00%
e. Reserve Standard - By Percent (Line F3c times F3d)		6,869,023.36		6,818,726.59		6,892,097.33
f. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		6,869,023.36		6,818,726.59		6,892,097.33
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals Unrestricted (A)	2024-25 Estimated Actuals Restricted (B)	2024-25 Estimated Actuals Total Fund col. A + B (C)	2025-26 Budget Unrestricted (D)	2025-26 Budget Restricted (E)	2025-26 Budget Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES									
1) LCFF Sources		8010-8099	165,266,870.60	0.00	165,266,870.60	170,073,136.01	0.00	170,073,136.01	2.9%
2) Federal Revenue		8100-8299	0.00	7,309,412.17	7,309,412.17	0.00	7,984,905.76	7,984,905.76	9.2%
3) Other State Revenue		8300-8599	6,568,883.00	23,174,882.74	29,743,765.74	4,887,239.00	26,305,714.56	31,192,953.56	4.9%
4) Other Local Revenue		8600-8799	1,349,575.00	3,606,771.17	4,956,346.17	750,000.00	3,381,026.00	4,131,026.00	-16.7%
5) TOTAL, REVENUES			173,185,328.60	34,091,066.08	207,276,394.68	175,710,375.01	37,671,646.32	213,382,021.33	2.9%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	67,176,285.83	17,952,784.96	85,129,070.79	64,842,047.31	18,541,203.45	83,383,250.76	-2.1%
2) Classified Salaries		2000-2999	20,629,776.26	17,595,254.75	38,225,031.01	21,434,093.36	18,714,559.81	40,148,653.17	5.0%
3) Employee Benefits		3000-3999	34,425,387.51	14,602,735.69	49,028,123.20	36,451,155.76	15,912,613.37	52,363,769.13	6.8%
4) Books and Supplies		4000-4999	1,567,093.47	5,014,242.05	6,581,335.52	1,753,339.24	7,614,831.17	9,368,170.41	42.3%
5) Services and Other Operating Expenditures		5000-5999	8,024,479.59	33,310,130.88	41,334,610.47	9,287,080.93	31,759,552.73	41,046,633.66	-0.7%
6) Capital Outlay		6000-6999	2,029,301.52	498,278.80	2,527,580.32	124,900.00	63,064.00	187,964.00	-92.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,426,252.76	130,132.56	1,556,385.32	1,200,000.00	50,000.00	1,250,000.00	-19.7%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(1,507,154.48)	850,075.14	(657,079.34)	(1,786,594.16)	1,005,598.42	(780,995.74)	18.9%
9) TOTAL, EXPENDITURES			133,771,422.46	89,953,634.83	223,725,057.29	133,306,022.44	93,661,422.95	226,967,445.39	1.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			39,413,906.14	(55,862,568.75)	(16,448,662.61)	42,404,352.57	(55,989,776.63)	(13,585,424.06)	-17.4%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,401,421.86	0.00	2,401,421.86	2,000,000.00	0.00	2,000,000.00	-16.7%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(43,200,786.01)	43,200,786.00	(.01)	(49,582,686.53)	49,582,686.52	(.01)	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(45,602,207.87)	43,200,786.00	(2,401,421.87)	(51,582,686.53)	49,582,686.52	(2,000,000.01)	-16.7%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(6,188,301.73)	(12,661,782.75)	(18,850,084.48)	(9,178,333.96)	(6,407,090.11)	(15,585,424.07)	-17.3%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	37,700,342.95	32,630,287.92	70,330,630.87	31,512,041.22	19,968,505.17	51,480,546.39	-26.8%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
c) As of July 1 - Audited (F1a + F1b)			37,700,342.95	32,630,287.92	70,330,630.87	31,512,041.22	19,968,505.17	51,480,546.39	-26.8%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			37,700,342.95	32,630,287.92	70,330,630.87	31,512,041.22	19,968,505.17	51,480,546.39	-26.8%
2) Ending Balance, June 30 (E + F1e)			31,512,041.22	19,968,505.17	51,480,546.39	22,333,707.26	13,561,415.06	35,895,122.32	-30.3%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	19,968,505.24	19,968,505.24	0.00	13,561,415.14	13,561,415.14	-32.1%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	31,512,041.22	(.07)	31,512,041.15	22,333,707.26	(.08)	22,333,707.18	-29.1%
G. ASSETS									
1) Cash									
a) in County Treasury		9110	0.00	0.00	0.00				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	0.00	0.00	0.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	0.00	0.00	0.00				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	0.00	0.00	0.00				
8) Other Current Assets		9340	0.00	0.00	0.00				

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals Unrestricted (A)	2024-25 Estimated Actuals Restricted (B)	2024-25 Estimated Actuals Total Fund col. A + B (C)	2025-26 Budget Unrestricted (D)	2025-26 Budget Restricted (E)	2025-26 Budget Total Fund col. D + E (F)	% Diff Column C & F
9) Lease Receivable		9380	0.00	0.00	0.00				
10) TOTAL, ASSETS			0.00	0.00	0.00				
H. DEFERRED OUTFLOWS OF RESOURCES									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
I. LIABILITIES									
1) Accounts Payable		9500	0.00	0.00	0.00				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	0.00	0.00	0.00				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	0.00	0.00				
6) TOTAL, LIABILITIES			0.00	0.00	0.00				
J. DEFERRED INFLOWS OF RESOURCES									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
K. FUND EQUITY									
Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2)			0.00	0.00	0.00				
LCFF SOURCES									
Principal Apportionment									
State Aid - Current Year		8011	68,140,812.60	0.00	68,140,812.60	71,325,616.00	0.00	71,325,616.00	4.7%
Education Protection Account State Aid - Current Year		8012	26,633,017.00	0.00	26,633,017.00	27,095,803.00	0.00	27,095,803.00	1.7%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions									
Homeowners' Exemptions		8021	168,002.00	0.00	168,002.00	168,134.31	0.00	168,134.31	0.1%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes									
Secured Roll Taxes		8041	42,204,340.29	0.00	42,204,340.29	42,504,917.52	0.00	42,504,917.52	0.7%
Unsecured Roll Taxes		8042	392,182.00	0.00	392,182.00	392,576.30	0.00	392,576.30	0.1%
Prior Years' Taxes		8043	913,447.78	0.00	913,447.78	1,018,928.91	0.00	1,018,928.91	11.5%
Supplemental Taxes		8044	688,664.00	0.00	688,664.00	952,586.06	0.00	952,586.06	38.3%
Education Revenue Augmentation Fund (ERAF)		8045	10,615,388.00	0.00	10,615,388.00	11,304,986.81	0.00	11,304,986.81	6.5%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Community Redevelopment Funds (SB 617/699/1992)		8047	15,487,147.00	0.00	15,487,147.00	15,143,685.47	0.00	15,143,685.47	-2.2%
Penalties and Interest from Delinquent Taxes		8048	23,869.93	0.00	23,869.93	165,901.63	0.00	165,901.63	595.0%
Miscellaneous Funds (EC 41604)									
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			165,266,870.60	0.00	165,266,870.60	170,073,136.01	0.00	170,073,136.01	2.9%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00		0.00	0.00		0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			165,266,870.60	0.00	165,266,870.60	170,073,136.01	0.00	170,073,136.01	2.9%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	3,236,220.83	3,236,220.83	0.00	3,236,220.83	3,236,220.83	0.0%
Special Education Discretionary Grants		8182	0.00	211,369.53	211,369.53	0.00	211,369.53	211,369.53	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		1,943,553.00	1,943,553.00		1,783,154.40	1,783,154.40	-8.3%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		309,658.00	309,658.00		260,000.00	260,000.00	-16.0%
Title III, Immigrant Student Program	4201	8290		129,344.00	129,344.00		99,500.00	99,500.00	-23.1%
Title III, English Learner Program	4203	8290		309,282.00	309,282.00		235,000.00	235,000.00	-24.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Other Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290		303,561.00	303,561.00		130,000.00	130,000.00	-57.2%
Career and Technical Education	3500-3599	8290		87,961.00	87,961.00		87,961.00	87,961.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	778,462.81	778,462.81	0.00	1,941,700.00	1,941,700.00	149.4%
TOTAL, FEDERAL REVENUE			0.00	7,309,412.17	7,309,412.17	0.00	7,984,905.76	7,984,905.76	9.2%
OTHER STATE REVENUE									
Other State Apportionments									
Special Education Master Plan									
Current Year	6500	8311		12,246,177.00	12,246,177.00		12,246,177.00	12,246,177.00	0.0%
Prior Years	6500	8319		0.00	0.00		0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	662,182.00	0.00	662,182.00	690,510.00	0.00	690,510.00	4.3%
Lottery - Unrestricted and Instructional Materials		8560	2,654,327.00	1,139,554.00	3,793,881.00	2,631,025.00	1,129,550.00	3,760,575.00	-0.9%
Tax Relief Subventions									
Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from									
State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Expanded Learning Opportunities Program (ELO-P)	2600	8590		3,750,139.00	3,750,139.00		3,750,993.00	3,750,993.00	0.0%
After School Education and Safety (ASES)	6010	8590		691,995.00	691,995.00		315,395.00	315,395.00	-54.4%
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		0.00	0.00		0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590		0.00	0.00		0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590		600,000.00	600,000.00		600,000.00	600,000.00	0.0%
Arts and Music in Schools (Prop 28)	6770	8590		1,869,911.00	1,869,911.00		1,795,114.56	1,795,114.56	-4.0%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	3,252,374.00	2,877,106.74	6,129,480.74	1,565,704.00	6,468,485.00	8,034,189.00	31.1%
TOTAL, OTHER STATE REVENUE			6,568,883.00	23,174,882.74	29,743,765.74	4,887,239.00	26,305,714.56	31,192,953.56	4.9%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	462,986.73	462,986.73	0.00	470,800.00	470,800.00	1.7%
Interest		8660	1,200,000.00	0.00	1,200,000.00	750,000.00	0.00	750,000.00	-37.5%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	87,384.00	87,384.00	0.00	87,385.00	87,385.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue									
Plus: Miscellaneous Funds Non-LCFF (50 Percent) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenue from Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	149,575.00	1,913,826.54	2,063,401.54	0.00	1,658,169.00	1,658,169.00	-19.6%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Tuition		8710	0.00	1,142,573.90	1,142,573.90	0.00	1,164,672.00	1,164,672.00	1.9%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,349,575.00	3,606,771.17	4,956,346.17	750,000.00	3,381,026.00	4,131,026.00	-16.7%
TOTAL, REVENUES			173,185,328.60	34,091,066.08	207,276,394.68	175,710,375.01	37,671,646.32	213,382,021.33	2.9%
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	52,979,145.40	15,049,507.65	68,028,653.05	53,239,682.92	14,450,134.28	67,689,817.20	-0.5%
Certificated Pupil Support Salaries		1200	5,026,757.58	668,152.58	5,694,910.16	3,100,604.20	2,176,325.82	5,276,930.02	-7.3%
Certificated Supervisors' and Administrators' Salaries		1300	6,735,428.64	912,644.32	7,648,072.96	6,828,111.46	737,059.68	7,565,171.14	-1.1%
Other Certificated Salaries		1900	2,434,954.21	1,322,480.41	3,757,434.62	1,673,648.73	1,177,683.67	2,851,332.40	-24.1%
TOTAL, CERTIFICATED SALARIES			67,176,285.83	17,952,784.96	85,129,070.79	64,842,047.31	18,541,203.45	83,383,250.76	-2.1%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	2,339,261.99	10,347,560.95	12,686,822.94	1,541,414.95	11,718,573.05	13,259,988.00	4.5%
Classified Support Salaries		2200	8,393,197.56	5,383,571.87	13,776,769.43	8,911,149.26	5,449,052.29	14,360,201.55	4.2%
Classified Supervisors' and Administrators' Salaries		2300	1,669,802.25	313,263.64	1,983,065.89	1,721,689.14	440,561.77	2,162,250.91	9.0%
Clerical, Technical and Office Salaries		2400	7,274,941.50	777,708.35	8,052,649.85	7,910,157.25	740,492.72	8,650,649.97	7.4%
Other Classified Salaries		2900	952,572.96	773,149.94	1,725,722.90	1,349,682.76	365,879.98	1,715,562.74	-0.6%
TOTAL, CLASSIFIED SALARIES			20,629,776.26	17,595,254.75	38,225,031.01	21,434,093.36	18,714,559.81	40,148,653.17	5.0%
EMPLOYEE BENEFITS									
STRS		3101-3102	12,374,884.23	3,101,465.93	15,476,350.16	12,408,967.50	3,262,104.99	15,671,072.49	1.3%
PERS		3201-3202	5,289,314.56	4,531,801.25	9,821,115.81	6,631,721.23	5,302,683.97	11,934,405.20	21.5%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OASDI/Medicare/Alternative		3301-3302	2,478,342.62	1,528,484.19	4,006,826.81	3,249,657.24	1,647,743.67	4,897,400.91	22.2%
Health and Welfare Benefits		3401-3402	11,711,037.90	4,426,161.82	16,137,199.72	11,643,053.68	4,676,387.23	16,319,440.91	1.1%
Unemployment Insurance		3501-3502	42,746.51	16,966.54	59,713.05	45,777.40	18,507.88	64,285.28	7.7%
Workers' Compensation		3601-3602	2,272,753.14	898,113.24	3,170,866.38	2,197,314.39	894,138.33	3,091,452.72	-2.5%
OPEB, Allocated		3701-3702	256,308.55	99,742.72	356,051.27	274,664.32	111,047.30	385,711.62	8.3%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			34,425,387.51	14,602,735.69	49,028,123.20	36,451,155.76	15,912,613.37	52,363,769.13	6.8%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	0.00	1,588,509.99	1,588,509.99	0.00	1,542,022.37	1,542,022.37	-2.9%
Books and Other Reference Materials		4200	6,483.08	166,335.95	172,819.03	0.00	538,150.00	538,150.00	211.4%
Materials and Supplies		4300	1,515,687.52	2,140,441.55	3,656,129.07	1,692,561.74	4,859,658.80	6,552,220.54	79.2%
Noncapitalized Equipment		4400	44,922.87	1,096,630.56	1,141,553.43	60,777.50	675,000.00	735,777.50	-35.5%
Food		4700	0.00	22,324.00	22,324.00	0.00	0.00	0.00	-100.0%
TOTAL, BOOKS AND SUPPLIES			1,567,093.47	5,014,242.05	6,581,335.52	1,753,339.24	7,614,831.17	9,368,170.41	42.3%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	65,950.92	60,411.52	126,362.44	26,150.00	14,273.07	40,423.07	-68.0%
Dues and Memberships		5300	47,559.92	6,884.55	54,444.47	7,330.75	0.00	7,330.75	-86.5%
Insurance		5400 - 5450	2,238,736.00	0.00	2,238,736.00	2,750,000.00	0.00	2,750,000.00	22.8%
Operations and Housekeeping Services		5500	3,430,265.34	26,593.71	3,456,859.05	3,600,000.00	20,000.00	3,620,000.00	4.7%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	791,939.89	1,917,285.05	2,709,224.94	591,799.00	659,890.80	1,251,689.80	-53.8%
Transfers of Direct Costs		5710	(7,046,542.88)	7,046,542.89	.01	(5,812,359.54)	5,812,359.55	.01	0.0%
Transfers of Direct Costs - Interfund		5750	(15,489.86)	282,887.60	267,397.74	(20,350.00)	279,732.72	259,382.72	-3.0%
Professional/Consulting Services and Operating Expenditures		5800	8,196,334.88	23,959,862.00	32,156,196.88	7,892,510.72	24,971,296.59	32,863,807.31	2.2%
Communications		5900	315,725.38	9,663.56	325,388.94	252,000.00	2,000.00	254,000.00	-21.9%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			8,024,479.59	33,310,130.88	41,334,610.47	9,287,080.93	31,759,552.73	41,046,633.66	-0.7%
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	126,601.24	126,601.24	0.00	0.00	0.00	-100.0%
Buildings and Improvements of Buildings		6200	1,996,389.96	87,023.10	2,083,413.06	0.00	0.00	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Equipment		6400	32,911.56	170,379.83	203,291.39	124,900.00	0.00	124,900.00	-38.6%
Equipment Replacement		6500	0.00	114,274.63	114,274.63	0.00	63,064.00	63,064.00	-44.8%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			2,029,301.52	498,278.80	2,527,580.32	124,900.00	63,064.00	187,964.00	-92.6%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict									
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments									
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	179,193.00	0.00	179,193.00	200,000.00	0.00	200,000.00	11.6%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments									
To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments									
To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	318,464.93	12,098.52	330,563.45	0.00	0.00	0.00	-100.0%
Other Debt Service - Principal		7439	928,594.83	118,034.04	1,046,628.87	1,000,000.00	50,000.00	1,050,000.00	0.3%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,426,252.76	130,132.56	1,556,385.32	1,200,000.00	50,000.00	1,250,000.00	-19.7%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals Unrestricted (A)	2024-25 Estimated Actuals Restricted (B)	2024-25 Estimated Actuals Total Fund col. A + B (C)	2025-26 Budget Unrestricted (D)	2025-26 Budget Restricted (E)	2025-26 Budget Total Fund col. D + E (F)	% Diff Column C & F
Transfers of Indirect Costs		7310	(850,075.15)	850,075.14	(.01)	(1,005,598.42)	1,005,598.42	0.00	-100.0%
Transfers of Indirect Costs - Interfund		7350	(657,079.33)	0.00	(657,079.33)	(780,995.74)	0.00	(780,995.74)	18.9%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(1,507,154.48)	850,075.14	(657,079.34)	(1,786,594.16)	1,005,598.42	(780,995.74)	18.9%
TOTAL, EXPENDITURES			133,771,422.46	89,953,634.83	223,725,057.29	133,306,022.44	93,661,422.95	226,967,445.39	1.4%
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	2,401,421.86	0.00	2,401,421.86	2,000,000.00	0.00	2,000,000.00	-16.7%
(b) TOTAL, INTERFUND TRANSFERS OUT			2,401,421.86	0.00	2,401,421.86	2,000,000.00	0.00	2,000,000.00	-16.7%
OTHER SOURCES/USES									
SOURCES									
State Apportionments									
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds									
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources									
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds									
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
USES									

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(43,200,786.01)	43,200,786.00	(.01)	(49,582,686.53)	49,582,686.52	(.01)	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(43,200,786.01)	43,200,786.00	(.01)	(49,582,686.53)	49,582,686.52	(.01)	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a- b + c - d + e)			(45,602,207.87)	43,200,786.00	(2,401,421.87)	(51,582,686.53)	49,582,686.52	(2,000,000.01)	-16.7%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals Unrestricted (A)	2024-25 Estimated Actuals Restricted (B)	2024-25 Estimated Actuals Total Fund col. A + B (C)	2025-26 Budget Unrestricted (D)	2025-26 Budget Restricted (E)	2025-26 Budget Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES									
1) LCFF Sources		8010-8099	165,266,870.60	0.00	165,266,870.60	170,073,136.01	0.00	170,073,136.01	2.9%
2) Federal Revenue		8100-8299	0.00	7,309,412.17	7,309,412.17	0.00	7,984,905.76	7,984,905.76	9.2%
3) Other State Revenue		8300-8599	6,568,883.00	23,174,882.74	29,743,765.74	4,887,239.00	26,305,714.56	31,192,953.56	4.9%
4) Other Local Revenue		8600-8799	1,349,575.00	3,606,771.17	4,956,346.17	750,000.00	3,381,026.00	4,131,026.00	-16.7%
5) TOTAL, REVENUES			173,185,328.60	34,091,066.08	207,276,394.68	175,710,375.01	37,671,646.32	213,382,021.33	2.9%
B. EXPENDITURES (Objects 1000-7999)									
1) Instruction	1000-1999		70,016,842.84	67,415,898.75	137,432,741.59	74,280,492.38	71,855,248.08	146,135,740.46	6.3%
2) Instruction - Related Services	2000-2999		16,215,207.89	6,299,047.08	22,514,254.97	18,204,176.72	5,677,880.93	23,882,057.65	6.1%
3) Pupil Services	3000-3999		14,199,702.41	6,777,866.48	20,977,568.89	12,044,715.91	7,178,736.00	19,223,451.91	-8.4%
4) Ancillary Services	4000-4999		1,915,357.44	763,900.94	2,679,258.38	1,012,607.17	0.00	1,012,607.17	-62.2%
5) Community Services	5000-5999		4,863.28	180,391.94	185,255.22	0.00	192,094.00	192,094.00	3.7%
6) Enterprise	6000-6999		208.40	0.00	208.40	1,042.00	0.00	1,042.00	400.0%
7) General Administration	7000-7999		14,961,497.09	1,226,038.40	16,187,535.49	14,240,281.51	1,444,313.31	15,684,594.82	-3.1%
8) Plant Services	8000-8999		15,031,490.35	7,160,358.68	22,191,849.03	12,322,706.75	7,263,150.63	19,585,857.38	-11.7%
9) Other Outgo	9000-9999	Except 7600-7699	1,426,252.76	130,132.56	1,556,385.32	1,200,000.00	50,000.00	1,250,000.00	-19.7%
10) TOTAL, EXPENDITURES			133,771,422.46	89,953,634.83	223,725,057.29	133,306,022.44	93,661,422.95	226,967,445.39	1.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			39,413,906.14	(55,862,568.75)	(16,448,662.61)	42,404,352.57	(55,989,776.63)	(13,585,424.06)	-17.4%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,401,421.86	0.00	2,401,421.86	2,000,000.00	0.00	2,000,000.00	-16.7%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(43,200,786.01)	43,200,786.00	(.01)	(49,582,686.53)	49,582,686.52	(.01)	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(45,602,207.87)	43,200,786.00	(2,401,421.87)	(51,582,686.53)	49,582,686.52	(2,000,000.01)	-16.7%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(6,188,301.73)	(12,661,782.75)	(18,850,084.48)	(9,178,333.96)	(6,407,090.11)	(15,585,424.07)	-17.3%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	37,700,342.95	32,630,287.92	70,330,630.87	31,512,041.22	19,968,505.17	51,480,546.39	-26.8%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			37,700,342.95	32,630,287.92	70,330,630.87	31,512,041.22	19,968,505.17	51,480,546.39	-26.8%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			37,700,342.95	32,630,287.92	70,330,630.87	31,512,041.22	19,968,505.17	51,480,546.39	-26.8%
2) Ending Balance, June 30 (E + F1e)			31,512,041.22	19,968,505.17	51,480,546.39	22,333,707.26	13,561,415.06	35,895,122.32	-30.3%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	19,968,505.24	19,968,505.24	0.00	13,561,415.14	13,561,415.14	-32.1%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	31,512,041.22	(.07)	31,512,041.15	22,333,707.26	(.08)	22,333,707.18	-29.1%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
2600	Expanded Learning Opportunities Program	6,295,510.06	6,168,295.45
3010	ESSA: Title I, Part A, Basic Grants Low-Income and Neglected	.01	.02
3214	Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss	.01	.01
3310	Special Ed: IDEA Basic Local Assistance Entitlement, Part B, Sec 611	.02	.01
3550	Strengthening Career and Technical Education for the 21st Century (Perkins V): Secondary, Section 131	0.00	78,771.55
4203	ESSA: Title III, English Learner Student Program	.02	.02
5380	Child Nutrition: School Breakfast Startup	.01	.01
5650	FEMA Public Assistance Funds	2,921,716.00	2,921,716.00
5810	Other Restricted Federal	.02	.02
6010	After School Education and Safety (ASES)	74,072.57	389,467.57
6266	Educator Effectiveness, FY 2021-22	227,023.04	.01
6271	National Board for Professional Teaching Standards Certification Incentive Program	0.00	5,000.00
6300	Lottery: Instructional Materials	1,359,137.03	38,687.03
6387	Career Technical Education Incentive Grant Program	.01	.01
6770	Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28)	1,658,058.84	0.00
7032	Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds	4,894.75	4,894.75
7311	Classified School Employee Professional Development Block Grant	87,699.08	87,699.08
7388	SB 117 COVID-19 LEA Response Funds	.76	.76
7412	A-G Access/Success Grant	514,791.42	0.00
7413	A-G Learning Loss Mitigation Grant	46,971.18	.01
7510	Low-Performing Students Block Grant	4.77	4.77
7810	Other Restricted State	131,386.00	131,386.00
8150	Ongoing & Major Maintenance Account (RMA: Education Code Section 17070.75)	1,106,314.49	451,478.59
9010	Other Restricted Local	5,540,925.15	3,284,013.47
Total, Restricted Balance		19,968,505.24	13,561,415.14

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	542,243.00	542,243.00	0.0%
3) Other State Revenue		8300-8599	4,780,164.00	4,780,164.00	0.0%
4) Other Local Revenue		8600-8799	235,005.27	405,028.48	72.3%
5) TOTAL, REVENUES			5,557,412.27	5,727,435.48	3.1%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	2,772,526.66	2,497,900.47	-9.9%
2) Classified Salaries		2000-2999	727,829.64	696,305.59	-4.3%
3) Employee Benefits		3000-3999	1,228,747.55	1,048,484.64	-14.7%
4) Books and Supplies		4000-4999	745,203.47	516,600.00	-30.7%
5) Services and Other Operating Expenditures		5000-5999	663,368.57	518,832.01	-21.8%
6) Capital Outlay		6000-6999	206,470.76	750,000.00	263.2%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	266,208.68	248,545.79	-6.6%
9) TOTAL, EXPENDITURES			6,610,355.33	6,276,668.50	-5.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,052,943.06)	(549,233.02)	-47.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,052,943.06)	(549,233.02)	-47.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,411,168.44	3,358,225.38	-23.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,411,168.44	3,358,225.38	-23.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,411,168.44	3,358,225.38	-23.9%
2) Ending Balance, June 30 (E + F1e)			3,358,225.38	2,808,992.36	-16.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,564,831.67	1,356,680.14	-13.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	1,793,393.72	1,452,312.24	-19.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	(0.01)	(0.02)	100.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			0.00		
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.0%
FEDERAL REVENUE					
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from					
Federal Sources		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	542,243.00	542,243.00	0.0%
TOTAL, FEDERAL REVENUE			542,243.00	542,243.00	0.0%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Adult Education Program	6391	8590	4,740,610.00	4,740,610.00	0.0%
All Other State Revenue	All Other	8590	39,554.00	39,554.00	0.0%
TOTAL, OTHER STATE REVENUE			4,780,164.00	4,780,164.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	(23.21)	170,000.00	-732,542.9%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	235,028.48	235,028.48	0.0%
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Tuition		8710	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			235,005.27	405,028.48	72.3%
TOTAL, REVENUES			5,557,412.27	5,727,435.48	3.1%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	1,941,929.77	1,851,806.72	-4.6%
Certificated Pupil Support Salaries		1200	208,245.72	0.00	-100.0%
Certificated Supervisors' and Administrators' Salaries		1300	435,189.05	468,398.70	7.6%
Other Certificated Salaries		1900	187,162.12	177,695.05	-5.1%
TOTAL, CERTIFICATED SALARIES			2,772,526.66	2,497,900.47	-9.9%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	147,394.12	20,798.25	-85.9%
Classified Support Salaries		2200	227,311.19	199,076.59	-12.4%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	353,058.33	476,034.75	34.8%
Other Classified Salaries		2900	66.00	396.00	500.0%
TOTAL, CLASSIFIED SALARIES			727,829.64	696,305.59	-4.3%
EMPLOYEE BENEFITS					
STRS		3101-3102	463,687.36	461,757.12	-0.4%
PERS		3201-3202	216,388.41	205,464.93	-5.0%
OASDI/Medicare/Alternative		3301-3302	105,298.54	82,649.36	-21.5%
Health and Welfare Benefits		3401-3402	341,721.88	210,772.58	-38.3%
Unemployment Insurance		3501-3502	1,739.27	1,597.11	-8.2%
Workers' Compensation		3601-3602	89,949.29	76,660.94	-14.8%
OPEB, Allocated		3701-3702	9,962.80	9,582.60	-3.8%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,228,747.55	1,048,484.64	-14.7%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	170,893.75	140,600.00	-17.7%
Materials and Supplies		4300	196,726.49	144,000.00	-26.8%
Noncapitalized Equipment		4400	377,583.23	232,000.00	-38.6%
TOTAL, BOOKS AND SUPPLIES			745,203.47	516,600.00	-30.7%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	5,000.00	0.00	-100.0%
Travel and Conferences		5200	7,380.41	9,500.00	28.7%
Dues and Memberships		5300	1,137.00	750.00	-34.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	9,487.35	42,000.00	342.7%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	4,219.57	0.00	-100.0%
Transfers of Direct Costs		5710	(0.01)	0.01	-200.0%
Transfers of Direct Costs - Interfund		5750	15,120.13	20,000.00	32.3%
Professional/Consulting Services and Operating Expenditures		5800	558,028.76	385,000.00	-31.0%
Communications		5900	62,995.36	61,582.00	-2.2%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			663,368.57	518,832.01	-21.8%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	31,009.01	0.00	-100.0%
Equipment		6400	2,972.48	0.00	-100.0%
Equipment Replacement		6500	172,489.27	750,000.00	334.8%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			206,470.76	750,000.00	263.2%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	266,208.68	248,545.79	-6.6%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			266,208.68	248,545.79	-6.6%
TOTAL, EXPENDITURES			6,610,355.33	6,276,668.50	-5.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	542,243.00	542,243.00	0.0%
3) Other State Revenue		8300-8599	4,780,164.00	4,780,164.00	0.0%
4) Other Local Revenue		8600-8799	235,005.27	405,028.48	72.3%
5) TOTAL, REVENUES			5,557,412.27	5,727,435.48	3.1%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		3,787,569.77	3,133,473.85	-17.3%
2) Instruction - Related Services	2000-2999		1,872,700.09	2,555,647.04	36.5%
3) Pupil Services	3000-3999		278,313.05	0.00	-100.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		266,208.68	248,545.79	-6.6%
8) Plant Services	8000-8999		405,563.74	339,001.82	-16.4%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			6,610,355.33	6,276,668.50	-5.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(1,052,943.06)	(549,233.02)	-47.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,052,943.06)	(549,233.02)	-47.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,411,168.44	3,358,225.38	-23.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,411,168.44	3,358,225.38	-23.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,411,168.44	3,358,225.38	-23.9%
2) Ending Balance, June 30 (E + F1e)			3,358,225.38	2,808,992.36	-16.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,564,831.67	1,356,680.14	-13.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	1,793,393.72	1,452,312.24	-19.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	(0.01)	(0.02)	100.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
3905	Adult Education: Adult Basic Education, English Language Acquisition, and English Literacy and Civics Education	.01	.02
3926	Adult Education: Integrated English Literacy and Civics Education	0.00	.01
6371	CalWORKs for ROCP or Adult Education	.01	0.00
6391	Adult Education Program	1,564,831.65	1,356,680.11
Total, Restricted Balance		1,564,831.67	1,356,680.14

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	298,913.00	271,371.00	-9.2%
3) Other State Revenue		8300-8599	775,061.00	789,998.00	1.9%
4) Other Local Revenue		8600-8799	3,328,441.37	3,419,539.20	2.7%
5) TOTAL, REVENUES			4,402,415.37	4,480,908.20	1.8%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	1,165,768.34	1,075,142.80	-7.8%
2) Classified Salaries		2000-2999	890,187.44	944,615.10	6.1%
3) Employee Benefits		3000-3999	1,034,219.14	854,612.82	-17.4%
4) Books and Supplies		4000-4999	140,033.34	152,200.00	8.7%
5) Services and Other Operating Expenditures		5000-5999	110,554.59	144,967.28	31.1%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	177,568.77	219,868.11	23.8%
9) TOTAL, EXPENDITURES			3,518,331.62	3,391,406.11	-3.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			884,083.75	1,089,502.09	23.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			884,083.75	1,089,502.09	23.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	444,839.85	1,328,923.60	198.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			444,839.85	1,328,923.60	198.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			444,839.85	1,328,923.60	198.7%
2) Ending Balance, June 30 (E + F1e)			1,328,923.60	2,418,425.69	82.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,328,923.64	2,418,425.73	82.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	(0.04)	(0.04)	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
Child Nutrition Programs		8220	33,376.00	31,040.00	-7.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	265,537.00	240,331.00	-9.5%
TOTAL, FEDERAL REVENUE			298,913.00	271,371.00	-9.2%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	917.00	960.00	4.7%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Expanded Learning Opportunities Program (ELO-P)	2600	8590	0.00	0.00	0.0%
State Preschool	6105	8590	743,364.00	789,038.00	6.1%
Arts and Music in Schools (Prop 28)	6770	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	30,780.00	0.00	-100.0%
TOTAL, OTHER STATE REVENUE			775,061.00	789,998.00	1.9%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	(22.21)	4,000.00	-18,109.9%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	3,325,473.58	3,415,539.20	2.7%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	2,990.00	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,328,441.37	3,419,539.20	2.7%
TOTAL, REVENUES			4,402,415.37	4,480,908.20	1.8%
CERTIFICATED SALARIES					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Certificated Teachers' Salaries		1100	1,031,340.02	1,075,142.80	4.2%
Certificated Pupil Support Salaries		1200	1,602.54	0.00	-100.0%
Certificated Supervisors' and Administrators' Salaries		1300	132,759.78	0.00	-100.0%
Other Certificated Salaries		1900	66.00	0.00	-100.0%
TOTAL, CERTIFICATED SALARIES			1,165,768.34	1,075,142.80	-7.8%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	667,474.80	790,512.16	18.4%
Classified Support Salaries		2200	57,873.30	51,960.00	-10.2%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	146,713.34	92,942.94	-36.6%
Other Classified Salaries		2900	18,126.00	9,200.00	-49.2%
TOTAL, CLASSIFIED SALARIES			890,187.44	944,615.10	6.1%
EMPLOYEE BENEFITS					
STRS		3101-3102	127,163.05	126,592.09	-0.4%
PERS		3201-3202	358,595.70	353,241.07	-1.5%
OASDI/Medicare/Alternative		3301-3302	107,667.26	106,354.92	-1.2%
Health and Welfare Benefits		3401-3402	382,270.88	212,913.59	-44.3%
Unemployment Insurance		3501-3502	978.90	1,005.28	2.7%
Workers' Compensation		3601-3602	51,474.36	48,474.20	-5.8%
OPEB, Allocated		3701-3702	6,068.99	6,031.67	-0.6%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,034,219.14	854,612.82	-17.4%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	94,349.28	99,200.00	5.1%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	45,684.06	53,000.00	16.0%
TOTAL, BOOKS AND SUPPLIES			140,033.34	152,200.00	8.7%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	1,488.88	1,350.00	-9.3%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	4,236.69	32,000.00	655.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(282,804.27)	(279,632.72)	-1.1%
Professional/Consulting Services and Operating Expenditures		5800	387,190.00	390,300.00	0.8%
Communications		5900	443.29	950.00	114.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			110,554.59	144,967.28	31.1%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	177,568.77	219,868.11	23.8%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			177,568.77	219,868.11	23.8%
TOTAL, EXPENDITURES			3,518,331.62	3,391,406.11	-3.6%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8911	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	298,913.00	271,371.00	-9.2%
3) Other State Revenue		8300-8599	775,061.00	789,998.00	1.9%
4) Other Local Revenue		8600-8799	3,328,441.37	3,419,539.20	2.7%
5) TOTAL, REVENUES			4,402,415.37	4,480,908.20	1.8%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		2,766,755.73	2,823,120.05	2.0%
2) Instruction - Related Services	2000-2999		393,254.55	142,953.13	-63.6%
3) Pupil Services	3000-3999		51,160.00	53,000.00	3.6%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		177,568.77	219,868.11	23.8%
8) Plant Services	8000-8999		129,592.57	152,464.82	17.6%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			3,518,331.62	3,391,406.11	-3.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			884,083.75	1,089,502.09	23.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			884,083.75	1,089,502.09	23.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	444,839.85	1,328,923.60	198.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			444,839.85	1,328,923.60	198.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			444,839.85	1,328,923.60	198.7%
2) Ending Balance, June 30 (E + F1e)			1,328,923.60	2,418,425.69	82.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,328,923.64	2,418,425.73	82.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	(0.04)	(0.04)	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
5025	Early Education: Federal Child Care, Center-based	.01	.02
5160	Child Care and Development Programs Administered by California Department of Social Services (Federal Funds)	332,691.64	564,131.14
6129	Early Education: Center-Based Reserve Account for Department of Social Services Programs	20,522.10	20,522.10
7810	Other Restricted State	249,006.12	386,111.11
9010	Other Restricted Local	726,703.77	1,447,661.36
Total, Restricted Balance		1,328,923.64	2,418,425.73

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,272,275.00	0.00	-100.0%
3) Other State Revenue		8300-8599	4,509,366.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	537,922.48	7,783,976.00	1,347.0%
5) TOTAL, REVENUES			7,319,563.48	7,783,976.00	6.3%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	2,211,466.25	2,651,938.73	19.9%
3) Employee Benefits		3000-3999	902,210.10	1,182,003.67	31.0%
4) Books and Supplies		4000-4999	3,372,039.05	3,509,750.00	4.1%
5) Services and Other Operating Expenditures		5000-5999	348,706.58	197,950.00	-43.2%
6) Capital Outlay		6000-6999	1,451,982.52	1,000,000.00	-31.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	213,301.88	312,581.83	46.5%
9) TOTAL, EXPENDITURES			8,499,706.38	8,854,224.23	4.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,180,142.90)	(1,070,248.23)	-9.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,180,142.90)	(1,070,248.23)	-9.3%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	6,649,746.38	5,469,603.48	-17.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,649,746.38	5,469,603.48	-17.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,649,746.38	5,469,603.48	-17.7%
2) Ending Balance, June 30 (E + F1e)			5,469,603.48	4,399,355.25	-19.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	5,455,436.55	4,385,188.32	-19.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	14,166.93	14,166.93	0.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
Child Nutrition Programs		8220	2,272,275.00	0.00	-100.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			2,272,275.00	0.00	-100.0%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	4,509,366.00	0.00	-100.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			4,509,366.00	0.00	-100.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	403,952.48	0.00	-100.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	133,970.00	7,783,976.00	5,710.2%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			537,922.48	7,783,976.00	1,347.0%
TOTAL, REVENUES			7,319,563.48	7,783,976.00	6.3%
CERTIFICATED SALARIES					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	1,533,207.11	1,856,833.73	21.1%
Classified Supervisors' and Administrators' Salaries		2300	569,933.93	711,074.04	24.8%
Clerical, Technical and Office Salaries		2400	71,655.76	83,226.96	16.1%
Other Classified Salaries		2900	36,669.45	804.00	-97.8%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
TOTAL, CLASSIFIED SALARIES			2,211,466.25	2,651,938.73	19.9%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	488,440.80	611,198.96	25.1%
OASDI/Medicare/Alternative		3301-3302	164,089.85	189,266.82	15.3%
Health and Welfare Benefits		3401-3402	185,038.18	308,609.57	66.8%
Unemployment Insurance		3501-3502	1,093.15	1,325.97	21.3%
Workers' Compensation		3601-3602	57,554.89	63,646.53	10.6%
OPEB, Allocated		3701-3702	5,993.23	7,955.82	32.7%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			902,210.10	1,182,003.67	31.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	369,003.93	409,750.00	11.0%
Noncapitalized Equipment		4400	509,783.33	600,000.00	17.7%
Food		4700	2,493,251.79	2,500,000.00	0.3%
TOTAL, BOOKS AND SUPPLIES			3,372,039.05	3,509,750.00	4.1%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	1,585.12	1,700.00	7.2%
Dues and Memberships		5300	0.00	1,500.00	New
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	19,000.00	20,000.00	5.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	198,333.00	90,000.00	-54.6%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	286.40	250.00	-12.7%
Professional/Consulting Services and Operating Expenditures		5800	128,666.32	80,000.00	-37.8%
Communications		5900	835.74	4,500.00	438.4%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			348,706.58	197,950.00	-43.2%
CAPITAL OUTLAY					
Buildings and Improvements of Buildings		6200	48,250.00	0.00	-100.0%
Equipment		6400	503,371.76	0.00	-100.0%
Equipment Replacement		6500	900,360.76	1,000,000.00	11.1%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			1,451,982.52	1,000,000.00	-31.1%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	213,301.88	312,581.83	46.5%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			213,301.88	312,581.83	46.5%
TOTAL, EXPENDITURES			8,499,706.38	8,854,224.23	4.2%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8916	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,272,275.00	0.00	-100.0%
3) Other State Revenue		8300-8599	4,509,366.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	537,922.48	7,783,976.00	1,347.0%
5) TOTAL, REVENUES			7,319,563.48	7,783,976.00	6.3%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		8,207,654.50	8,506,642.40	3.6%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		213,301.88	312,581.83	46.5%
8) Plant Services	8000-8999		78,750.00	35,000.00	-55.6%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			8,499,706.38	8,854,224.23	4.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(1,180,142.90)	(1,070,248.23)	-9.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,180,142.90)	(1,070,248.23)	-9.3%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	6,649,746.38	5,469,603.48	-17.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,649,746.38	5,469,603.48	-17.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,649,746.38	5,469,603.48	-17.7%
2) Ending Balance, June 30 (E + F1e)			5,469,603.48	4,399,355.25	-19.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	5,455,436.55	4,385,188.32	-19.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	14,166.93	14,166.93	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	5,238,575.05	4,168,326.82
7033	Child Nutrition: School Food Best Practices Apportionment	216,861.50	216,861.50
Total, Restricted Balance		5,455,436.55	4,385,188.32

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,061.33	0.00	-100.0%
5) TOTAL, REVENUES			3,061.33	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	30,239.84	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	92,162.53	0.00	-100.0%
6) Capital Outlay		6000-6999	41,543.67	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			163,946.04	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(160,884.71)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(160,884.71)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	179,744.46	18,859.75	-89.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			179,744.46	18,859.75	-89.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			179,744.46	18,859.75	-89.5%
2) Ending Balance, June 30 (E + F1e)			18,859.75	18,859.75	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	18,859.75	18,859.75	0.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			0.00		
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.0%
OTHER STATE REVENUE					
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	3,061.33	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,061.33	0.00	-100.0%
TOTAL, REVENUES			3,061.33	0.00	-100.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	15,636.43	0.00	-100.0%
Noncapitalized Equipment		4400	14,603.41	0.00	-100.0%
TOTAL, BOOKS AND SUPPLIES			30,239.84	0.00	-100.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	92,162.53	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			92,162.53	0.00	-100.0%
CAPITAL OUTLAY					
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	36,171.19	0.00	-100.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	5,372.48	0.00	-100.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			41,543.67	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			163,946.04	0.00	-100.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,061.33	0.00	-100.0%
5) TOTAL, REVENUES			3,061.33	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		163,946.04	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			163,946.04	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(160,884.71)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(160,884.71)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	179,744.46	18,859.75	-89.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			179,744.46	18,859.75	-89.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			179,744.46	18,859.75	-89.5%
2) Ending Balance, June 30 (E + F1e)			18,859.75	18,859.75	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	18,859.75	18,859.75	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	50,041,279.18	30,000,000.00	-40.0%
5) TOTAL, REVENUES			50,041,279.18	30,000,000.00	-40.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	65,036.52	350,553.42	439.0%
3) Employee Benefits		3000-3999	33,980.84	169,787.57	399.7%
4) Books and Supplies		4000-4999	120.83	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	112,940.53	5,041,000.00	4,363.4%
6) Capital Outlay		6000-6999	32,129,156.66	45,049,737.07	40.2%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			32,341,235.38	50,611,078.06	56.5%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			17,700,043.80	(20,611,078.06)	-216.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			17,700,043.80	(20,611,078.06)	-216.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,544,159.65	22,244,203.45	389.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,544,159.65	22,244,203.45	389.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,544,159.65	22,244,203.45	389.5%
2) Ending Balance, June 30 (E + F1e)			22,244,203.45	1,633,125.39	-92.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	22,244,203.45	1,633,125.39	-92.7%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions					
Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
County and District Taxes					
Other Restricted Levies					
Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes					
Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	41,279.18	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	50,000,000.00	30,000,000.00	-40.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			50,041,279.18	30,000,000.00	-40.0%
TOTAL, REVENUES			50,041,279.18	30,000,000.00	-40.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Classified Supervisors' and Administrators' Salaries		2300	65,036.52	272,015.94	318.3%
Clerical, Technical and Office Salaries		2400	0.00	76,929.48	New
Other Classified Salaries		2900	0.00	1,608.00	New
TOTAL, CLASSIFIED SALARIES			65,036.52	350,553.42	439.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	17,592.36	93,983.37	434.2%
OASDI/Medicare/Alternative		3301-3302	4,997.76	22,047.71	341.2%
Health and Welfare Benefits		3401-3402	9,594.36	44,116.27	359.8%
Unemployment Insurance		3501-3502	32.66	175.28	436.7%
Workers' Compensation		3601-3602	1,567.92	8,413.28	436.6%
OPEB, Allocated		3701-3702	195.78	1,051.66	437.2%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			33,980.84	169,787.57	399.7%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	120.83	0.00	-100.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			120.83	0.00	-100.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	21.06	0.00	-100.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	112,679.47	5,041,000.00	4,373.8%
Communications		5900	240.00	0.00	-100.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			112,940.53	5,041,000.00	4,363.4%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	58,265.00	0.00	-100.0%
Buildings and Improvements of Buildings		6200	31,788,324.83	45,049,737.07	41.7%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	282,566.83	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			32,129,156.66	45,049,737.07	40.2%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			32,341,235.38	50,611,078.06	56.5%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Proceeds					
Proceeds from Sale of Bonds		8951	0.00	0.00	0.0%
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	50,041,279.18	30,000,000.00	-40.0%
5) TOTAL, REVENUES			50,041,279.18	30,000,000.00	-40.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		32,341,235.38	50,611,078.06	56.5%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			32,341,235.38	50,611,078.06	56.5%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)			17,700,043.80	(20,611,078.06)	-216.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			17,700,043.80	(20,611,078.06)	-216.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,544,159.65	22,244,203.45	389.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,544,159.65	22,244,203.45	389.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,544,159.65	22,244,203.45	389.5%
2) Ending Balance, June 30 (E + F1e)			22,244,203.45	1,633,125.39	-92.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	22,244,203.45	1,633,125.39	-92.7%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,630,426.00	0.00	-100.0%
5) TOTAL, REVENUES			2,630,426.00	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	10,760.39	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	14,840.00	0.00	-100.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			25,600.39	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			2,604,825.61	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			2,604,825.61	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	9,444,278.82	12,049,104.43	27.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,444,278.82	12,049,104.43	27.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			9,444,278.82	12,049,104.43	27.6%
2) Ending Balance, June 30 (E + F1e)			12,049,104.43	12,049,104.43	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	11,897,228.08	11,897,228.08	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	151,876.35	151,876.35	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2)			0.00		
OTHER STATE REVENUE					
Tax Relief Subventions					
Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
County and District Taxes					
Other Restricted Levies					
Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes					
Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	329,241.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Mitigation/Developer Fees		8681	2,301,185.00	0.00	-100.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,630,426.00	0.00	-100.0%
TOTAL, REVENUES			2,630,426.00	0.00	-100.0%
CERTIFICATED SALARIES					
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	7,459.15	0.00	-100.0%
Noncapitalized Equipment		4400	3,301.24	0.00	-100.0%
TOTAL, BOOKS AND SUPPLIES			10,760.39	0.00	-100.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	14,840.00	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			14,840.00	0.00	-100.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			25,600.39	0.00	-100.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,630,426.00	0.00	-100.0%
5) TOTAL, REVENUES			2,630,426.00	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		25,600.39	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			25,600.39	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)			2,604,825.61	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			2,604,825.61	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	9,444,278.82	12,049,104.43	27.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,444,278.82	12,049,104.43	27.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			9,444,278.82	12,049,104.43	27.6%
2) Ending Balance, June 30 (E + F1e)			12,049,104.43	12,049,104.43	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	11,897,228.08	11,897,228.08	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	151,876.35	151,876.35	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
9010	Other Restricted Local	11,897,228.08	11,897,228.08
Total, Restricted Balance		11,897,228.08	11,897,228.08

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	200,021.46	0.00	-100.0%
5) TOTAL, REVENUES			200,021.46	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	57,170.12	3,000,000.00	5,147.5%
6) Capital Outlay		6000-6999	3,791,099.95	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			3,848,270.07	3,000,000.00	-22.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(3,648,248.61)	(3,000,000.00)	-17.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(3,648,248.61)	(3,000,000.00)	-17.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	19,583,749.14	15,935,500.53	-18.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			19,583,749.14	15,935,500.53	-18.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			19,583,749.14	15,935,500.53	-18.6%
2) Ending Balance, June 30 (E + F1e)			15,935,500.53	12,935,500.53	-18.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	9,918,386.39	9,918,386.39	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	6,017,114.14	3,017,114.14	-49.9%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	200,021.46	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			200,021.46	0.00	-100.0%
TOTAL, REVENUES			200,021.46	0.00	-100.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	25,345.12	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	31,825.00	3,000,000.00	9,326.6%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			57,170.12	3,000,000.00	5,147.5%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	3,791,099.95	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			3,791,099.95	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			3,848,270.07	3,000,000.00	-22.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund/CSSF		7612	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	200,021.46	0.00	-100.0%
5) TOTAL, REVENUES			200,021.46	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		3,848,270.07	3,000,000.00	-22.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			3,848,270.07	3,000,000.00	-22.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)			(3,648,248.61)	(3,000,000.00)	-17.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(3,648,248.61)	(3,000,000.00)	-17.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	19,583,749.14	15,935,500.53	-18.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			19,583,749.14	15,935,500.53	-18.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			19,583,749.14	15,935,500.53	-18.6%
2) Ending Balance, June 30 (E + F1e)			15,935,500.53	12,935,500.53	-18.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	9,918,386.39	9,918,386.39	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	6,017,114.14	3,017,114.14	-49.9%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
6230	California Clean Energy Jobs Act	.42	.42
9010	Other Restricted Local	9,918,385.97	9,918,385.97
Total, Restricted Balance		9,918,386.39	9,918,386.39

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,331,804.53	0.00	-100.0%
5) TOTAL, REVENUES			1,331,804.53	0.00	-100.0%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	1,889,711.00	2,000,000.00	5.8%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			1,889,711.00	2,000,000.00	5.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(557,906.47)	(2,000,000.00)	258.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	2,401,421.86	2,000,000.00	-16.7%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			2,401,421.86	2,000,000.00	-16.7%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			1,843,515.39	0.00	-100.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	(1,843,515.39)	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			(1,843,515.39)	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(1,843,515.39)	0.00	-100.0%
2) Ending Net Position, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	0.00		
d) Compensated Absences		9665	0.00		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	0.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (G11 + H2) - (I7 + J2)			0.00		
OTHER STATE REVENUE					
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
In-District Premiums/					
Contributions		8674	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	1,331,804.53	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,331,804.53	0.00	-100.0%
TOTAL, REVENUES			1,331,804.53	0.00	-100.0%
CERTIFICATED SALARIES					
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and					
Operating Expenditures		5800	1,889,711.00	2,000,000.00	5.8%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,889,711.00	2,000,000.00	5.8%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			0.00	0.00	0.0%
TOTAL, EXPENSES			1,889,711.00	2,000,000.00	5.8%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	2,401,421.86	2,000,000.00	-16.7%
(a) TOTAL, INTERFUND TRANSFERS IN			2,401,421.86	2,000,000.00	-16.7%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a - b + c - d + e)			2,401,421.86	2,000,000.00	-16.7%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,331,804.53	0.00	-100.0%
5) TOTAL, REVENUES			1,331,804.53	0.00	-100.0%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		1,889,711.00	2,000,000.00	5.8%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			1,889,711.00	2,000,000.00	5.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(557,906.47)	(2,000,000.00)	258.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	2,401,421.86	2,000,000.00	-16.7%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			2,401,421.86	2,000,000.00	-16.7%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			1,843,515.39	0.00	-100.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	(1,843,515.39)	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			(1,843,515.39)	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(1,843,515.39)	0.00	-100.0%
2) Ending Net Position, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
Total, Restricted Net Position		0.00	0.00

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	(1,331,804.53)	0.00	-100.0%
5) TOTAL, REVENUES			(1,331,804.53)	0.00	-100.0%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	0.00	0.00	0.0%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,331,804.53)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(1,331,804.53)	0.00	-100.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	1,331,804.53	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,331,804.53	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			1,331,804.53	0.00	-100.0%
2) Ending Net Position, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets		9400			
11) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	0.00		
d) Compensated Absences		9665	0.00		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	0.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (G11 + H2) - (I7 + J2)			0.00		
OTHER LOCAL REVENUE					
Other Local Revenue					
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
In-District Premiums/					
Contributions		8674	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	(1,331,804.53)	0.00	-100.0%
TOTAL, OTHER LOCAL REVENUE			(1,331,804.53)	0.00	-100.0%
TOTAL, REVENUES			(1,331,804.53)	0.00	-100.0%
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Professional/Consulting Services and					
Operating Expenditures		5800	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			0.00	0.00	0.0%
TOTAL, EXPENSES			0.00	0.00	0.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	(1,331,804.53)	0.00	-100.0%
5) TOTAL, REVENUES			(1,331,804.53)	0.00	-100.0%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(1,331,804.53)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(1,331,804.53)	0.00	-100.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	1,331,804.53	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,331,804.53	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			1,331,804.53	0.00	-100.0%
2) Ending Net Position, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
Total, Restricted Net Position		0.00	0.00

Description	2024-25 Estimated Actuals			2025-26 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	13,500.98	13,592.95	13,555.14	13,298.47	13,524.26	13,500.98
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	13,500.98	13,592.95	13,555.14	13,298.47	13,524.26	13,500.98
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	13,500.98	13,592.95	13,555.14	13,298.47	13,524.26	13,500.98
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2024-25 Estimated Actuals			2025-26 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education Grant ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.00
2. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.00
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.00
4. Adults in Correctional Facilities						
5. County Operations Grant ADA						
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2024-25 Estimated Actuals			2025-26 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA						
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.00
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA						
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0.00

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the approval of the budget.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

STANDARD: Projected funded average daily attendance (ADA) has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	District ADA
3.0%	0 to 300
2.0%	301 to 1,000
1.0%	1,001 and over

District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4):	13,298
District's ADA Standard Percentage Level:	**1.0%**

1A. Calculating the District's ADA Variances

DATA ENTRY: For the Third, Second, and First Prior Years, enter Estimated Funded ADA in the Original Budget Funded ADA column; enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the Third, Second, and First Prior Years. All other data are extracted.

Fiscal Year	Original Budget Funded ADA (Form A, Lines A4 and C4)	Estimated/Unaudited Actuals Funded ADA (Form A, Lines A4 and C4)	ADA Variance Level (If Budget is greater than Actuals, else N/A)	Status
Third Prior Year (2022-23)				
District Regular	14,459	14,400		
Charter School	0			
Total ADA	**14,459**	**14,400**	**0.4%**	**Met**
Second Prior Year (2023-24)				
District Regular	14,021	13,974		
Charter School	0			
Total ADA	**14,021**	**13,974**	**0.3%**	**Met**
First Prior Year (2024-25)				
District Regular	13,581	13,555		
Charter School	0	0		
Total ADA	**13,581**	**13,555**	**0.2%**	**Met**
Budget Year (2025-26)				
District Regular	13,501			
Charter School	0			
Total ADA	**13,501**			

1B. Comparison of District ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Funded ADA has not been overestimated by more than the standard percentage level for the first prior year.

Explanation:
(required if NOT met)

1b. STANDARD MET - Funded ADA has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:
(required if NOT met)

2. CRITERION: Enrollment

STANDARD: Projected enrollment has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	District ADA
3.0%	0 to 300
2.0%	301 to 1,000
1.0%	1,001 and over

District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4): 13,298

District's Enrollment Standard Percentage Level: 1.0%

2A. Calculating the District's Enrollment Variances

DATA ENTRY: Enter data in the Enrollment, Budget, column for all fiscal years and in the Enrollment, CALPADS Actual column for the First Prior Year; all other data are extracted or calculated. CALPADS Actual enrollment data preloaded in the District Regular lines will include both District Regular and Charter School enrollment. Districts will need to adjust the District Regular enrollment lines and the Charter School enrollment lines accordingly. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Enrollment Budget	Enrollment CALPADS Actual	Enrollment Variance Level (If Budget is greater than Actual, else N/A)	Status
Third Prior Year (2022-23)				
District Regular	14,377	14,432		
Charter School				
Total Enrollment	**14,377**	**14,432**	**N/A**	**Met**
Second Prior Year (2023-24)				
District Regular	14,250	14,240		
Charter School				
Total Enrollment	**14,250**	**14,240**	**0.1%**	**Met**
First Prior Year (2024-25)				
District Regular	14,195	14,178		
Charter School				
Total Enrollment	**14,195**	**14,178**	**0.1%**	**Met**
Budget Year (2025-26)				
District Regular	14,067			
Charter School				
Total Enrollment	**14,067**			

2B. Comparison of District Enrollment to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for the first prior year.

Explanation:
(required if NOT met)

1b. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:
(required if NOT met)

3. CRITERION: ADA to Enrollment

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the budget year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

3A. Calculating the District's ADA to Enrollment Standard

DATA ENTRY: All data are extracted or calculated. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Estimated/Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CALPADS Actual (Criterion 2, Item 2A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2022-23)			
District Regular	13,271	14,432	
Charter School		0	
Total ADA/Enrollment	**13,271**	**14,432**	**92.0%**
Second Prior Year (2023-24)			
District Regular	13,456	14,240	
Charter School	0		
Total ADA/Enrollment	**13,456**	**14,240**	**94.5%**
First Prior Year (2024-25)			
District Regular	13,501	14,178	
Charter School			
Total ADA/Enrollment	**13,501**	**14,178**	**95.2%**
		Historical Average Ratio:	93.9%
		District's ADA to Enrollment Standard (historical average ratio plus 0.5%):	**94.4%**

3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: Enter data in the Estimated P-2 ADA column for the two subsequent years. Enter data in the Enrollment column for the two subsequent years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund only, for all fiscal years. All other data are extracted or calculated.

Fiscal Year	Estimated P-2 ADA Budget (Form A, Lines A4 and C4)	Enrollment Budget/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Budget Year (2025-26)				
District Regular	13,298	14,067		
Charter School	0			
Total ADA/Enrollment	**13,298**	**14,067**	**94.5%**	**Not Met**
1st Subsequent Year (2026-27)				
District Regular	13,165	13,926		
Charter School				
Total ADA/Enrollment	**13,165**	**13,926**	**94.5%**	**Not Met**
2nd Subsequent Year (2027-28)				
District Regular	13,034	13,787		
Charter School				
Total ADA/Enrollment	**13,034**	**13,787**	**94.5%**	**Not Met**

3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Projected P-2 ADA to enrollment ratio is above the standard for one or more of the budget or two subsequent fiscal years. Provide reasons why the projected ratio exceeds the district's historical average ratio by more than 0.5%.

Explanation:
(required if NOT met)

The third prior year is bringing the average to 94.4 but we believe our estimate of 94.5 is more reflective of recent ADA trends.

4. CRITERION: LCFF Revenue

STANDARD: Projected local control funding formula (LCFF) revenue for any of the budget year or two subsequent fiscal years has not changed from the prior fiscal year by more than the change in population, plus the district's cost-of-living adjustment (COLA), plus or minus one percent.

For basic aid districts, projected LCFF revenue has not changed from the prior fiscal year by more than the percent change in property tax revenues plus or minus one percent.

For districts funded by necessary small school formulas, projected LCFF revenue has not changed from the prior fiscal year amount by more than the district's COLA, plus or minus one percent.

4A. District's LCFF Revenue Standard

Indicate which standard applies:

LCFF Revenue

Basic Aid

Necessary Small School

The District must select which LCFF revenue standard applies.

LCFF Revenue Standard selected: LCFF Revenue

4A1. Calculating the District's LCFF Revenue Standard

DATA ENTRY: Enter data in Step 1a for the two subsequent fiscal years. All other data is extracted or calculated. Enter data for Steps 2a through 2b1. All other data is calculated.

Projected LCFF Revenue

		Prior Year (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Step 1 - Change in Population					
a.	ADA (Funded) (Form A, lines A6 and C4)	13,555.14	13,500.98	13,428.99	13,344.92
b.	Prior Year ADA (Funded)		13,555.14	13,500.98	13,428.99
c.	Difference (Step 1a minus Step 1b)		(54.16)	(71.99)	(84.07)
d.	Percent Change Due to Population (Step 1c divided by Step 1b)		(.40%)	(.53%)	(.63%)
Step 2 - Change in Funding Level					
a.	Prior Year LCFF Funding		13,321.75	13,188.76	13,057.11
b1.	COLA percentage		2.30%	3.02%	3.42%
b2.	COLA amount (proxy for purposes of this criterion)		306.40	398.30	446.55
c.	Percent Change Due to Funding Level (Step 2b2 divided by Step 2a)		2.30%	3.02%	3.42%
Step 3 - Total Change in Population and Funding Level (Step 1d plus Step 2c)			1.90%	2.49%	2.79%
	LCFF Revenue Standard (Step 3, plus/minus 1%):		**0.90% to 2.90%**	**1.49% to 3.49%**	**1.79% to 3.79%**

4A2. Alternate LCFF Revenue Standard - Basic Aid

DATA ENTRY: If applicable to your district, input data in the 1st and 2nd Subsequent Year columns for projected local property taxes; all other data are extracted or calculated.

Basic Aid District Projected LCFF Revenue

	Prior Year (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Projected Local Property Taxes (Form 01, Objects 8021 - 8089)	70,493,041.00	71,651,717.01	71,651,717.00	71,651,717.00
Percent Change from Previous Year		**N/A**	**N/A**	**N/A**
Basic Aid Standard (percent change from previous year, plus/minus 1%):		**N/A**	**N/A**	**N/A**

4A3. Alternate LCFF Revenue Standard - Necessary Small School

DATA ENTRY: All data are extracted or calculated.

Necessary Small School District Projected LCFF Revenue

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Necessary Small School Standard (COLA Step 2c, plus/minus 1%):	**N/A**	**N/A**	**N/A**

4B. Calculating the District's Projected Change in LCFF Revenue

DATA ENTRY: Enter data in the 1st and 2nd Subsequent Year columns for LCFF Revenue; all other data are extracted or calculated.

	Prior Year (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)	165,266,870.60	170,073,136.01	174,022,360.00	178,649,839.00
District's Projected Change in LCFF Revenue:		2.91%	2.32%	2.66%
LCFF Revenue Standard		**0.90% to 2.90%**	**1.49% to 3.49%**	**1.79% to 3.79%**
Status:		Not Met	Met	Met

4C. Comparison of District LCFF Revenue to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Projected change in LCFF revenue is outside the standard in one or more of the budget or two subsequent fiscal years. Provide reasons why the projection(s) exceed the standard(s) and a description of the methods and assumptions used in projecting LCFF revenue.

Explanation:
(required if NOT met)

The 24-25 LCFF is actually closer to $167M but due to an ESSER accrual from a prior year that needed to be fixed in 24-25, our auditors flagged that this should come from LCFF. The real percentage change between 24-25 and 25-26 is under the 2.9%.

5. CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the budget year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Estimated/Unaudited Actuals - Unrestricted (Resources 0000-1999) Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
Third Prior Year (2022-23)	108,850,831.77	119,694,108.73	90.9%
Second Prior Year (2023-24)	120,788,084.90	135,428,913.87	89.2%
First Prior Year (2024-25)	122,231,449.60	133,771,422.46	91.4%
		Historical Average Ratio:	90.5%

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
District's Reserve Standard Percentage (Criterion 10B, Line 4):	3.0%	3.0%	3.0%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	**87.5% to 93.5%**	**87.5% to 93.5%**	**87.5% to 93.5%**

5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: If Form MYP exists, Unrestricted Salaries and Benefits, and Total Unrestricted Expenditures data for the 1st and 2nd Subsequent Years will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Fiscal Year	Budget - Unrestricted (Resources 0000-1999) Salaries and Benefits (Form 01, Objects 1000-3999) (Form MYP, Lines B1-B3)	Total Expenditures (Form 01, Objects 1000-7499) (Form MYP, Lines B1-B8, B10)	Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
Budget Year (2025-26)	122,727,296.43	133,306,022.44	92.1%	Met
1st Subsequent Year (2026-27)	120,248,582.45	133,406,313.45	90.1%	Met
2nd Subsequent Year (2027-28)	126,324,781.83	139,859,770.83	90.3%	Met

5C. Comparison of District Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Ratio of total unrestricted salaries and benefits to total unrestricted expenditures has met the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state, and other local) or expenditures (including books and supplies, and services and other operating), for any of the budget year or two subsequent fiscal years, have not changed from the prior fiscal year amount by more than the percentage change in population and the funded cost-of-living adjustment (COLA) plus or minus ten percent.

For each major object category, changes that exceed the percentage change in population and the funded COLA plus or minus five percent must be explained.

6A. Calculating the District's Other Revenues and Expenditures Standard Percentage Ranges

DATA ENTRY: All data are extracted or calculated.

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. District's Change in Population and Funding Level (Criterion 4A1, Step 3):	1.90%	2.49%	2.79%
2. District's Other Revenues and Expenditures Standard Percentage Range (Line 1, plus/minus 10%):	**-8.10% to 11.90%**	**-7.51% to 12.49%**	**-7.21% to 12.79%**
3. District's Other Revenues and Expenditures Explanation Percentage Range (Line 1, plus/minus 5%):	-3.10% to 6.90%	-2.51% to 7.49%	-2.21% to 7.79%

6B. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range (Section 6A, Line 3)

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for each revenue and expenditure section will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Change Is Outside Explanation Range
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)			
First Prior Year (2024-25)	7,309,412.17		
Budget Year (2025-26)	7,984,905.76	9.24%	Yes
1st Subsequent Year (2026-27)	7,905,057.00	(1.00%)	No
2nd Subsequent Year (2027-28)	7,826,006.00	(1.00%)	No

Explanation: (required if Yes) Medi-Cal Revenues (reimbursement) anticipated to be higher in 25-26.

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP, Line A3)			
First Prior Year (2024-25)	29,743,765.74		
Budget Year (2025-26)	31,192,953.56	4.87%	No
1st Subsequent Year (2026-27)	26,929,896.00	(13.67%)	Yes
2nd Subsequent Year (2027-28)	26,929,896.00	0.00%	No

Explanation: (required if Yes) We are getting 1 time block funding for student support close to $4M in 25-26, we do not anticipate getting this in the out years.

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP, Line A4)			
First Prior Year (2024-25)	4,956,346.17		
Budget Year (2025-26)	4,131,026.00	(16.65%)	Yes
1st Subsequent Year (2026-27)	4,097,216.00	(.82%)	No
2nd Subsequent Year (2027-28)	4,097,216.00	0.00%	No

Explanation: (required if Yes) We do not adopt a gift budget as this funding is fluctuative and not guaranteed. As we get revenue, we will adjust at 1st and 2nd interim.

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP, Line B4)

First Prior Year (2024-25)	6,581,335.52		
Budget Year (2025-26)	9,368,170.41	42.34%	Yes
1st Subsequent Year (2026-27)	6,420,420.00	(31.47%)	Yes
2nd Subsequent Year (2027-28)	6,470,435.00	.78%	No

Explanation: (required if Yes)
We are placing most of our site discretionary dollars into 4310 and then allowing them to move money out based on plans solidified in the summer. In the 26-27 year we are anticipating having spent down our carryovers (which are in the 4000s) that us why it's dropping to "regular" levels again.

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP, Line B5)

First Prior Year (2024-25)	41,334,610.47		
Budget Year (2025-26)	41,046,633.66	(.70%)	No
1st Subsequent Year (2026-27)	40,573,389.00	(1.15%)	No
2nd Subsequent Year (2027-28)	40,900,632.00	.81%	No

Explanation: (required if Yes)

6C. Calculating the District's Change in Total Operating Revenues and Expenditures (Section 6A, Line 2)

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Status
Total Federal, Other State, and Other Local Revenue (Criterion 6B)			
First Prior Year (2024-25)	42,009,524.08		
Budget Year (2025-26)	43,308,885.32	3.09%	Met
1st Subsequent Year (2026-27)	38,932,169.00	(10.11%)	Not Met
2nd Subsequent Year (2027-28)	38,853,118.00	(.20%)	Met
Total Books and Supplies, and Services and Other Operating Expenditures (Criterion 6B)			
First Prior Year (2024-25)	47,915,945.99		
Budget Year (2025-26)	50,414,804.07	5.22%	Met
1st Subsequent Year (2026-27)	46,993,809.00	(6.79%)	Met
2nd Subsequent Year (2027-28)	47,371,067.00	.80%	Met

6D. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6B if the status in Section 6C is not met; no entry is allowed below.

1a. STANDARD NOT MET - Projected total operating revenues have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation: Federal Revenue (linked from 6B if NOT met)
Medi-Cal Revenues (reimbursement) anticipated to be higher in 25-26.

Explanation: Other State Revenue (linked from 6B if NOT met)
We are getting 1 time block funding for student support close to $4M in 25-26, we do not anticipate getting this in the out years.

Explanation: Other Local Revenue
We do not adopt a gift budget as this funding is fluctuative and not guaranteed. As we get revenue, we will adjust at 1st and 2nd interim.

(linked from 6B
if NOT met)

1b. STANDARD MET - Projected total operating expenditures have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:
Books and Supplies
(linked from 6B
if NOT met)

Explanation:
Services and Other Exps
(linked from 6B
if NOT met)

7. CRITERION: Facilities Maintenance

STANDARD: Confirm that the annual contribution for facilities maintenance funding is not less than the amount required pursuant to Education Code Section 17070.75, if applicable, and that the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year. Statute exlude the following resource codes from the total general fund expenditures calculation: 3212, 3213, 3214, 3216, 3218, 3219, 3225, 3226, 3227, 3228, 5316, 5632, 5633, 5634, 7027, and 7690.

DATA ENTRY: Click the appropriate Yes or No button for special education local plan area (SELPA) administrative units (AUs); all other data are extracted or calculated. If standard is not met, enter an X in the appropriate box and enter an explanation, if applicable.

1. a. For districts that are the AU of a SELPA, do you choose to exclude revenues that are passed through to participating members of the SELPA from the OMMA/RMA required minimum contribution calculation?

   b. Pass-through revenues and apportionments that may be excluded from the OMMA/RMA calculation per EC Section 17070.75(b)(2)(D) (Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223) 0.00

2. Ongoing and Major Maintenance/Restricted Maintenance Account

a. Budgeted Expenditures and Other Financing Uses (Form 01, objects 1000-7999, exclude resources 3212, 3213, 3214, 3216, 3218, 3219, 3225, 3226, 3227, 3228, 5316, 5632, 5633, 5634, 7027, and 7690)	228,967,445.39			
b. Plus: Pass-through Revenues and Apportionments (Line 1b, if line 1a is No)		3% Required Minimum Contribution (Line 2c times 3%)	Budgeted Contribution[1] to the Ongoing and Major Maintenance Account	Status
c. Net Budgeted Expenditures and Other Financing Uses	228,967,445.39	6,869,023.36	6,869,352.09	Met

[1] Fund 01, Resource 8150, Objects 8900-8999

If standard is not met, enter an X in the box that best describes why the minimum required contribution was not made:

- [ ] Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
- [ ] Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
- [ ] Other (explanation must be provided)

Explanation: (required if NOT met and Other is marked)

8. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves[1] as a percentage of total expenditures and other financing uses[2] in two out of three prior fiscal years.

8A. Calculating the District's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

		Third Prior Year (2022-23)	Second Prior Year (2023-24)	First Prior Year (2024-25)
1.	District's Available Reserve Amounts (resources 0000-1999)			
	a. Stabilization Arrangements (Funds 01 and 17, Object 9750)	0.00	0.00	0.00
	b. Reserve for Economic Uncertainties (Funds 01 and 17, Object 9789)	12,404,364.00	0.00	0.00
	c. Unassigned/Unappropriated (Funds 01 and 17, Object 9790)	1.26	37,654,990.96	31,512,041.22
	d. Negative General Fund Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999)	(1.26)	(1.30)	(.07)
	e. Available Reserves (Lines 1a through 1d)	12,404,364.00	37,654,989.66	31,512,041.15
2.	Expenditures and Other Financing Uses			
	a. District's Total Expenditures and Other Financing Uses (Fund 01, objects 1000-7999)	206,739,394.71	223,033,913.78	226,126,479.15
	b. Plus: Special Education Pass-through Funds (Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223)			0.00
	c. Total Expenditures and Other Financing Uses (Line 2a plus Line 2b)	206,739,394.71	223,033,913.78	226,126,479.15
3.	District's Available Reserve Percentage (Line 1e divided by Line 2c)	6.0%	16.9%	13.9%
	District's Deficit Spending Standard Percentage Levels (Line 3 times 1/3):	**2.0%**	**5.6%**	**4.6%**

[1]Available reserves are the unrestricted amounts in the Stabilization Arrangement, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

[2]A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

8B. Calculating the District's Deficit Spending Percentages

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Net Change in Unrestricted Fund Balance (Form 01, Section E)	Total Unrestricted Expenditures and Other Financing Uses (Form 01, Objects 1000-7999)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Third Prior Year (2022-23)	11,946,536.56	119,853,929.95	N/A	Met
Second Prior Year (2023-24)	5,114,032.65	135,589,909.98	N/A	Met
First Prior Year (2024-25)	(6,188,301.73)	136,172,844.32	4.5%	Met
Budget Year (2025-26) (Information only)	(9,178,333.96)	135,306,022.44		

8C. Comparison of District Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in two or more of the three prior years.

Explanation:
(required if NOT met)

9. CRITERION: Fund and Cash Balances

A. Fund Balance STANDARD: Budgeted beginning unrestricted general fund balance has not been overestimated for two out of three prior fiscal years by more than the following percentage levels:

Percentage Level [1]	District ADA
1.7%	0 to 300
1.3%	301 to 1,000
1.0%	1,001 to 30,000
0.7%	30,001 to 250,000
0.3%	250,001 and over

[1] Percentage levels equate to a rate of deficit spending which would eliminate recommended reserves for economic uncertainties over a three year period.

District Estimated P-2 ADA (Form A, Lines A6 and C4):	13,298
District's Fund Balance Standard Percentage Level:	**1.0%**

9A-1. Calculating the District's Unrestricted General Fund Beginning Balance Percentages

DATA ENTRY: Enter data in the Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	Unrestricted General Fund Beginning Balance [2] (Form 01, Line F1e, Unrestricted Column) Original Budget	Estimated/Unaudited Actuals	Beginning Fund Balance Variance Level (If overestimated, else N/A)	Status
Third Prior Year (2022-23)	36,041,503.00	20,639,773.74	42.7%	Not Met
Second Prior Year (2023-24)	36,041,502.74	32,586,310.30	9.6%	Not Met
First Prior Year (2024-25)	30,676,644.30	37,700,342.95	N/A	Met
Budget Year (2025-26) (Information only)	31,512,041.22			

[2] Adjusted beginning balance, including audit adjustments and other restatements (objects 9791-9795)

9A-2. Comparison of District Unrestricted Beginning Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Unrestricted general fund beginning balance was estimated above the standard for two or more of the previous three years. Provide reasons for the overestimate, a description of the methods and assumptions used in projecting the beginning unrestricted fund balance, and what changes, if any, will be made to improve the accuracy of projecting the unrestricted beginning fund balance.

Explanation: (required if NOT met)

We had significant staff turnover and we cannot speak to why the original budget for 22-23 and 23-24 were vastly overprojected.

B. Cash Balance Standard: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1: Determining if the District's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)	Status
Current Year (2025-26)	35,487,164.59	Met

9B-2. Comparison of the District's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation:
(required if NOT met)

10. CRITERION: Reserves

STANDARD: Available reserves[1] for any of the budget year or two subsequent fiscal years are not less than the following percentages or amounts[2] as applied to total expenditures and other financing uses[3]:

DATA ENTRY: Budget Year data are extracted. If Form MYP exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA
5% or $88,000 (greater of)	0 to 300
4% or $88,000 (greater of)	301 to 1,000
3%	1,001 to 30,000
2%	30,001 to 250,000
1%	250,001 and over

[1] Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

[2] Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment, as referenced in Education Code Section 42238.02, rounded to the nearest thousand.

[3] A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
District Estimated P-2 ADA (Budget Year, Form A, Lines A4 and C4. Subsequent Years, Form MYP, Line F2, if available.)	13,298	13,165	13,034
District's Reserve Standard Percentage Level:	**3%**	**3%**	**3%**

10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)

DATA ENTRY: For SELPA AUs, if Form MYP exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1. If Yes, enter data for item 2a. If No, enter data for the two subsequent years in item 2b; Budget Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYP, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members? Yes

2. If you are the SELPA AU and are excluding special education pass-through funds:

   a. Enter the name(s) of the SELPA(s): Foothill SELPA

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223)	0.00	0.00	0.00

10B. Calculating the District's Reserve Standard

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 and 2 will be extracted; if not, enter data for the two subsequent years.

All other data are extracted or calculated.

		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Expenditures and Other Financing Uses (Fund 01, objects 1000-7999) (Form MYP, Line B11)	228,967,445.39	227,290,886.26	229,736,577.55
2.	Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)			
3.	Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	228,967,445.39	227,290,886.26	229,736,577.55

4.	Reserve Standard Percentage Level	3%	3%	3%
5.	Reserve Standard - by Percent (Line B3 times Line B4)	6,869,023.36	6,818,726.59	6,892,097.33
6.	Reserve Standard - by Amount ($88,000 for districts with 0 to 1,000 ADA, else 0)	0.00	0.00	0.00
7.	**District's Reserve Standard (Greater of Line B5 or Line B6)**	**6,869,023.36**	**6,818,726.59**	**6,892,097.33**

10C. Calculating the District's Budgeted Reserve Amount

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 through 7 will be extracted; if not, enter data for the two subsequent years.
All other data are extracted or calculated.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4):		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYP, Line E1a)	0.00		
2.	General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYP, Line E1b)	0.00	6,683,205.00	6,760,097.00
3.	General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYP, Line E1c)	22,333,707.26	9,621,100.81	1,588,828.98
4.	General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYP, Line E1d)	(.08)	0.00	0.00
5.	Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYP, Line E2a)	0.00		
6.	Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYP, Line E2b)	0.00		
7.	Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYP, Line E2c)	0.00		
8.	District's Budgeted Reserve Amount (Lines C1 thru C7)	22,333,707.18	16,304,305.81	8,348,925.98
9.	District's Budgeted Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	9.75%	7.17%	3.63%
	District's Reserve Standard (Section 10B, Line 7):	**6,869,023.36**	**6,818,726.59**	**6,892,097.33**
	Status:	Met	Met	Met

10D. Comparison of District Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected available reserves have met the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget? — Yes

1b. If Yes, identify the liabilities and how they may impact the budget:

Lawsuit damages/payouts will be paid from General Fund

S2. Use of One-time Revenues for Ongoing Expenditures

1a. Does your district have ongoing general fund expenditures in the budget in excess of one percent of the total general fund expenditures that are funded with one-time resources? — No

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

S3. Use of Ongoing Revenues for One-time Expenditures

1a. Does your district have large non-recurring general fund expenditures that are funded with ongoing general fund revenues? — No

1b. If Yes, identify the expenditures:

S4. Contingent Revenues

1a. Does your district have projected revenues for the budget year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)? — No

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the budget year and two subsequent fiscal years. Provide an explanation if contributions have changed from the prior fiscal year amounts by more than $20,000 and more than ten percent. Explanation should include whether contributions are ongoing or one-time in nature.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the budget year and two subsequent fiscal years. Provide an explanation if transfers have changed from the prior fiscal year amounts by more than $20,000 and more than ten percent. Explanation should include whether transfers are ongoing or one-time in nature.

Estimate the impact of any capital projects on the general fund operational budget.

District's Contributions and Transfers Standard: **-10.0% to +10.0% or -$20,000 to +$20,000**

S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: For Contributions, enter data in the Projection column for the 1st and 2nd Subsequent Years. Contributions for the First Prior Year and Budget Year data will be extracted. For Transfers In and Transfers Out, the First Prior Year and Budget Year data will be extracted. If Form MYP exists, the data will be extracted for the 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data for the 1st and 2nd Subsequent Years. Click the appropriate button for 1d. All other data are extracted or calculated.

Description / Fiscal Year	Projection	Amount of Change	Percent Change	Status
1a. **Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)**				
First Prior Year (2024-25)	(43,200,786.01)			
Budget Year (2025-26)	(49,582,686.53)	6,381,900.52	14.8%	Not Met
1st Subsequent Year (2026-27)	(50,279,687.00)	697,000.47	1.4%	Met
2nd Subsequent Year (2027-28)	(50,579,687.00)	300,000.00	.6%	Met
1b. **Transfers In, General Fund ***				
First Prior Year (2024-25)	0.00			
Budget Year (2025-26)	0.00	0.00	0.0%	Met
1st Subsequent Year (2026-27)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2027-28)	0.00	0.00	0.0%	Met
1c. **Transfers Out, General Fund ***				
First Prior Year (2024-25)	2,401,421.86			
Budget Year (2025-26)	2,000,000.00	(401,421.86)	(16.7%)	Not Met
1st Subsequent Year (2026-27)	2,100,000.00	100,000.00	5.0%	Met
2nd Subsequent Year (2027-28)	2,200,000.00	100,000.00	4.8%	Met

1d. **Impact of Capital Projects**

Do you have any capital projects that may impact the general fund operational budget? No

* Include transfers used to cover operating deficits in either the general fund or any other fund.

S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for item 1d.

1a. NOT MET - The projected contributions from the unrestricted general fund to restricted general fund programs have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify restricted programs and amount of contribution for each program and whether contributions are ongoing or one-time in nature. Explain the district's plan, with timeframes, for reducing or eliminating the contribution.

Explanation: (required if NOT met)

Special Ed expenses have increased due to higher NPA and consultant costs. Increased budget for retro payments and salary increases due to negotiations.

1b. MET - Projected transfers in have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

1c. NOT MET - The projected transfers out of the general fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

Explanation:
(required if NOT met)

The Retiree Benefit Fund (67) was negative as a beginning fund balance, thus inflating the 24-25 amount needing to be transferred.

1d. NO - There are no capital projects that may impact the general fund operational budget.

Project Information:
(required if YES)

S6. Long-term Commitments

Identify all existing and new multiyear commitments[1] and their annual required payments for the budget year and two subsequent fiscal years. Explain how any increase in annual payments will be funded. Also explain how any decrease to funding sources used to pay long-term commitments will be replaced.

[1] Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

S6A. Identification of the District's Long-term Commitments

DATA ENTRY: Click the appropriate button in item 1 and enter data in all columns of item 2 for applicable long-term commitments; there are no extractions in this section.

1. Does your district have long-term (multiyear) commitments?
   (If No, skip item 2 and Sections S6B and S6C) — Yes

2. If Yes to item 1, list all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For: Funding Sources (Revenues)	Debt Service (Expenditures)	Principal Balance as of July 1, 2025
Leases				
Certificates of Participation				
General Obligation Bonds	30	21.0-00000.0-00000-00000-8699	21.0-00000.0-00000-00000-7438	50,000,654
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (do not include OPEB):				
Enterprise Leasing	1	01.0-81500.0-00000-00000-8980	01.0-81500.0-00000-91000-7438	15,757
Banc of America - LED/Solar	13	01.0-00000.0-00000-00000-8699	01.0-00000.0-00000-91000-7438	10,640,457
TOTAL:				60,656,867

Type of Commitment (continued)	Prior Year (2024-25) Annual Payment (P & I)	Budget Year (2025-26) Annual Payment (P & I)	1st Subsequent Year (2026-27) Annual Payment (P & I)	2nd Subsequent Year (2027-28) Annual Payment (P & I)
Leases				
Certificates of Participation				
General Obligation Bonds	0	25,817,000	55,000,000	55,000,000
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (continued):				
Enterprise Leasing	136,473	15,757		
Banc of America - LED/Solar	1,247,060	1,305,871	1,367,299	1,431,462
Total Annual Payments:	1,383,533	27,138,628	56,367,299	56,431,462
Has total annual payment increased over prior year (2024-25)?		**Yes**	**Yes**	**Yes**

S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

1a. Yes - Annual payments for long-term commitments have increased in one or more of the budget or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

Explanation: (required if Yes to increase in total annual payments)	Because of our bond issuance that occurred this month (May 2025).

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in item 1; if Yes, an explanation is required in item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

Explanation: (required if Yes)	

S7. Unfunded Liabilities

Estimate the unfunded liability for postemployment benefits other than pensions (OPEB) based on an actuarial valuation, if required, or other method; identify or estimate the actuarially determined contribution (if available); and indicate how the obligation is funded (pay-as-you-go, amortized over a specific period, etc.).

Estimate the unfunded liability for self-insurance programs such as workers' compensation based on an actuarial valuation, if required, or other method; identify or estimate the required contribution; and indicate how the obligation is funded (level of risk retained, funding approach, etc.).

S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other than Pensions (OPEB)

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section except the budget year data on line 5b.

1 Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 2-5) — Yes

2. For the district's OPEB:

a. Are they lifetime benefits? — Yes

b. Do benefits continue past age 65? — Yes

c. Describe any other characteristics of the district's OPEB program including eligibility criteria and amounts, if any, that retirees are required to contribute toward their own benefits:

Benefits for those who retire early up to age 65 of 5 years total after retirement.

3 a. Are OPEB financed on a pay-as-you-go, actuarial cost, or other method? — Pay-as-you-go

b. Indicate any accumulated amounts earmarked for OPEB in a self-insurance or governmental fund

Self-Insurance Fund	Governmental Fund
2,401,421	0

4. OPEB Liabilities

a. Total OPEB liability	72,839,245.00
b. OPEB plan(s) fiduciary net position (if applicable)	1,414,008.00
c. Total/Net OPEB liability (Line 4a minus Line 4b)	71,425,237.00
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?	Actuarial
e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation	6/30/2024

5. OPEB Contributions

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
a. OPEB actuarially determined contribution (ADC), if available, per actuarial valuation or Alternative Measurement Method	0.00	0.00	0.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (funds 01-70, objects 3701-3752)	410,333.37	459,710.48	514,875.74
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)	2,000,000.00	2,100,000.00	2,200,000.00
d. Number of retirees receiving OPEB benefits	163.00	170.00	175.00

S7B. Identification of the District's Unfunded Liability for Self-Insurance Programs

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section.

1 Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which is covered in Section S7A) (If No, skip items 2-4)

Yes

2 Describe each self-insurance program operated by the district, including details for each such as level of risk retained, funding approach, basis for valuation (district's estimate or actuarial), and date of the valuation:

Worker's Comp and Property and Liability

3. Self-Insurance Liabilities

a. Accrued liability for self-insurance programs	0.00
b. Unfunded liability for self-insurance programs	0.00

4. Self-Insurance Contributions

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
a. Required contribution (funding) for self-insurance programs	5,331,167.97	5,353,555.33	5,376,166.56
b. Amount contributed (funded) for self-insurance programs	5,331,167.97	5,353,555.33	5,376,166.56

S8. Status of Labor Agreements

Analyze the status of all employee labor agreements. Identify new labor agreements, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized at budget adoption, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards, and may provide written comments to the president of the district governing board and superintendent.

S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of certificated (non-management) full - time - equivalent(FTE) positions	805	765	753	748

Certificated (Non-management) Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year? — Yes

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

Negotiations Settled

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting: — Apr 28, 2025

2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official? — Yes

If Yes, date of Superintendent and CBO certification: — Apr 29, 2025

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement? — Yes

If Yes, date of budget revision board adoption: — Apr 29, 2025

4. Period covered by the agreement: Begin Date: Jul 01, 2025 End Date:

5. Salary settlement:

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?	Yes	Yes	Yes
One Year Agreement			
Total cost of salary settlement	0	0	0
% change in salary schedule from prior year	0.0%		
or			
Multiyear Agreement			
Total cost of salary settlement	0	0	0
% change in salary schedule from prior year (may enter text, such as "Reopener")	0.0%	0.0%	0.0%

Identify the source of funding that will be used to support multiyear salary commitments:

N/A

Negotiations Not Settled

6.	Cost of a one percent increase in salary and statutory benefits	0

		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
7.	Amount included for any tentative salary schedule increases	0	0	0

Certificated (Non-management) Health and Welfare (H&W) Benefits		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are costs of H&W benefit changes included in the budget and MYPs?	Yes	Yes	Yes
2.	Total cost of H&W benefits	10,713,102	11,088,060	11,476,142
3.	Percent of H&W cost paid by employer	100.0%	100.0%	100.0%
4.	Percent projected change in H&W cost over prior year	6.0%	6.0%	6.0%

Certificated (Non-management) Prior Year Settlements				
Are any new costs from prior year settlements included in the budget?		No		
	If Yes, amount of new costs included in the budget and MYPs			

If Yes, explain the nature of the new costs:

Certificated (Non-management) Step and Column Adjustments		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are step & column adjustments included in the budget and MYPs?	Yes	Yes	Yes
2.	Cost of step & column adjustments	905,543	915,685	925,941
3.	Percent change in step & column over prior year	1.1%	1.1%	1.1%

Certificated (Non-management) Attrition (layoffs and retirements)		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are savings from attrition included in the budget and MYPs?	Yes	Yes	Yes
2.	Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?	Yes	Yes	Yes

Certificated (Non-management) - Other

List other significant contract changes and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of classified(non - management) FTE positions	772	772	772	772

Classified (Non-management) Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year? Yes

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.
If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.
If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

Negotiations Settled

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting: Mar 18, 2025

2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official? Yes

If Yes, date of Superintendent and CBO certification: Mar 19, 2025

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement? Yes

If Yes, date of budget revision board adoption: Mar 19, 2025

4. Period covered by the agreement: Begin Date: Jul 01, 2025 End Date:

5. Salary settlement:

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?	Yes	Yes	Yes
One Year Agreement			
Total cost of salary settlement	0	0	0
% change in salary schedule from prior year	0.0		
or			
Multiyear Agreement			
Total cost of salary settlement	2,794,051	2,514,646	2,263,181
% change in salary schedule from prior year (may enter text, such as "Reopener")	0.0%		

Identify the source of funding that will be used to support multiyear salary commitments:

General Fund will be used, salary not changing, only longevity stipend for highest year increase.

Negotiations Not Settled

6.	Cost of a one percent increase in salary and statutory benefits	

		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
7.	Amount included for any tentative salary schedule increases			

Classified (Non-management) Health and Welfare (H&W) Benefits		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are costs of H&W benefit changes included in the budget and MYPs?	Yes	Yes	Yes
2.	Total cost of H&W benefits	5,372,581	5,560,621	5,755,243
3.	Percent of H&W cost paid by employer	100.0%	100.0%	100.0%
4.	Percent projected change in H&W cost over prior year	6.0%	6.0%	6.0%

Classified (Non-management) Prior Year Settlements

Are any new costs from prior year settlements included in the budget? No

If Yes, amount of new costs included in the budget and MYPs

If Yes, explain the nature of the new costs:

Classified (Non-management) Step and Column Adjustments		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are step & column adjustments included in the budget and MYPs?	Yes	Yes	Yes
2.	Cost of step & column adjustments	442,406	447,361	452,372
3.	Percent change in step & column over prior year	1.1%	1.1%	1.1%

Classified (Non-management) Attrition (layoffs and retirements)		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are savings from attrition included in the budget and MYPs?	Yes	Yes	Yes
2.	Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?	Yes	Yes	Yes

Classified (Non-management) - Other

List other significant contract changes and the cost impact of each change (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of management, supervisor, and confidential FTE positions	115	114	114	114

Management/Supervisor/Confidential
Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year? Yes

If Yes, complete question 2.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 3 and 4.

If n/a, skip the remainder of Section S8C.

Negotiations Settled

2. Salary settlement:

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?	Yes	Yes	Yes
Total cost of salary settlement	0	0	0
% change in salary schedule from prior year (may enter text, such as "Reopener")	0.0%	0.0%	0.0%

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
4. Amount included for any tentative salary schedule increases			

Management/Supervisor/Confidential Health and Welfare (H&W) Benefits	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. Are costs of H&W benefit changes included in the budget and MYPs?	Yes	Yes	Yes
2. Total cost of H&W benefits	1,020,000	1,055,700	1,092,650
3. Percent of H&W cost paid by employer	100.0%	100.0%	100.0%
4. Percent projected change in H&W cost over prior year	6.0%	6.0%	6.0%

Management/Supervisor/Confidential Step and Column Adjustments	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. Are step & column adjustments included in the budget and MYPs?	Yes	Yes	Yes
2. Cost of step and column adjustments	121,341	122,700	124,075
3. Percent change in step & column over prior year	1.1%	1.1%	1.1%

Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. Are costs of other benefits included in the budget and MYPs?	No	No	No
2. Total cost of other benefits			
3. Percent change in cost of other benefits over prior year			

S9. Local Control and Accountability Plan (LCAP)

Confirm that the school district's governing board has adopted an LCAP or an update to the LCAP effective for the budget year.

DATA ENTRY: Click the appropriate Yes or No button in item 1, and enter the date in item 2.

1. Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year?	Yes
2. Adoption date of the LCAP or an update to the LCAP.	Jun 26, 2025

S10. LCAP Expenditures

Confirm that the school district's budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

DATA ENTRY: Click the appropriate Yes or No button.

Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template?	Yes

ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review. DATA ENTRY: Click the appropriate Yes or No button for items A1 through A9 except item A3, which is automatically completed based on data in Criterion 2.

A1.	Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?	No
A2.	Is the system of personnel position control independent from the payroll system?	Yes
A3.	Is enrollment decreasing in both the prior fiscal year and budget year? (Data from the enrollment budget column and actual column of Criterion 2A are used to determine Yes or No)	Yes
A4.	Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior fiscal year or budget year?	No
A5.	Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	No
A6.	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	No
A7.	Is the district's financial system independent of the county office system?	No
A8.	Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education)	No
A9.	Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?	Yes

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

End of School District Budget Criteria and Standards Review

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			51,480,546.39	69,791,637.37	66,676,370.53	65,958,973.27	58,647,566.26	59,387,321.47	60,745,901.61	58,270,728.89
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92
Property Taxes	8020-8079		5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		27,731.09	423,983.93	0.00	692,079.80	671,476.22	426,787.28	(466,500.68)	388,836.79
Other State Revenue	8300-8599		1,104,011.05	1,285,438.71	3,567,504.93	1,555,044.82	2,705,369.26	3,176,811.65	2,208,009.74	2,051,905.09
Other Local Revenue	8600-8799		21,481.34	208,920.99	166,819.42	230,395.49	769,802.26	451,270.07	1,081,236.34	(467,354.15)
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			15,325,984.81	16,091,104.96	17,907,085.69	16,650,281.44	18,319,409.08	18,227,630.34	16,995,506.73	16,146,149.07
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		19,904.53	7,088,654.67	7,302,503.34	7,424,820.84	7,528,673.00	7,416,550.26	7,492,993.48	7,402,833.51
Classified Salaries	2000-2999		395,042.12	1,665,199.79	3,102,511.79	3,539,689.79	3,738,395.45	3,620,421.54	3,565,939.08	3,700,049.88
Employee Benefits	3000-3999		81,340.43	2,238,010.40	4,500,315.59	5,135,600.37	4,842,742.09	4,820,324.88	4,947,079.66	4,951,501.80
Books and Supplies	4000-4999		986,299.88	1,200,825.90	376,907.29	952,170.39	449,201.81	453,064.90	565,296.18	533,914.86
Services	5000-5999		1,126,255.56	3,700,216.49	3,083,458.50	4,824,611.14	3,383,045.63	2,276,668.88	4,675,003.93	3,447,005.43
Capital Outlay	6000-6999			5,905.55	3,746.02	1,156.89	1,310.91	2,178.58	11,225.25	37,782.97
Other Outgo	7000-7499		3,108.77	74,829.19	8,941.18	106,723.04	36,884.69	137,192.34	70,493.04	56,065.86
Interfund Transfers Out	7600-7629		166,666.67	166,666.67	166,666.67	166,666.67	166,666.67	166,666.67	166,666.67	166,666.67

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			2,778,617.96	16,140,308.64	18,545,050.38	22,151,439.13	20,146,920.25	18,893,068.04	21,494,697.28	20,295,820.99
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	9200-9299	34,326,654.33	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	49,360.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	11.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		34,376,026.94	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	15,373,445.16	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,734,164.20	2,277,412.75	2,277,412.75	2,277,412.75
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	1,409,838.88	0.00	0.00	0.00	0.00	176,229.86	176,229.86	176,229.86	176,229.86
Deferred Inflows of Resources	9690	15,734,150.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		32,517,434.57	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,910,394.06	2,453,642.61	2,453,642.61	2,453,642.61
Nonoperating										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		1,858,592.37	5,763,724.13	(3,066,063.15)	(79,432.57)	(1,810,249.32)	2,567,266.38	2,024,017.83	2,024,017.83	2,024,017.83
E. NET INCREASE/DECREASE (B - C + D)			18,311,090.98	(3,115,266.83)	(717,397.27)	(7,311,407.01)	739,755.22	1,358,580.13	(2,475,172.72)	(2,125,654.09)
F. ENDING CASH (A + E)			69,791,637.37	66,676,370.53	65,958,973.27	58,647,566.26	59,387,321.47	60,745,901.61	58,270,728.89	56,145,074.80
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:	JUNE								
A. BEGINNING CASH		56,145,074.80	50,448,012.89	48,133,035.39	50,785,764.01				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	0.00	0.00	98,421,419.00	98,421,419.00
Property Taxes	8020-8079	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	0.00	0.00	71,651,717.00	71,651,717.01
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	558,326.83	42,534.13	2,609,825.18	2,609,825.18	0.00	0.00	7,984,905.76	7,984,905.76
Other State Revenue	8300-8599	(2,210,963.18)	2,363,002.63	6,693,409.43	6,693,409.43	0.00	0.00	31,192,953.56	31,192,953.56
Other Local Revenue	8600-8799	161,569.76	354,965.06	575,959.71	575,959.71	0.00	0.00	4,131,026.00	4,131,026.00
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		12,681,694.75	16,933,263.15	24,051,955.65	24,051,955.65	0.00	0.00	213,382,021.32	213,382,021.33
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	7,679,984.21	7,427,173.74	8,299,579.59	8,299,579.59	0.00	0.00	83,383,250.76	83,383,250.76
Classified Salaries	2000-2999	3,621,611.91	3,630,746.52	4,784,522.66	4,784,522.66	0.00	0.00	40,148,653.19	40,148,653.17
Employee Benefits	3000-3999	4,973,760.23	4,961,924.99	5,455,584.31	5,455,584.31	0.00	0.00	52,363,769.06	52,363,769.13
Books and Supplies	4000-4999	670,566.80	1,357,198.08	911,362.17	911,362.17	0.00	0.00	9,368,170.42	9,368,170.41
Services	5000-5999	3,261,759.94	3,536,146.27	3,866,230.96	3,866,230.96	0.00	0.00	41,046,633.67	41,046,633.66
Capital Outlay	6000-6999	5,306.15	105,035.10	7,158.30	7,158.30	0.00	0.00	187,964.00	187,964.00
Other Outgo	7000-7499	23,118.59	87,367.12	(67,859.78)	(67,859.78)	0.00	0.00	469,004.26	469,004.26
Interfund Transfers Out	7600-7629	166,666.67	166,666.67	166,666.67	166,666.67	0.00	0.00	2,000,000.00	2,000,000.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		20,402,774.49	21,272,258.49	23,423,244.86	23,423,244.86	0.00	0.00	228,967,445.36	228,967,445.39
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Accounts Receivable	9200-9299	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44	0.00	0.00	34,326,654.33	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	49,360.70	0.00	0.00	49,360.70	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380	0.00	0.00	0.00	0.00		0.00	0.00	
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		4,477,660.44	4,477,660.44	4,477,660.44	4,527,021.14	0.00	0.00	34,376,015.03	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	2,277,412.75	2,277,412.75	2,277,412.75	4,135,993.21	0.00	0.00	17,232,025.62	
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	176,229.86	176,229.86	176,229.86	176,229.86	0.00	0.00	1,409,838.88	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	15,734,150.53	0.00	0.00	15,734,150.53	
SUBTOTAL		2,453,642.61	2,453,642.61	2,453,642.61	20,046,373.60	0.00	0.00	34,376,015.03	
Nonoperating									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		2,024,017.83	2,024,017.83	2,024,017.83	(15,519,352.46)	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		(5,697,061.91)	(2,314,977.50)	2,652,728.63	(14,890,641.66)	0.00	0.00	(15,585,424.04)	(15,585,424.06)
F. ENDING CASH (A + E)		50,448,012.89	48,133,035.39	50,785,764.01	35,895,122.35				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								35,895,122.35	

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			35,895,122.35	40,499,821.42	36,274,733.22	35,036,275.59	32,067,001.22	33,475,242.54	34,340,235.32	35,205,228.10
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89
Property Taxes	8020-8079		6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		658,754.73	658,754.73	658,754.73	658,754.73	658,754.73	658,754.73	658,754.73	658,754.73
Other State Revenue	8300-8599		2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03
Other Local Revenue	8600-8799		308,682.15	308,682.15	308,682.15	308,682.15	308,682.15	308,682.15	308,682.15	308,682.15
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19
Classified Salaries	2000-2999		3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71
Employee Benefits	3000-3999		4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26
Books and Supplies	4000-4999		530,738.81	530,738.81	530,738.81	530,738.81	530,738.81	530,738.81	530,738.81	530,738.81
Services	5000-5999		3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72
Capital Outlay	6000-6999		15,663.67	15,663.67	15,663.67	15,663.67	15,663.67	15,663.67	15,663.67	15,663.67
Other Outgo	7000-7499		39,083.69	39,083.69	39,083.69	39,083.69	39,083.69	39,083.69	39,083.69	39,083.69
Interfund Transfers Out	7600-7629		175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	9200-9299	34,326,654.33	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	49,360.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	11.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		34,376,026.94	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	15,373,445.16	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,734,164.20	2,277,412.75	2,277,412.75	2,277,412.75
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	1,409,838.88	0.00	0.00	0.00	0.00	176,229.86	176,229.86	176,229.86	176,229.86
Deferred Inflows of Resources	9690	15,734,150.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		32,517,434.57	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,910,394.06	2,453,642.61	2,453,642.61	2,453,642.61
Nonoperating										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		1,858,592.37	5,763,724.13	(3,066,063.15)	(79,432.57)	(1,810,249.32)	2,567,266.38	2,024,017.83	2,024,017.83	2,024,017.83
E. NET INCREASE/DECREASE (B - C + D)			4,604,699.07	(4,225,088.20)	(1,238,457.62)	(2,969,274.38)	1,408,241.33	864,992.78	864,992.78	864,992.78
F. ENDING CASH (A + E)			40,499,821.42	36,274,733.22	35,036,275.59	32,067,001.22	33,475,242.54	34,340,235.32	35,205,228.10	36,070,220.88
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:	JUNE								
A. BEGINNING CASH		36,070,220.88	36,935,213.65	37,800,206.43	38,665,199.21				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	0.00	0.00	101,188,714.73	101,188,714.73
Property Taxes	8020-8079	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	0.00	0.00	73,666,334.27	73,666,334.27
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Federal Revenue	8100-8299	658,754.73	658,754.73	658,754.73	658,754.73	0.00	0.00	7,905,056.70	7,905,056.70
Other State Revenue	8300-8599	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	0.00	0.00	26,929,896.41	26,929,896.41
Other Local Revenue	8600-8799	308,682.15	308,682.15	308,682.15	308,682.15	0.00	0.00	3,704,185.74	3,704,185.74
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	0.00	0.00	213,394,187.86	213,394,187.86
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	0.00	0.00	83,753,630.23	83,753,630.23
Classified Salaries	2000-2999	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	0.00	0.00	40,629,440.49	40,629,440.49
Employee Benefits	3000-3999	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	0.00	0.00	53,220,195.11	53,220,195.11
Books and Supplies	4000-4999	530,738.81	530,738.81	530,738.81	530,738.81	0.00	0.00	6,368,865.78	6,368,865.78
Services	5000-5999	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	0.00	0.00	40,573,388.66	40,573,388.66
Capital Outlay	6000-6999	15,663.67	15,663.67	15,663.67	15,663.67	0.00	0.00	187,964.00	187,964.00
Other Outgo	7000-7499	39,083.69	39,083.69	39,083.69	39,083.69	0.00	0.00	469,004.25	469,004.25
Interfund Transfers Out	7600-7629	175,000.00	175,000.00	175,000.00	175,000.00	0.00	0.00	2,100,000.00	2,100,000.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	0.00	0.00	227,302,488.51	227,302,488.51
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Accounts Receivable	9200-9299	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44	0.00	0.00	34,326,654.33	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	49,360.70	0.00	0.00	49,360.70	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		4,477,660.44	4,477,660.44	4,477,660.44	4,527,021.14	0.00	0.00	34,376,015.03	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	2,277,412.75	2,277,412.75	2,277,412.75	2,277,412.75	1,858,580.46	0.00	17,232,025.62	
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	176,229.86	176,229.86	176,229.86	176,229.86	832,688.98	0.00	2,242,527.86	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	15,734,150.53	0.00	0.00	15,734,150.53	
SUBTOTAL		2,453,642.61	2,453,642.61	2,453,642.61	18,187,793.14	2,691,269.44	0.00	35,208,704.01	
Nonoperating									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		2,024,017.83	2,024,017.83	2,024,017.83	(13,660,772.00)	(2,691,269.44)	0.00	(832,688.98)	
E. NET INCREASE/DECREASE (B - C + D)		864,992.78	864,992.78	864,992.78	(14,819,797.05)	(2,691,269.44)	0.00	(14,740,989.63)	(13,908,300.65)
F. ENDING CASH (A + E)		36,935,213.65	37,800,206.43	38,665,199.21	23,845,402.16				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								21,154,132.72	

ANNUAL CERTIFICATION REGARDING SELF-INSURED WORKERS' COMPENSATION CLAIMS

Pursuant to Education Code Section 42141, if a school district, either individually or as a member of a joint powers agency, is self-insured for workers' compensation claims, the superintendent of the school district annually shall provide information to the governing board of the school district regarding the estimated accrued but unfunded cost of those claims. The governing board annually shall certify to the county superintendent of schools the amount of money, if any, that it has decided to reserve in its budget for the cost of those claims.

To the County Superintendent of Schools:

_____ Our district is self-insured for workers' compensation claims as defined in Education Code Section 42141(a):

Total liabilities actuarially determined: $ _____

Less: Amount of total liabilities reserved in budget: $ _____

Estimated accrued but unfunded liabilities: $ 0.00

X This school district is self-insured for workers' compensation claims through a JPA, and offers the following information:

West San Gabriel Valley JPA

_____ This school district is not self-insured for workers' compensation claims.

Signed _____ Date of Meeting: _____

Clerk/Secretary of the Governing Board

(Original signature required)

Printed Name: _____ Title: _____

For additional information on this certification, please contact:

Name: Mariam Abdelhamid

Title: Director of Fiscal Services

Telephone: 818-729-4450

E-mail: mariamabdelhamid@burbankusd.org

ANNUAL BUDGET REPORT:

July 1, 2025 Budget Adoption

Select applicable boxes:

This budget was developed using the state-adopted Criteria and Standards. It includes the expenditures necessary to implement the Local Control and Accountability Plan (LCAP) or annual update to the LCAP that will be effective for the budget year. The budget was filed and adopted subsequent to a public hearing by the governing board of the school district pursuant to Education Code sections 33129, 42127, 52060, 52061, and 52062.

If the budget includes a combined assigned and unassigned ending fund balance above the minimum recommended reserve for economic uncertainties, at its public hearing, the school district complied with the requirements of subparagraphs (B) and (C) of paragraph (2) of subdivision (a) of Education Code Section 42127.

Budget available for inspection at:

Place: _____

Date: _____

Adoption Date: _____

Signed: _____

Clerk/Secretary of the Governing Board

(Original signature required)

Printed Name: _____ Title: _____

Public Hearing:

Place: _____

Date: _____

Time: _____

Contact person for additional information on the budget reports:

Name: _____ Telephone: _____

Title: _____ E-mail: _____

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Projected (funded) ADA has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X	
2	Enrollment	Enrollment has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio is consistent with historical ratios for the budget and two subsequent fiscal years.		X
4	Local Control Funding Formula (LCFF) Revenue	Projected change in LCFF revenue is within the standard for the budget and two subsequent fiscal years.		X
5	Salaries and Benefits	Projected ratios of total unrestricted salaries and benefits to total unrestricted general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.		X
6b	Other Expenditures	Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.	X	
7	Ongoing and Major Maintenance Account	If applicable, required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account) is included in the budget.	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.	X	

9a	Fund Balance	Unrestricted general fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.		X
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.	X	
SUPPLEMENTAL INFORMATION			**No**	**Yes**
S1	Contingent Liabilities	Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?		X
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources?	X	
S3	Using Ongoing Revenues to Fund One-time Expenditures	Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues?	X	
S4	Contingent Revenues	Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed by more than the standard for the budget or two subsequent fiscal years?		X
SUPPLEMENTAL INFORMATION (continued)			**No**	**Yes**
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2024-25) annual payment?		X
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, are they lifetime benefits?		X
		• If yes, do benefits continue beyond age 65?		X
		• If yes, are benefits funded by pay-as-you-go?		X
S7b	Other Self-insurance Benefits	Does the district provide other self-insurance benefits (e.g., workers' compensation, employee health and welfare, or property and liability)?		X
S8	Status of Labor Agreements	Are salary and benefit negotiations still open for:		
		• Certificated? (Section S8A, Line 1)	X	
		• Classified? (Section S8B, Line 1)	X	
		• Management/supervisor/confidential? (Section S8C, Line 1)	X	
S9	Local Control and Accountability Plan (LCAP)	• Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year?		X
		• Adoption date of the LCAP or an update to the LCAP:	**06/26/2025**	
S10	LCAP Expenditures	Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template?		X
ADDITIONAL FISCAL INDICATORS			**No**	**Yes**
A1	Negative Cash Flow	Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior fiscal year and budget year?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior fiscal year or budget year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
ADDITIONAL FISCAL INDICATORS (continued)			**No**	**Yes**
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	

A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?		

2025-26
Budget Adoption

Budget Cycle

Budgeting for school districts is a continuous, year-round process



Unaudited Actuals

On or before September 15

Details actual ending balances, all revenues and expenditures for the fiscal year ended June 30

Second Interim

On or before March 15

Actual revenues and expense July 1 to January 31 with projections for remainder of current and two future fiscal years

Adopted Budget

On or before July 1

Details spending plan of district and includes estimated actual ending balances for prior fiscal year

First Interim

On or before December 15

Actual revenues and expense July 1 to October 31 with projections for remainder of current and two future fiscal years

Certification Definitions

Positive

The District, based on current projections, **will be able** to meet its financial obligations for a the current and subsequent two fiscal years

Qualified

The District, based on current projections, **may not be able** to meet its financial obligations for the current and subsequent two fiscal years

Negative

The District, based on current projections, **will be unable** to meet its financial obligations for the current and subsequent two fiscal years

Current projections are based on Estimated Actuals and Multiyear Projection (MYP)

State Budget Proposal for 2025-26
COLA and CalSTRS/CalPERS

Cost of Living Adjustment (COLA)

	2024-25	2025-26	2026-27	2027-28
Department of Finance Statutory COLA	1.07%	2.30%	3.02%	3.42%

CalSTRS and CalPERS employer contributions:

	2024-25	2025-26	2026-27	2027-28
CalSTRS	19.10%	19.10%	19.10%	19.10%
CalPERS – May Revise Budget 2025-26	27.05%	26.8%	26.9%	27.8%

Proposed Budget Assumptions

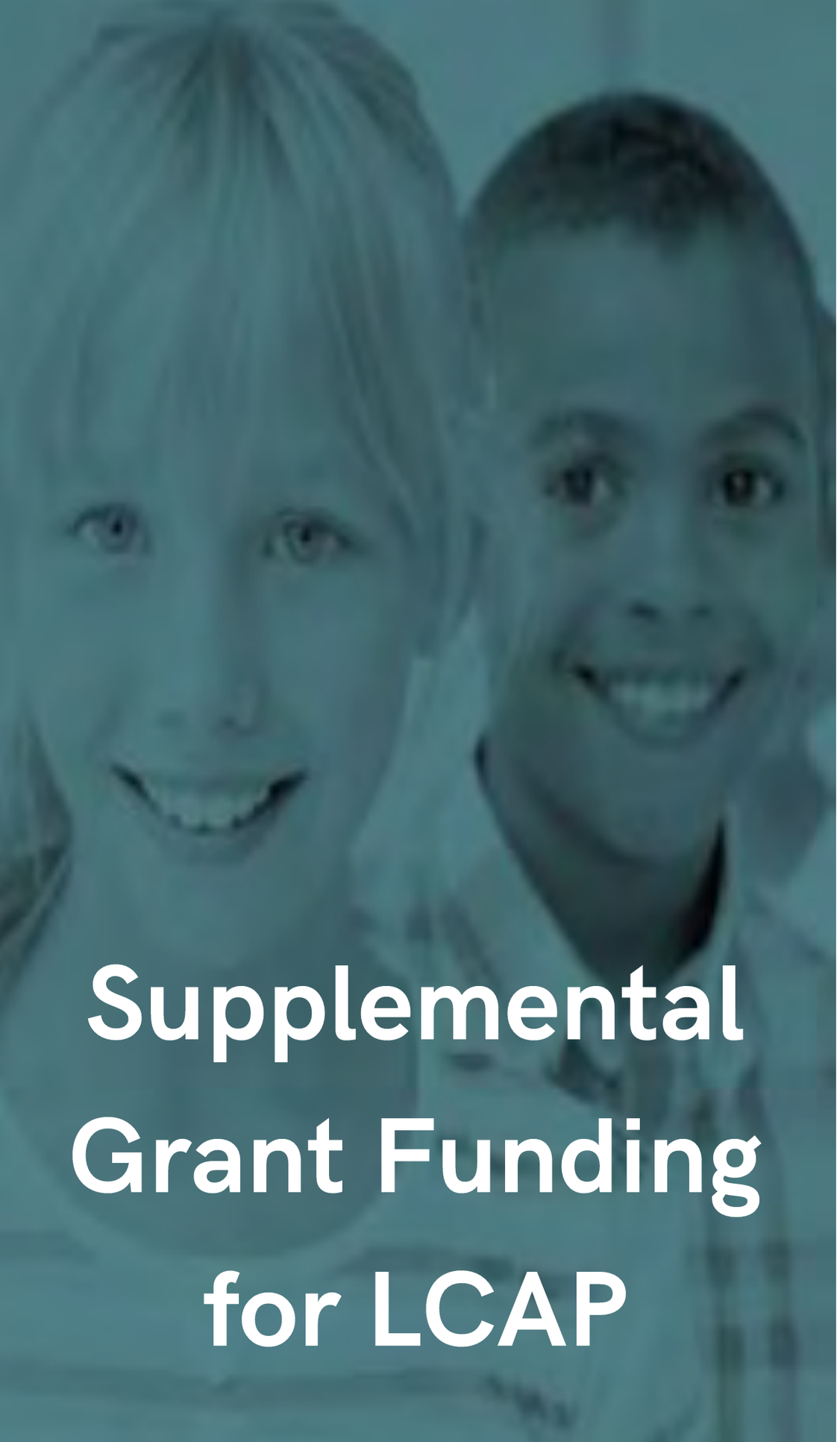
Revenues

- Projected Funded ADA – based on 94% enrollment and three-year average

2024-25	2025-26	2026-27	2027-28
13,519	13,322	13,189	13,057

- Assumes all changes that were presented by the Governor in the May Revise
- Funded LCFF
  - LCFF revenues computed using the three-year average
  - 94% average daily attendance (ADA)
- Reduced one-time revenues no longer received in the multi-year projection
- Added one-time revenues based on Governor's May Revise
- Assumed nominal decline off federal funds, monitoring
- Did not adopt gift revenues, not guaranteed
- Did not budget carryover, will finalize at year end





Supplemental Grant Funding for LCAP

Supplemental Funding is Received for:

- Students who are English learners
- Students who receive free or reduced price meals
- Foster Youth

In order to receive Supplemental Grant funding, Districts need to have an unduplicated pupil count of 20%. In order to receive Concentration Grant funding, Districts needs to have an unduplicated pupil count of 55% or greater. Burbank USD only receives Supplemental Grant Funding

2024-25	2025-26	2026-27	2027-28
Supplemental Grant - Unduplicated Pupil Count			
37.30%	38.37%	38.27%	37.89%
11,440,151	11,970,073	12,216,541	12,426,579

2025-26 Proposed Adopted Budget

General Fund Revenues

Combined Unrestricted and Restricted Funding	2024-25 Estimated Actuals	2025-26 Proposed Budget	2026-27 Projected Budget	2027-28 Projected Budget
LCFF Source Revenues	$165,266,871	$170,073,136	$174,022,360	$178,649,839
Federal Revenues	$7,309,412	$7,984,906	$7,905,057	$7,826,006
Other State Revenues	$29,743,766	$31,192,954	$26,929,896	$26,929,896
Other Local Revenues	$4,956,346	$4,131,026	$4,097,216	$4,097,216
TOTAL	**$207,276,395**	**$213,382,021**	**$212,954,529**	**$217,502,957**

Proposed Budget Assumptions
Expenditures

- Consumer Price Index – CPI

2024-25	2025-26	2026-27	2027-28
3.07%	3.42%	2.98%	2.77%

- Step and Column increases
- Operational Site Budgets
- Department Meetings/Plans
- LCAP Plan
- STRS/PERS changes
- One-Time Funding Expenditure Plans (Tentative)

2025-26 Proposed Adopted Budget

General Fund Expenditures

Unrestricted and Restricted Combined	2024-25 Estimated Actuals	2025-26 Proposed Budget	2026-27 Projected Budget	2027-28 Projected Budget
Certificated Salaries	$85,129,071	$83,383,251	$83,743,493	$84,305,520
Classified Salaries	$38,225,031	$40,148,653	$40,598,318	$40,843,019
Benefits	$49,028,123	$52,363,769	$53,198,298	$54,360,003
Books and Supplies	$6,581,336	$9,368,170	$6,420,420	$6,470,435
Services	$41,334,610	$41,046,634	$40,573,389	$40,900,632
Capital Outlay	$2,527,580	$187,964	$187,964	$187,964
Other Outgo	$1,556,385	$1,250,000	$1,250,000	$1,250,000
Other Adjustments	-$657,079	-$780,996	-$780,996	-$780,996
TOTAL	**$223,725,057**	**$226,967,445**	**$225,190,886**	**$227,536,577**

Contributions & Transfers In/Out

	2024-25	2025-26	2026-27	2027-28
Special Education	$36,595,868	$43,196,081	$43,457,439	$43,718,797
On-Going and Major Maintenance	$6,752,503	$6,869,352	$6,910,915	$6,952,478
Rental of District Property	-$281,486	-$283,706	-$285,423	-$287,139
City of Burbank- Joint Use	-$263,758	-$199,040	-$200,245	-$201,449
Retiree Benefits	*$2,401,422*	*$2,000,000*	*$2,012,101*	*$2,024,202*
Total	**$42,803,127**	**$49,582,687**	**$49,882,687**	**$52,206,889**

Ending Fund Balance in Excess of Reserve for Economic Uncertainties (REU)

Per Ed Code Section 42127(a)(2)(B) Districts must provide information at a public hearing prior to budget adoption on all balances assigned and unassigned in excess of the minimum recommended reserve for economic uncertainties (REU)

- Senate Bill (SB) 751 (Hill, Statues of 2017) sets the threshold for triggering the cap on district reserves and the limits of how much school districts can maintain in their local reserves
- SB 751 caps district reserves at 10% using assigned/unassigned ending balance of General and Special Reserve For Other Than Capital Outlay Funds

EA & Adopted

Description	Object Code	Estimated Actuals 2024-2025			Adopted Budget 2025-26		
A. Revenues		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
LCFF Sources	8010-8099	$165,266,871	$0	$165,266,871	$170,073,136	$0	$170,073,136
Federal Revenue	8100-8299	$0	$7,309,412	$7,309,412	$0	$7,984,906	$7,984,906
Other State Revenues	8300-8599	$6,568,883	$23,174,883	$29,743,766	$4,887,239	$26,305,715	$31,192,954
Other Local Revenues	8600-8799	$1,349,575	$3,606,771	$4,956,346	$750,000	$3,381,026	$4,131,026
Total Revenue		**$173,185,329**	**$34,091,066**	**$207,276,395**	**$175,710,375**	**$37,671,646**	**$213,382,021**
B. Expenditures							
Certificated Salaries	1000-1999	$67,176,286	$17,952,785	$85,129,071	$64,842,047	$18,541,203	$83,383,251
Classified Salaries	2000-2999	$20,629,776	$17,595,255	$38,225,031	$21,434,093	$18,714,560	$40,148,653
Employee Benefits	3000-3999	$34,425,388	$14,602,736	$49,028,123	$36,451,156	$15,912,613	$52,363,769
Books and Supplies	4000-4999	$1,567,093	$5,014,242	$6,581,336	$1,753,339	$7,614,831	$9,368,170
Services and Other Operating Expenditures	5000-5999	$8,024,480	$33,310,131	$41,334,610	$9,287,081	$31,759,553	$41,046,634
Capital Outlay/Depreciation	6000-6999	$2,029,302	$498,279	$2,527,580	$124,900	$63,064	$187,964
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	$1,426,253	$130,133	$1,556,385	$1,200,000	$50,000	$1,250,000
Other Outgo - Transfers of Indirect Costs	7300-7399	-$1,507,154	$850,075	-$657,079	-$1,786,594	$1,005,598	-$780,996
Total Expenditures		**$133,771,422**	**$89,953,635**	**$223,725,057**	**$133,306,022**	**$93,661,423**	**$226,967,445**
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		$39,413,906	-$55,862,569	-$16,448,663	$42,404,353	-$55,989,777	-$13,585,424
D. Other Financing Sources/Uses							
Interfund Transfers							
Transfers In	8900-8929	$0	$0	$0	$0	$0	$0
Transfers Out	7600-7629	$2,401,422	$0	$2,401,422	$2,000,000	$0	$2,000,000
Other Sources/Uses							
Sources	8930-8979	$0	$0	$0	$0	$0	$0
Uses	7630-7699	$0	$0	$0	$0	$0	$0
Contributions	8980-8999	-$43,200,786	$43,200,786	$0	-$49,582,687	$49,582,687	$0
Net Increase (Decrease) in Fund Balance		**-$6,188,302**	**-$12,661,783**	**-$18,850,084**	**-$9,178,334**	**-$6,407,090**	**-$15,585,424**
F. Fund Balance, Reserves/Net Position							
Beginning Fund Balance/Net Position							
As of July 1 - Unaudited	9791	$37,700,343	$32,630,288	$70,330,631	$31,512,041	$19,968,505	$51,480,546
Ending Balance/Net Position, June 30		**$31,512,041**	**$19,968,505**	**$51,480,546**	**$22,333,707**	**$13,561,415**	**$35,895,122**
Components of Ending Fund Balance							
Vacation Liability	9780				$300,000		
Unassigned/Unappropriated		$18,232,623			$8,535,661		
Reserve for Economic Uncertainties	9789	$6,639,709			$6,749,023		
Board Approved Reserve	9789	$6,639,709			$6,749,023		

Multiyear Projection

Description	Object Code	Projected Budget 2026-27			Projected Budget 2027-28		
A. Revenues		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
LCFF Sources	8010-8099	$174,022,360	$0	$174,022,360	$178,649,839	$0	$178,649,839
Federal Revenue	8100-8299	$0	$7,905,057	$7,905,057	$0	$7,826,006	$7,826,006
Other State Revenues	8300-8599	$4,887,239	$22,042,657	$26,929,896	$4,887,239	$22,042,657	$26,929,896
Other Local Revenues	8600-8799	$750,000	$3,347,216	$4,097,216	$750,000	$3,347,216	$4,097,216
Total Revenue		$179,659,599	$33,294,930	$212,954,529	$184,287,078	$33,215,879	$217,502,957
B. Expenditures							
Certificated Salaries	1000-1999	$63,494,628	$20,248,865	$83,743,493	$65,829,868	$18,475,652	$84,305,520
Classified Salaries	2000-2999	$20,674,155	$19,924,163	$40,598,318	$22,445,706	$18,397,314	$40,843,019
Employee Benefits	3000-3999	$36,079,799	$17,118,499	$53,198,298	$38,049,208	$16,310,795	$54,360,003
Books and Supplies	4000-4999	$1,805,589	$4,614,831	$6,420,420	$1,855,604	$4,614,831	$6,470,435
Services and Other Operating Expenditures	5000-5999	$11,813,836	$28,759,553	$40,573,389	$12,141,079	$28,759,553	$40,900,632
Capital Outlay/Depreciation	6000-6999	$124,900	$63,064	$187,964	$124,900	$63,064	$187,964
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	$1,200,000	$50,000	$1,250,000	$1,200,000	$50,000	$1,250,000
Other Outgo - Transfers of Indirect Costs	7300-7399	-$1,786,594	$1,005,598	-$780,996	-$1,786,594	$1,005,598	-$780,996
Total Expenditures		$133,406,313	$91,784,573	$225,190,886	$139,859,770	$87,676,807	$227,536,577
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		$46,253,286	-$58,489,643	-$12,236,357	$44,427,308	-$54,460,928	-$10,033,620
D. Other Financing Sources/Uses							
Interfund Transfers							
Transfers In	8900-8929	$0	$0	$0	$0	$0	$0
Transfers Out	7600-7629	$2,100,000	$0	$2,100,000	$2,200,000	$0	$2,200,000
Other Sources/Uses							
Sources	8930-8979	$0	$0	$0	$0	$0	$0
Uses	7630-7699	$0	$0	$0	$0	$0	$0
Contributions	8980-8999	-$49,882,687	$49,882,687	$0	-$50,182,687	$50,182,687	$0
Net Increase (Decrease) in Fund Balance		-$5,729,400	-$8,606,957	-$14,336,357	-$7,955,379	-$4,278,241	-$12,233,620
F. Fund Balance, Reserves/Net Position							
Beginning Fund Balance/Net Position							
As of July 1 - Unaudited	9791	$22,333,707	$13,561,415	$35,895,122	$16,604,307	$4,954,458	$21,558,765
Ending Balance/Net Position, June 30		$16,604,307	$4,954,458	$21,558,765	$8,648,928	$676,217	$9,325,145
Components of Ending Fund Balance							
Vacation Liability	9780	$300,000			$300,000		
Unassigned/Unappropriated		$2,918,854			$1,588,831		
Reserve for Economic Uncertainties	9789	$6,692,727			$6,760,097		
Board Approved Reserve	9789	$6,692,727					

EPA Spending Plan
2025-26

- Educational Protection Account is an accumulation of new revenues generated by Proposition 30
- The District must have the Board of Education approve a Resolution for LA County of Education outlining our spending plan
- The EPA funds are part of the LCFF funding formula which is estimated to be **$27,095,803** for 2025-26 Fiscal Year
- The District plans to spend 100% on Certificated teacher salaries and related benefits
- Revenue and Expenditures must be posted on the District website
- The EPA must be audited by our external auditors

Challenges

- The economy is facing significant headwinds and is entering turbulent territory
- Many factors pose significant risk to the economy, the State Budget, and the long-term forecast
- Staffing challenges continue, leaving the District with many unfilled positions and high contractor costs

Feel free to reach out if you have any questions.

Thank you!

Phone Number

818-729-4473

818-729-4450

Email Address

andrewcantwell@burbankusd.org

mariamabdelhamid@burbankusd.org

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services Robyn Anders, Director of Instructional Technology & Accountability
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Second Reading of the 2025-2026 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

Background:

In 2013, the Governor of California proposed full funding flexibility for local school districts called the Local Control Funding Formula (LCFF). Prior to LCFF, California schools were funded through the Revenue Limit System. Revenue limits were created in response to a lawsuit over inequities in funding per pupil based on the relative wealth of each school district. Under revenue limits, each district had a base revenue limit, which was a set dollar amount per pupil. A district's revenue limit entitlement was its base revenue limit multiplied by the number of students attending its schools. The number of students was measured by the district's average daily attendance (ADA). The revenue limit entitlement was funded by local property taxes and state aid. A percentage of the property tax revenue generated by real property located within a district was assigned to the district; state aid made up the difference between a district's entitlement and its property tax revenue. If a district's property tax revenue exceeded its entitlement, it retained these "excess taxes". The sum of the entitlement and any excess taxes were a district's revenue limit funds.

The LCAP is intended to be a comprehensive planning tool. Each LCAP goal must be aligned to one or more of the eight State priorities. The eight State priorities are as follows: Student Engagement, Other Student Outcomes, Parental Involvement, Access to a Broad Curriculum, Common Core State Standards, Basic Services, School Climate, and Student Achievement. There are three sections to the LCAP and each section contains guiding questions that must be addressed, as well. The three LCAP sections are Stakeholder Engagement, Goals and Progress Indicators, and Actions, Services, and Expenditures.

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.
3. Recruit and retain highly qualified employees.
4. Maintain Efficient and effective operations.

Discussion/Issues:

The Burbank Unified School District's LCAP document has been the result of several months of educational partner input, review of performance metrics, and program data. There have been five LCAP Advisory Committee meetings throughout the school year, and progress on the Plan has been discussed at several Board of Education meetings.

On June 5, 2025, the Burbank Unified School District LCAP was submitted for a first reading, as required by Education Code. The District's goal is to have the Board of Education adopt the LCAP on June 18, 2025. The BUSD LCAP will then be submitted to the Los Angeles County Office of Education for approval.

Fiscal Impact:

The fiscal impact on the district will be determined as district goals and school site goals are drafted. The fiscal impact will not exceed the amount budgeted under LCFF or the supplemental grant funding BUSD receives.

Recommendation:

Peter Knapik, Assistant Superintendent, Educational Services, and Robyn Anders, Director of Instructional Technology & Accountability, will facilitate the second reading of the proposed 2025-2026 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) and recommends that the Board of Education approve the 2025-2026 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), as presented.

LCFF Budget Overview for Parents

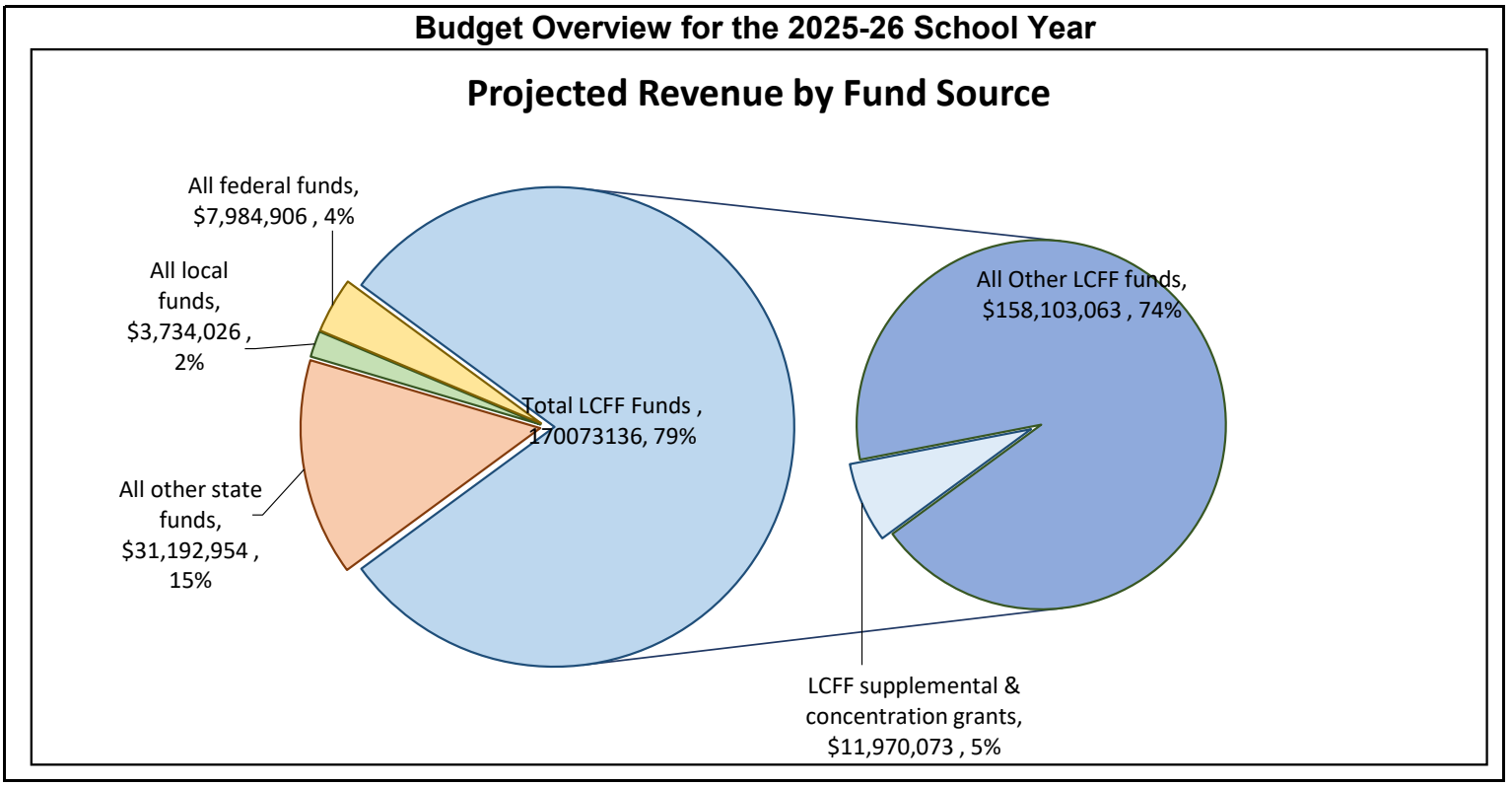
Local Educational Agency (LEA) Name: Burbank Unified School District

CDS Code: [CDS Code]

School Year: 2025-26

LEA contact information: Mariam Abdelhamid, Ph.D.8187294450mariamabdelhamid@burbankusd.org

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

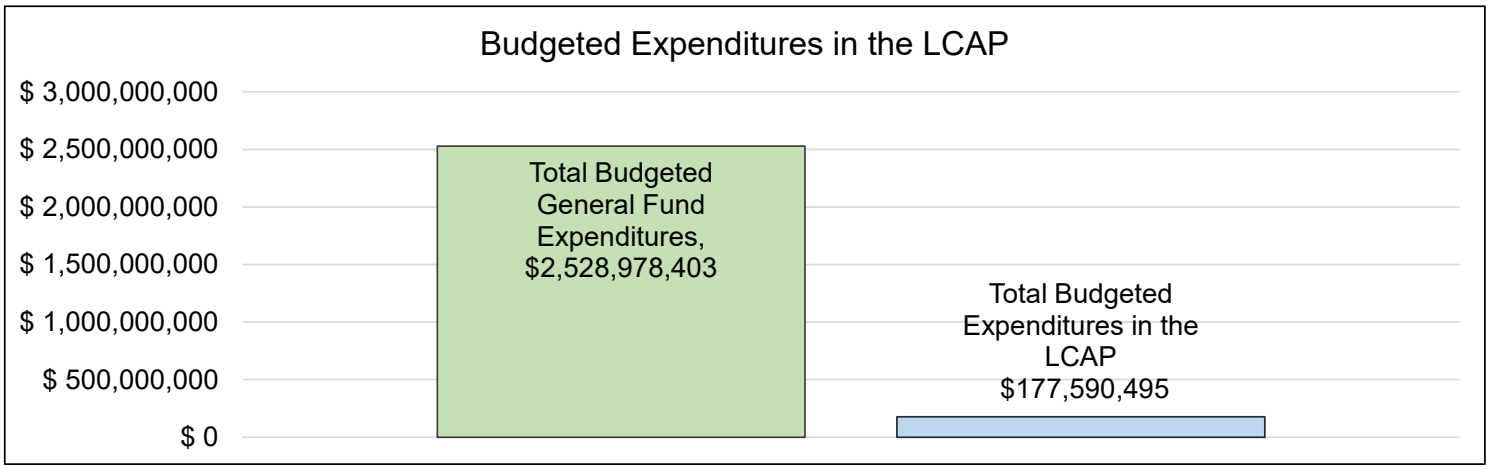


This chart shows the total general purpose revenue Burbank Unified School District expects to receive in the coming year from all sources.

The text description for the above chart is as follows: The total revenue projected for Burbank Unified School District is $212,985,021.33, of which $170,073,136.01 is Local Control Funding Formula (LCFF), $31,192,953.56 is other state funds, $3,734,026.00 is local funds, and $7,984,905.76 is federal funds. Of the $170,073,136.01 in LCFF Funds, $11,970,073.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.

LCFF Budget Overview for Parents



This chart provides a quick summary of how much Burbank Unified School District plans to spend for 2025-26. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: Burbank Unified School District plans to spend $2,528,978,403.00 for the 2025-26 school year. Of that amount, $177,590,495.00 is tied to actions/services in the LCAP and $2,351,387,908.00 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

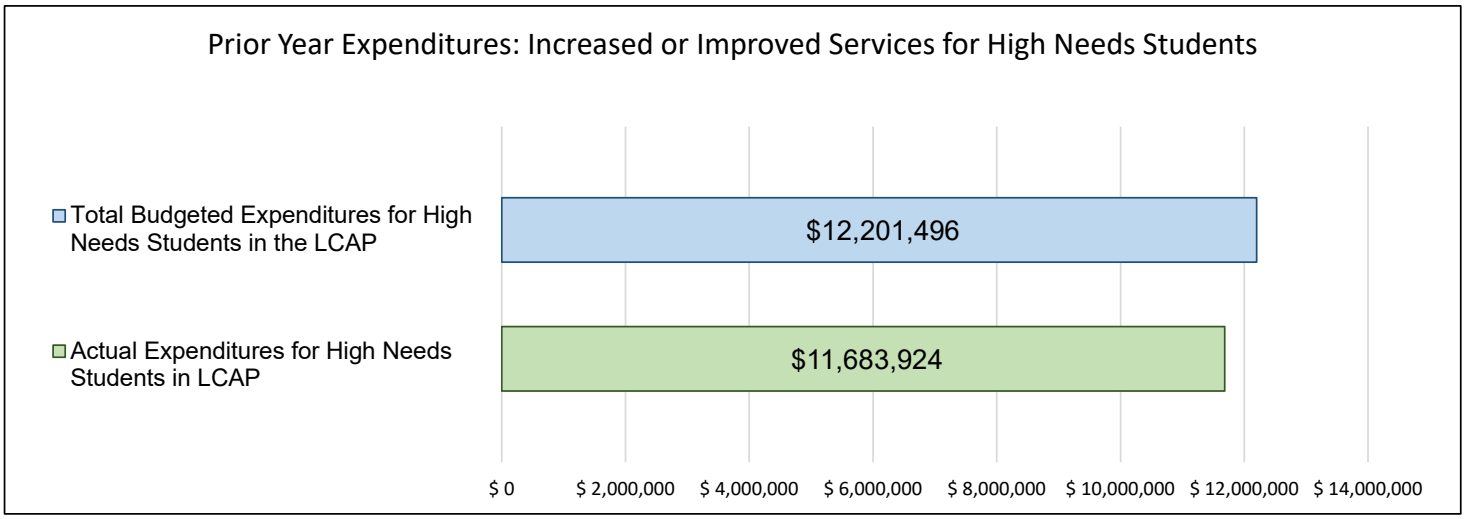
General Fund Budget Expenditures not in included in the LCAP will be primarily used for personnel costs including benefits and retirement contributions. Facility and Maintenance Operations staff, including custodians to provide a clean, safe, and secure learning environment for all students is anticipated to cost $7,395358. Certificated Personnel and Administrative Costs at the District and Site Level is anticipated to cost $116,732,680.

Increased or Improved Services for High Needs Students in the LCAP for the 2025-26 School Year

In 2025-26, Burbank Unified School District is projecting it will receive $11,970,073.00 based on the enrollment of foster youth, English learner, and low-income students. Burbank Unified School District must describe how it intends to increase or improve services for high needs students in the LCAP. Burbank Unified School District plans to spend $11,960,048.00 towards meeting this requirement, as described in the LCAP. The additional improved services described in the plan include the following:

LCFF Budget Overview for Parents

Update on Increased or Improved Services for High Needs Students in 2024-25



This chart compares what Burbank Unified School District budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Burbank Unified School District estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

The text description of the above chart is as follows: In 2024-25, Burbank Unified School District's LCAP budgeted $12,201,496.00 for planned actions to increase or improve services for high needs students. Burbank Unified School District actually spent $11,683,924.00 for actions to increase or improve services for high needs students in 2024-25. The difference between the budgeted and actual expenditures of $517,572.00 had the following impact on Burbank Unified School District's ability to increase or improve services for high needs students:

Total 2024-2025 expenditures for actions and services to increase or improve services for high needs students was lower than budgeted due to unfilled positions, leaves, or other cost savings in personnel due to position which remained open or vacant for an extended amount of time. In most cases, qualified personnel were not available to fill positions. There was no direct impact on services for unduplicated pupils; all actions were carried out as planned. Additionally, other grant funding was identified in some cases as well.

Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Burbank Unified	Robyn Anders Director of Instructional Technology & Accountability	robynanders@burbankusd.org 8187294517

Plan Summary 2025-2026

General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten-12, as applicable to the LEA. LEAs may also provide information about their strategic plan, vision, etc.

The Burbank Unified School District serves the community of Burbank, a separate municipality with its independent government and services. Burbank is located in the San Fernando Valley and is surrounded by Los Angeles, Hollywood, and North Hollywood. The Burbank Unified School District provides a comprehensive, balanced educational program from Transitional Kindergarten through Grade 12, providing a standards-based curriculum that supports basic skills development and concept development while addressing individual differences and needs. The district is governed by a five-member Board of Education and served by central administrative staff. A diverse and culturally enriched student population attends eleven TK-5 elementary schools, three middle schools, two comprehensive high schools, and a continuation school. In addition, the district offers childcare programs, several special education alternative programs, an Independent Learning Academy (independent study program), a continuation school, and an adult school. The total school enrollment for Burbank Unified School District is 14,207. A variety of socioeconomic and demographic backgrounds make up the Burbank community. BUSD students are 49.77% Caucasian (including Armenian, European, and Middle Eastern), 30.93% Hispanic/Latino, 4.78% Asian, 2.93% Filipino, 1.70% African American, 0.16% American Indian, 0.15% Pacific Islander, 5.98% multiple races or declined to state their ethnicity and 13.88% special needs. The following is the summary of student counts for each unduplicated student group:
- English Learners 1,794; 12.63%
- Foster Youth 15 students; 0.1%
- Students Experiencing Homelessness 55 students; 0.38%

In Burbank, 52 languages are spoken with the top four being English, Armenian, Spanish, Russian, Ukrainian, and Arabic. Approximately 35.51% of BUSD students are considered socioeconomically disadvantaged and 12.61% are English Learners. Funding remains low due to declining enrollment and no active parcel taxes. The amount of supplemental and basic funds in the district is beginning to fall short and will not allow the district to sustain programs and staff in future years. Therefore, reductions will sometimes be seen to conserve funds for future anticipated shortfalls.
The LCAP Plan addresses the Eight State Priorities through the actions and metrics described in this plan. State of California Priorities:
Priority One: Basic (Conditions of Learning)
Priority Two: State Standards (Conditions of Learning)
Priority Three: Parental Involvement (Engagement)
Priority Four: Pupil Achievement (Pupil Outcomes)
Priority Five: Pupil Engagement (Engagement)
Priority Six: School Climate (Engagement)
Priority Seven: Course Access (Conditions of Learning)

Priority Eight: Other Pupil Outcomes (Pupil Outcomes)

No schools in Burbank Unified School District receive LCFF Equity Multiplier funds.

BUSD Goals for 2024-2027
1. Students will be career/college ready via high-quality instruction of State Standards as measured by State, federal, and District assessment tools including the California Dashboard.
2. Students will be physically, emotionally, and mentally healthy and supported through Parental Involvement as measured by State, federal, and District assessment tools including the California Dashboard.
3. Recruit and retain quality employees as measured by full employment of teaching staff with appropriate credentials and placed in appropriate assignments.
4. Efficient and effective operations as measured by appropriate facilities especially classrooms that are conducive to the needs of the instructional program.

Reflections: Annual Performance

A reflection on annual performance based on a review of the California School Dashboard (Dashboard) and local data.

Based on the California Dashboard, the Burbank Unified School District is proud of its historical performance. Below is a quick summary from the Dashboard that helps to describe the progress and successes that the District has made. Previously reported on the California Dashboard for English Language Arts, the academic performance of students in Burbank was a relative strength as indicated by the "green" status from 2017-18 to 2018-19. The 2022-23 Dashboard identified our academic performance as showing High for English Language Arts and Medium for Mathematics. The 2023-2024 Dashboard identifies our academic performance as green for English language arts and yellow for mathematics. Overall, student academic performance in ELA has been well maintained. Graduation rates for Burbank Unified School District have traditionally maintained a high status of green and are identified as blue on the 2024 dashboard. Burbank Unified had a 96.3% graduation rate. The Burbank Unified School District college and career indicator is yellow (50.6% prepared).

The previous and current graduation rate and college and career measures can be attributed to:
- intervention programs at the middle school
- robust credit recovery programs
- a robust summer school program for credit recovery and a limited number of courses offered in the summer for initial credit
- career pathways in media, medical, and engineering
- Dual enrollment courses with the community college in select courses

BUSD considers maintaining a graduation rate of 96.3% a success. The graduation rate of many of our subgroups improved over the past three years, including English Learners, Hispanic students, and socio-economically disadvantaged. Given this data set, the district plans to maintain and build upon its successes, especially in the areas of English Language Arts, Mathematics, English Learner proficiency as measured by ELPAC, Graduation Rates, Chronic Absenteeism, Suspension rates, and strong mental and emotional health. This will be accomplished by having a staff that is well-trained and informed so that they can carry out their responsibilities related to each area. Once the staff are well informed and training the implementation and carry through of academics, and the supports that surround achievement need to be accomplished with fidelity and with a strong sense of purpose. The monitoring of student achievement, staff performance, and parental involvement need to be performed each day by school and District administrators.
The Board of Education must be kept well-informed and set expectations on the performance of staff, parents, and students. Every child and every staff member need to positively contribute to the success story of the District through the eyes of each individual.

CAASPP results used for the academic performance indicators on the 2024 dashboard from the spring of 2024 administration provide the following results:
- English Language Arts – 56.38% Met or Exceeded the Standard
- Mathematics – 43.46% Met or Exceeded the Standard
BUSD has increased intervention support and services to students through increased access to mental health services, intervention applications, and an increase in instructional support personnel.

During the 2024-2025 school year, the LCAP Stakeholder Committee, DELAC Parent Advisory Committee, Superintendent's Cabinet, District Leadership Team, and Principals reviewed the planned expected annual measurable outcomes (AMO) outlined in our 2024-2025 LCAP with historical and current data available, including the California School Dashboard and locally collected data through grade reports, diagnostic assessments, and benchmark assessments. Additionally, the committees determined the effectiveness of each service provided and identified strengths, progress, gaps, and areas needing improvement. We specifically looked at any schools, district subgroups, and school subgroups with the lowest performance level on California Dashboard indicators.

The following district sub-groups received the lowest performance level on one or more state indicators on the 2023 dashboard:
- Foster Youth Students in Academic Performance in English Language Arts and Mathematics.
- Students with Disabilities in Academic Performance in English Language Arts

The following schools received the lowest performance level on one or more state indicators on the 2023 dashboard:

College and Career Indicator:
- All Students at Monterey High School
Chronic Absenteeism Indicator:
- All students at Independent Learning Academy
- All students at John Muir High School
- All students at Walt Disney Elementary School
Suspension Indicator
- All students at Burbank Community Day School
- All students at Monterey High School

The following school sub-groups received the lowest performance level on one or more state indicators on the 2023 dashboard:

Academic Performance in the English Language Arts Indicator:
- English Learners at Dolores Huerta Middle School
- Students with Disabilities at Dolores Huerta Middle School
- Students with Disabilities at Luther Burbank Middle School
Academic Performance in the Mathematics Indicator:
- English Learners at Burbank High School
- English Learners at Dolores Huerta Middle School
- Students with Disabilities at Dolores Huerta Middle School
English Learner Progress Indicator:
- English Learners at George Washington Elementary School
College and Career Indicator:
- Hispanic Students, Socio-Economically Disadvantaged Students, and White Students at Monterey High School
Chronic Absenteeism Indicator:
- Asian Students, Hispanic Students, Students with Disabilities, and Socio-Economically Disadvantaged students at Joaquin Miller Elementary
- English Learners, Hispanic students, Socio-Economically Disadvantaged, Students with Disabilities, and White students at John Muir Middle School
- Hispanic students at R. L. Stevenson Elementary School
- Students with Disabilities at Ralph Emerson Elementary School
- Hispanic and Students with Disabilities at Thomas Jefferson Elementary School
- English Learners and Students with Disabilities at Thomas Edison Elementary School
- English Learners, Hispanic, Socio-Economically Disadvantaged, Students with Disabilities and White students at Walt Disney Elementary School
- White students at William McKinley Elementary School
Suspension Indicator:
- African American students and Students with Disabilities at Burbank High School
- Socio-Economically Disadvantaged students at Burroughs High School
- Hispanic and Socio-Economically Disadvantaged at Dolores Huerta Middle School
- Hispanic, and White students at Monterey High School

The following district sub-groups received the lowest performance level on one or more state indicators on the 2024 dashboard:
- Long Term English Learners in English Language Arts, Mathematics, Suspension Rate, and Chronic Absenteeism
- Foster Youth Students in Suspensions.
- Students experiencing homelessness in Mathematics
- Students with Disabilities in Academic Performance in English Language Arts

The following schools received the lowest performance level on one or more state indicators on the 2024 dashboard:

College and Career Indicator:
- All Students at Monterey High School
Chronic Absenteeism
- All students at Independent Learning Academy
Mathematics Performance
- All students at Independent Learning Academy
English Language Arts Performance
- All students at Independent Learning Academy
English Learner Progress Indicator
- All students at John Burroughs High School
- All students at Independent Learning Academy

The following school sub-groups received the lowest performance level on one or more state indicators on the 2024 dashboard:

Academic Performance in the English Language Arts Indicator:
- English Learners at Burbank High School
- Long-Term English Learners at John Muir Middle School
- Students with Disabilities at Bret Harte Elementary School
- Students with Disabilities at Burbank High School
- Students with Disabilities at John Burroughs High School
- Students with Disabilities at Luther Burbank Middle School
- Students with Disabilities at William McKinley Elementary School
Academic Performance in the Mathematics Indicator:
- English Learners, Socioeconomically Disadvantaged, Students with Disabilities, Hispanic, and White students at Burbank High School
- Socioeconomically Disadvantaged and White students at Independent Learning Academy
- English Learners at Dolores Huerta Middle School
- Long-Term English Learners at John Muir Middle School
English Learner Progress Indicator:
- English Learners at Independent Learning Academy
- English Learners at John Burroughs High School
College and Career Indicator:
- Hispanic Students and Socio-Economically Disadvantaged Students at Monterey High School
Chronic Absenteeism Indicator:
- Long-Term English Learners at John Muir Middle School
- Students with Disabilities at Ralph Emerson Elementary School
Suspension Indicator:
- English Learners at Dolores Huerta Middle School

The following action items will specifically improve services for all district and school subgroups with the lowest performance level in the Academic Performance in the English Language Arts Indicator:
- Goal 1 Action Item 8: Professional Development Day Costs for All Teachers

- Goal 1 Action Item 20: Culturally Responsive Pedagogy Professional Development.
The following action items will specifically improve services for all district and school subgroups with the lowest performance level in the Academic Performance in Mathematics Indicator:
- Goal 1 Action Item 6: Secondary Designated ELD Teachers
- Goal 1 Action Item 8: Professional Development Day Costs for All Teachers
- Goal 1 Action Item 20: Culturally Responsive Pedagogy Professional Development
The following action items will specifically improve services for the English Language Learners at George Washington Elementary
- Goal 1 Action Item 2: Elementary ELD Specialists
- Goal 1 Action Item 3: Elementary ELD Instructional Assistants
- Goal 1 Action Item 10: Elementary Response to Intervention Reading/Language Art and Math
- Goal 1 Action Item 17: Elementary ELD Instructional Supports
The following action items will specifically improve services for Monterey High School and all subgroups with the lowest performance level in the college and career indicator:
- Goal 2 Action Item 1: Monterey Continuation High School Teachers
- Goal 2 Action Item 6: SOAR Program Staff
The following action items will specifically target Walt Disney Elementary, John Muir Middle School, and Independent Learning Academy as well as all subgroups and schools with the lowest performance level in chronic absenteeism:
- Goal 1 Action Item 10: Elementary Response to Intervention Reading/Language Art and Math
- Goal 1 Action Item 11: Middle School Psychologists
- Goal 1 Action Item 16: Professional Development for Twice Exceptional Students
- Goal 1 Action Item 20: Culturally Responsive Pedagogy Professional Development
- Goal 2 Action Item 1: Monterey Continuation High School Teachers
- Goal 2 Action Item 2: FSA School-Based Counseling
- Goal 2 Action Item 3: Secondary Credit Recovery
- Goal 2 Action Item 5: Student Services Attendance Specialist Foster/Homeless
- Goal 2 Action Item 6: SOAR Program Staff

The following action items will specifically improve services for Monterey High School, Burbank Community Day School, and all subgroups with the lowest performance level in the Suspension indicator:
- Goal 1 Action Item 20: Culturally Responsive Pedagogy Professional Development
- Goal 2 Action Item 1: Monterey Continuation High School Teachers
- Goal 2 Action Item 2: FSA School-Based Counseling
- Goal 2 Action Item 3: Secondary Credit Recovery
- Goal 2 Action Item 1: Monterey Continuation High School Teachers
- Goal 2 Action Item 6: SOAR Program Staff

Based on the previously identified results, Burbank Unified School District previously prioritized the need to address chronic absenteeism across all schools and sites specifically the schools and subgroups identified in 2023. Chronic absenteeism rates have increased during the pandemic and distance learning and the return to in-person instruction. They increased to 34.6% in 2021-22 (an increase of 27.9%) after dropping to 6.7% before the pandemic and were reported at 19.7% on the 2022 Dashboard. The current districtwide rate for chronic absenteeism is 13.4%. As the ramifications of the pandemic diminish, we've seen this continue to decline, however, this will be a long-term area of focus.

Mathematics historically is an area for growth. The 2022 Dashboard shows BUSD students scoring 19.1 points below standard on average and the 2023 dashboard shows BUSD students scoring 19 points below the standard. The 2024 Dashboard shows all students at 21.7 points below standard. CAASPP results show students in testing grades as 43.46% Meeting or Exceeding the Standard. Mathematics curriculum and instruction are being addressed through focused professional development on standards, the core curriculum, instructional practices, monitoring, credit recovery, and interventions. There is also professional learning community (PLC) work being done by grade levels and departments. "D" and "F" rates are being closely monitored and when needed an intervention section or assistance is provided. Additionally, BUSD has actively participated in a Math Collaborative through CAL-ED Partners and is seeing initial signs of progress as D and F rates in High School Algebra I continue to decrease year after year.

Services supporting English language arts such as interventions will need to be maintained and refocused so that significant student subgroups need remediation; specifically, students with disabilities at specific schools. Additionally, Long-Term English Learners are in need of support as metrics indicated a decrease in reclassified students in 2020-

2021 during distance learning as noted in our Goal 1 & 2 Metrics.

Lastly, continued innovation and improvements are occurring in the district's Independent Study school to improve student access and performance for students who participate in this program in light of recent legislation and changes to this school.

Burbank Unified has expended all the Learning Recovery Emergency Block Grant (LREBG) funds prior to the 2025-2026 school year.

Reflections: Technical Assistance

As applicable, a summary of the work underway as part of technical assistance.

NA

Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

Schools Identified

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

NA

Support for Identified Schools

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

NA

Monitoring and Evaluating Effectiveness

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

NA

Engaging Educational Partners

A summary of the process used to engage educational partners in the development of the LCAP.

School districts and county offices of education must, at a minimum, consult with teachers, principals, administrators, other school personnel, local bargaining units, parents, and students in the development of the LCAP.

Charter schools must, at a minimum, consult with teachers, principals, administrators, other school personnel, parents, and students in the development of the LCAP.

An LEA receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

Educational Partner(s)	Process for Engagement
Burbank Community	Website, Newsletters, Public Meetings, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials.
Burbank Unified Parents of Students	Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials.
Burbank Unified Teachers	Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials.
Burbank Unified Students	Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials.
Burbank Unified Staff	Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials.
Burbank Unified Bargaining Units	Individual Meeting with Superintendent and district leadership, Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials.
Burbank Unified Principals	Regular Meetings with Superintendent and district leadership, Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials.
District English Learner Advisory Committee (DELAC)	Presentations and an agenda item at all calendared DELAC Meetings. Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials.
District Administrative Leadership (Cabinet)	Regular Meetings with Superintendent and district leadership, Website, Newsletters, Public Meetings, Recordings of Public Meetings, Presentation Materials, and Translation
Consultation with the SELPA	Provided a copy of plan and accompanying presentations. Responded in writing to feedback.
ASB Student Representatives	District Administrator presented to school ASBs and receive input from student representatives. Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials.

A description of how the adopted LCAP was influenced by the feedback provided by educational partners.

The Burbank Unified School District held ten total public meetings regarding the LCAP adoption process. Five of these meetings were general session LCAP meetings with the Parent Advisory Group and the public. Three of the meetings were with the School Board and the public. The LCAP was presented at four DELAC meetings for our parents of English Language Learners. Additionally, the LCAP was discussed with the district PTA by our Superintendent. Local bargaining units were consulted throughout the LCAP meetings and process. Students were also represented in the process through ambassadors from their respective Associated Student Body. Administration at school sites was in constant dialogue with the Superintendent regarding any budgetary changes that would need to occur in the 2025-2026 LCAP. Lastly, the district met with the parents of homeless children to better understand their needs.

All general session LCAP meetings were live-streamed and recorded. The recordings of every LCAP meeting were archived and placed on the district website. All power points and handouts were also placed on the district website with translations. All of this was done to be transparent and to allow families who could not make a meeting to still be able to participate. Questions and answers were provided live and in writing and posted on the website.

The focus of our LCAP meetings included metrics and the action items of the LCAP that could be enhanced based on the data and the implementation. While some action items were condensed based on the data, it provided the community with opportunities for the district to service our most at-risk students. Special attention was given to any possible carryover funds and how we could support our current goals through new or increased actions.

The district plan for educational partner engagement included multiple routes of communication between Teachers, Principals, Administrators, Classified Personnel, the Burbank Teachers Association, the California State Employees Association, parents, and students. These included:

- The district’s website advertised the dates of the meetings, the presentations that contained the content of the meetings including metrics, action items, and the budgeted expenditures
- Electronic invitations were sent to the entire Burbank school community including all administrators and staff, all parents, and high school students

- Principals providing messaging through their weekly/regular communications and at parent meetings
- The public had access to information from the BUSD website and BUSD eNEWS notifications which are sent to the public

All materials presented at the LCAP committee meetings were translated into Spanish and Armenian, including presentations, the budget, and all handouts. Additionally, every General Parent/Community Committee meeting was live-streamed on Zoom. The videos for each meeting were then posted on the district website, along with all the materials (presentations, budget, and handouts).

The timeline for the LCAP meetings included:

Wednesday, November 13, 2024, 6:00 pm, Topic - LCAP Overview & Budget Update
Wednesday, January 22nd, 2025 6:00pm, Topic - LCFF Overview & Initial Budget
Wednesday, February 12th, 2025 6:00 pm, Topic - Goal 1 (Instructional Services)
Wednesday, February 26, 2025, 6:00 pm, Topic - Goal 2 (Educational Services)
Wednesday, March 12th, 2025 6:00 pm, Topic - Budget Update and 25-26 Proposal
Thursday, June 5th, 2025 6:00 pm, First Reading of LCAP
Thursday, June 18th, 2025 6:00 pm, Second Reading of LCAP and Adoption

At each of the meetings listed above, metrics were provided to the community to show evidence of moving toward the goal and associated metrics. The metrics used were those identified in the approved LCAP plan. In addition, a thorough review of the budget for each goal was conducted along with each action item. At the end of each session, the community had an opportunity to enter a discussion about how each item was funded.

For the school year 2024-2025, there were two primary Burbank Unified School District LCAP Parent Advisory Groups: The General Public LCAP Advisory Group and the District English Learner Advisory Committee. Each of these committees met (separately) a total of eight times during the 2024-2025 school year. The Committee meetings were held regularly in the evenings from 6:00 pm to 7:00 pm (LCAP Group) and mornings and evenings (DELAC). The LCAP was shared with the DELAC on October 24, 2024; December 5th, 2024; and March 3, 2025. Additionally, the LCAP Parent Advisor Group provided LCAP information on the previously mentioned LCAP presentation dates on Wednesday evenings at 6 pm.

The 2024-25 Burbank Unified School District (BUSD) LCAP Advisory Group for the 2025-26 LCAP consisted of many individuals from a wide variety of groups. Members included, but were not limited to, students, parents, guardians of students, local business partners, representatives of the community, classified employees, and certificated employees, including teachers, parent volunteers, site administrators, and administrative staff from school sites and the district office.

Parents on the Advisory Group included parents of students who are English Language Learners, Special Education students, Socioeconomically Disadvantaged Students, Reclassified English Learners, Foster Youth, and Parents of students in the Gifted and Talented Education (GATE) program. The parents who participated in the Advisory Group represent a range of ethnic, racial, and unduplicated student subgroups.

District staff invited members of School Site Councils from every school to participate in Advisory Group meetings. Before each LCAP meeting, emails were sent to all parents, staff, and community members who had expressed interest in attending partner group meetings. It is important to note that the Parent Advisory Committee/Group, which was referred to through this document, consisted of two separate committees: one for parents in general and one for the parents of English Learners. Each of these meetings was comprised of mostly parents. This is reflected in the documented participation at each meeting. There are questions posed at these meetings, to which the superintendent responded in writing or orally. All these questions are noted on the LCAP page of the district's website.

Finally, the Superintendent, Assistant Superintendent, and Directors addressed the LCAP in (separate) monthly meetings with the Elementary Principals and Secondary Principals. This provided site administrators with multiple opportunities to share their thoughts and ideas about current LCAP programs and services as well as suggest new ideas based on the metrics and outcome data provided.

Principal meetings that addressed the LCAP were held by level. Elementary: first Wednesday of each month from October 2024- April 2025. Secondary: third Wednesday of each month from October 2024- April 2025.

In April of 2025, the LCAP budget and process were presented to both comprehensive high school ASB programs to gather perceptions of students and increase engagement with the student populations at both sites. Information was presented on April 1st, 2025, at John Burroughs High School and April 4th, 2025, at Burbank High School.

The LCAP plan was presented to the Board of Education at a formal Public Hearing on June 5, 2025, at 6:00 pm.

SELPA reviewed the LCAP to share the provisions for Special Needs Students that are reflected in our LCAP plan. Suggestions were made and memorialized for consideration prior to the first reading with the BUSD Board of Education on June 5th, 2025.

The 2025-2026 LCAP was formally approved by the Board of Education at a public meeting on June 18, 2025.

The adoption process for the 2025-2026 LCAP was influenced by the feedback provided by educational partners at every step of the process. Electronic notifications of the meetings, town hall, public hearing, and adoption of the LCAP included an opportunity for the public to speak to the LCAP. Students, staff, and parents were provided a survey early in the process to assist with priorities within the LCAP supplemental budget as well as give input on the process for decision-making. Members of the public were provided the opportunity to submit questions and comments in writing regarding the specific actions and expenditures provided in the LCAP.

Educational Partner feedback and communication have been influential on the development and implementation of the LCAP. Specifically, the impact on the contents of the plan has been greater clarity and transparency regarding the goals and their corresponding actions, services, metrics, and budgets. Many of the items below address the

process. Specific items of support for the action items and the metrics are noted toward the end of this section.
The district's inclusive approach to involving educational partners has resulted in an LCAP that is genuinely informed and created through a collaborative process, which involves representatives from individuals and groups with a wide range of interests, ideas, and opinions. Burbank Unified School District's educational partners were able to come together and agree on the priorities, LEA goals, and programs that will best serve the students of the district.
The impact of the timely engagement of educational partners in the development of the LCAP has been the maintenance of a sense of trust between the district staff and partners, as well as a sense of collaborative goal-setting and distributed leadership in terms of the development of the program recommendations for the current LCAP. This was truly a group effort, and the process used to make program recommendations was democratic and transparent. All educational partners had a "voice" and had the opportunity to engage in the decision-making process. The fact that several meetings were dedicated to the specific goals allowed the educational partners to focus on each goal separately and analyze the extent to which the corresponding services, actions, and budget met the needs of the students who were targeted for support.
Because educational partners had clear access to and understanding of detailed qualitative and quantitative data related to the eight State priorities and four District goals, they were able to participate in the LCAP process in a way where the entire process benefited from their informed ideas and suggestions. As soon as data became available, it was provided to partners so they could determine areas of LCAP strength and weakness and provide recommendations that could improve upon what had been done the previous year.
The impact of involving representative parents in the development of a plan is truly collaborative, and subsequent recommendations from educational partners whose children will benefit most from supplemental grant funds. English Learner parent involvement in the LCAP process has increased significantly over the years of LCAP by holding separate meetings for parents of English Learners with translation available in both Spanish and Armenian.
Students at the high school level participated in the LCAP process, and a survey targeted students for input to gather student perceptions of the LCAP action items within the district goals.
Maintaining the four original goals (and the programs that corresponded to them) was based on qualitative and quantitative data provided for each goal. Educational partners informed the annual update by reviewing each of the District/LCAP goals and the State priorities and analyzing the data for each program included in the LCAP Supplemental Plan. It was the discussion and analysis that led the committee to make their recommendations about the current LCAP-funded programs. A common theme throughout the adoption process was the need to increase and improve services for our growing English Learner population within Burbank. Those priorities were met with our final funding proposals , which included the reallocation of funds to provide additional support to the English Learner population.
Specific action items were discussed for consensus among all educational partners and advisory groups to recommend a final budget that included the removal of specific action items, including:
• Secondary Summer School
• Hanover Research Group Work
• DEI Consultant
• Elementary Curriculum Specialists (2 FTE)
• Elementary Intervention Specialists (11 FTE)
• Elementary Response to Intervention Funds
• Interpretation Services/Translator Funds
• DEI Collaboration Time for School Leads
• ELD Instructional Supports for Staff and Materials (one-time)
Reallocation of funding to increase or improve services was discussed with all educational partners and advisory groups to recommend a final budget that included the following additions and investments in services:
• Elementary Assistant Principals (2 FTE)
• Elementary Wellness & Behavior Specialists (3 FTE)
• Elementary Behavior Interventionists (7 FTE)
• Outdoor Science School Support Funding
Through many conversations with educational partners throughout the adoption process, a final prioritized budget was produced in May. The 2025-2026 LCAP action items funded by the LCAP Advisory Groups for removal, continuance, or augmentation were supported by the Board of Education, who discussed the plan twice in the spring of 2025 as well as discussed, the plan during the first reading on June 5, 2025, and formally approved the LCAP on June 18, 2025.

Goals and Actions

Goal

Goal #	Description	Type of Goal
1	Students will be career/college ready via high-quality instruction of State Standards as measured by State, federal, and District assessment tools including the California Dashboard. (Instrucitonal Services) State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning)	Broad Goal

State priorities addressed by this goal.

2, 1, 4, 5, 7, 3

An explanation of why the LEA has developed this goal.

The goal of BUSD is to provide the highest quality instruction of the California State Standards that leads students to success in career choices and college readiness.

Goal 1 was established based on multiple sources of data: CAASPP scores, California Dashboard indicators, graduation data (district data and Dashboard data), A through G completion rates.

The intention of creating this goal is to ensure that students are given State Standards driven curriculum and that teachers are properly trained in order to effectively deliver instruction in an appropriate manner. Additionally, it is important for the District to provide access to the curriculum for all learners.

Goal 1 focuses on English Learners, Foster Youth, Homeless and Students with Disabilities, and students who are gifted. The targeted subgroups need access to appropriate materials, access to courses and curriculum, the highest quality instruction, and access to interventions and support including not only academic but social-emotional. Similarly, these targeted subgroups will benefit from smaller class size environments when appropriate. Goal 1 is designed to meet these needs of the targeted subgroups, with the understanding that the school district will monitor the following areas to evaluate progress towards goals:

Reclassification rates ELPAC results for English Learners
CAASPP Data for ELs, SEDs, SWDs, Foster Youth, Homeless Students, and Hispanic Students
Graduation Rates for ELs, SEDs, SWDs, Foster Youth, Homeless Students, and Hispanic Students

The reason the goal was established is based on data. Graduation data is good district-wide, but there are discrepancies with subgroup data, which needs attention. The current Dashboard shows gaps in performance for ELs and SED students, despite a relatively good score overall. Similarly, we have seen the same gap in A through G completion and CAASPP data. Part of the impetus for this goal was also to ensure that these subgroups were receiving full access to courses and curriculum. More importantly, instructional materials needed to be appropriate for these stakeholder groups.

The goal addresses good first teaching. When students are not being successful, the goal addresses Response to Intervention at the elementary level and intervention sections at the secondary level. Additionally, the goal addresses a robust design for students to have opportunities in the summer for elementary reteaching and expansion of knowledge and in secondary credit recovery. There are also opportunities for students to maintain their skill level during the summer so they are not losing their academic skills.

As a school of choice, the Independent Learning Academy (ILA) is an opportunity for students to access core classes on APEX Learning, which is an online platform. This allows students more flexible schedules to pursue other goals such as the Junior Olympics, or acting and modeling careers. In some cases, the ILA has been an opportunity for students to engage in their academic learning online because they suffer from various phobias or social disorders.

The focus for Burbank Unified is good first instruction. Therefore, the intention of this goal is to ensure the students in Burbank encounter a curriculum and materials that are aligned with State Standards. It is also important for instruction to be differentiated so that student's needs are being met. Therefore, professional development becomes critical to ensure the most effective delivery of instruction, appropriate methods for checking for understanding, and methods of reteaching differently to meet the needs of students who did not get it the first time.

A focus for this goal includes technology. Not just access to more technology, but the integration of technology into lesson plans that will engage students in the learning process. Similarly, the district continues to endorse Kagan strategies and offers teachers many point of access to be trained during the regular school year.

Goal 1 focuses on:

- Mastery of State Standards
- Professional development for Kagan Classroom technology training
- Professional development time to ensure assessments and lessons are standards aligned
- Google classroom
- Core curriculum online resources

Access to arts and music education is a passion in Burbank. Goal 1 is intended to keep our district focused on our commitment to art and music education and to maintain services that are already currently in place while creating a plan to expand further. Over the last couple of years, the District has created a strategic master plan for art and music education which is captured in the Burbank Arts for All Master Plan.

The following items are paramount to goal 1:

- Maintain current rations of students to teachers for music instruction in grades 2 through 5
- Maintain 1600 instruction minutes per year in music instruction for a student in grades 4 and 5
- Maintain 1200 instruction minutes per year of music instruction for students in grades 2 and 3
- Continue to increase the number of visual and performing arts courses offered in grades 9 through 12

In summary: Goal 1 is designed to meet all these needs, with the understanding that the school district will monitor the following areas to evaluate progress toward meeting the action items:

CAASPP data for All Students and Subgroups
Graduation data for All Students and Subgroups
Dropout Rate for High School Students
A through G data AP data for High School Students
D and F Rates for Middle and High School Students
Credit recovery data for High School Students
Teacher Credentialing and Appropriate Assignments (Williams Compliance)
Textbooks and Instructional Materials (Williams Compliance)

Measuring and Reporting Results

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline
1	Percent of All Students who score Exceeds or Meet Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 58.43% of All Students scored Exceeds or Meets Standards on the English Language Arts CAASPP	In 2023-2024, 56.38% of All Students scored Exceeds or Meets Standards on the English Language Arts CAASPP		All Students who Exceed or Meet Standards on the English Language Arts CAASPP will increase by 3 percentage points by year 3.	The percentage of all students who scored Exceed or Meet Standards on the English Language Arts CAASPP declined by 2.05%.

2	Percent of English Learners Exceeding or Meeting Standards on English Language Arts CAASPP will increase by 3 percentage points over 3 years	In 2202-20223, 13.41% of English Learners scored Exceeds or Meets Standards on the English Language Arts CAASPP	In 2022-2024, 14.09% of English Learners scored Exceeds or Meets Standards on the English Language Arts CAASPP		English Learners scoring Exceeds or Meets Expectations on the English Language Arts CAASPP will increase by 3 percentage points by year 3.	The percentage of English Learners who scored Exceed or Meet Standards on the English Language Arts CAASPP increased by 0.68%
3	Percent of Socioeconomically Disadvantaged Students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years	In 2202-20223, 47.15% of Socioeconomically Disadvantaged scored Exceeds or Meets Standards on the English Language Arts CAASPP	In 2023-2024, 43.15% of Socioeconomically Disadvantaged scored Exceeds or Meets Standards on the English Language Arts CAASPP		Socioeconomically Disadvantaged students who score Exceeds or Meets Standards on English Language Arts CAASPP will increase by 3 percentage points by year 3.	The percentage of Socioeconomically Disadvantaged students who scored Exceed or Meet Standards on the English Language Arts CAASPP declined by 4.0%.

4	Percent of Homeless Students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 42.86% of Homeless Students scored Exceeds or Meets Standards on the ELA CAASPP	In 2023-2024, 25.00% of Homeless Students scored Exceeds or Meets Standards on the ELA CAASPP		Homeless Students scoring Exceeds or Meets Expectations on the English Language Arts CAASPP will increase by 3 percentage points by year 3.	The percentage of students experiencing homelessness who scored Exceed or Meet Standards on the English Language Arts CAASPP declined by 17.60%.
5	Percent of Foster Youth Students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, NA% of Foster Students scored Exceeds or Meets Standards on the English Language Arts CAASPP	In 2023-2024, NA% of Foster Students scored Exceeds or Meets Standards on the English Language Arts CAASPP		Foster students scoring Exceeds or Meets Expectations on the English Language Arts CAASPP will increase by 3 percentage points by year 3.	The percentage of students in foster care who scored Exceed or Meet Standards on the English Language Arts CAASPP had no change.

6	Percent of Students with Disabilities Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 27.31% of Students with Disabilities scored Exceeds or Meets Standards on the English Language Arts CAASPP	In 2023-2024, 25.62% of Students with Disabilities scored Exceeds or Meets Standards on the English Language Arts CAASPP		Students with Disabilities who exceed or meet standards on the English Language Arts CAASPP will increase by 3 percentage points by year 3.	The percentage of students with Disabilities who scored Exceed or Meet Standards on the English Language Arts CAASPP declined by 1.69%.
7	Percent of Hispanic students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 47.49% of Hispanic students scored Exceeds or Meets Standards on the English Language Arts CAASPP	In 2023-2024, 46.64% of Hispanic students scored Exceeds or Meets Standards on the English Language Arts CAASPP		Hispanic students who meet Exceed or Meet Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years.	The percentage of Hispanic students who scored Exceed or Meet Standards on the English Language Arts CAASPP declined by 0.85%.

8	Percent of Twice Exceptional (GATE & UDP) students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 93.8% of GATE students scored Exceeds or Meets Standards on the English Language Arts CAASPP	In 2023-2024, 91.0% of Twice Exceptional students scored Exceeds or Meets Standards on the English Language Arts CAASPP		Twice Exceptional (GATE & UDP) students who Exceed or Meet Standards on the English Language Arts CAASPP will increase by 3 percentage points by year 3.	The percentage of Twice Exceptional students who scored Exceed or Meet Standards on the English Language Arts CAASPP declined by 2.8%.
9	Percent of All Students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 44.40% of All Students scored Exceeds or Meets Standards on the Mathematics CAASPP	In 2023-2024, 43.46% of All Students scored Exceeds or Meets Standards on the Mathematics CAASPP		All Students who Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3.	The percentage of All students who scored Exceed or Meet Standards on the Mathematics CAASPP declined by 0.94%.

10	Percent of English Learners who score Exceed and Meet Standards of the Math CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 15.14% of English Learner students scored Exceed and Meet Standards of the Math CAASPP	In 2023-2024, 16.57% of English Learner students scored Exceed and Meet Standards of the Math CAASPP		English Learners who Exceed or Meet Standards on the Math CAASPP will increase by 3 percentage points by year 3.	The percentage of English Learner students who scored Exceed or Meet Standards on the Mathematics CAASPP increased by 1.43%.
11	Percent of Socioeconomically Disadvantaged Students Exceeding or Meeting Standards on Math CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 19.06% of Students with Disabilities scored exceeds or Meets standards on the Mathematics CAASPP	In 2023-2024, 31.26% of Socioeconomically Disadvantaged Students scored Exceeds or Meets Standards on the Math CAASPP (The previous year/baseline was 32.74% for Socioeconomically Disadvantaged Students (22-23).		Students with Disabilities who exceed or meet standards on the Mathematics CAASPP will increase by 3 percentage points by year 3.	The percentage of Socioeconomically Disadvantaged students who scored Exceed or Meet Standards on the Mathematics CAASPP declined by 1.48%.

12	Percent of Homeless Students Exceeding or Meeting Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 28.58% of Homeless Students scored Exceeds or Meets Standards on the Mathematics CAASPP	In 2023-2024, 39.28% of Homeless Students scored Exceeds or Meets Standards on the Mathematics CAASPP		Homeless Students Exceeding or Meeting Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3.	The percentage of students experiencing homelessness who scored Exceed or Meet Standards on the Mathematics CAASPP increased by 10.7%.
13	Percent of Foster Youth Students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, NA% of Foster Students scored Exceeds or Meets Standards on the Mathematics CAASPP	In 2023-2024, NA% of Foster Students scored Exceeds or Meets Standards on the Mathematics CAASPP		Foster Youth Students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3.	The percentage of students in foster care who scored Exceed or Meet Standards on the Mathematics CAASPP remained unchanged.
14	Percent of Students with Disabilities that Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years	In 2022-2023, 19.06% of Students with Disabilities scored exceeds or Meets standards on the Mathematics CAASPP	In 2023-2024, 20.89% of Students with Disabilities scored exceeds or Meets standards on the Mathematics CAASPP		Students with Disabilities that Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3.	The percentage of students with disabilities who scored Exceed or Meet Standards on the Mathematics CAASPP increased by 1.83%.

15	Percent of Hispanic students who Exceed or Meet Standards on the Mathematics CAASPP will increase by percentage points over 3 years	In 2022-2023 30.18% of Hispanic students scored Exceeds or Meets Standards on the Mathematics CAASPP	In 2023-2024, 30.12% of Hispanic students scored Exceeds or Meets Standards on the Mathematics CAASPP		The percent of Hispanic students who meet Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3.	The percentage of Hispanic students who scored Exceed or Meet Standards on the Mathematics CAASPP declined by 0.06%.
16	Percent of Twice Exceptional (GATE & UDP) students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years.	In 2022-2023, 91.4% of GATE students scored Exceeds or Meets Standards on the Mathematics CAASPP	In 2023-2024, 90.0% of Twice Exceptional students scored Exceeds or Meets Standards on the Mathematics CAASPP		Twice Exceptional (GATE & UDP) students who Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3.	The percentage of twice exceptional students who scored Exceed or Meet Standards on the Mathematics CAASPP declined by 1.4%.

17	Percent of English Learners making progress towards English language proficiency as reported on the California Dashboard will increase by 3 percentage points over 3 years	In 2022-2023, 57.7% of English Learners making progress towards English language proficiency as reported on the California Dashboard	In 2023-2024, 59.4% of English Learners making progress towards English language proficiency as reported on the California Dashboard		English Learners making Progress on the ELPAC will increase by 3 percentage points by year 3.	English Learners making progress towards English language proficiency increased by 1.7%
18	Percent of English Learners being reclassified as determined by the Reclassification Rate will meet or exceed previous annual rate or at least pass the State reclassification rate	In 2022-2023, 20.7% of English Learners were reclassified	In 2023-2024, 12.67% of English Learners were reclassified		Maintain or increase the reclassification rate of English Learners.	The percentage of English Learners who were reclassified decreased by 8.03%

19	Percent of fully credential teachers in grades Transitional Kindergarten through Grade 12 will be maintained	In 2021-2022, the following was reported on the CDE TAMO Report: Clear - 88.7% Out-of-Field - 2.7% Intern - 0.5% Ineffective - 1.7% Incomplete - 6.1% Unknown - 0.3% In 2022-2023, BUSD anticipates having 42 Out-of-Field Teacher (Local Assignment Approval by Board), 5 Ineffective Teacher (emergency permit, waiver), 29 Inexperienced Teacher (2 years or less)	In 2022-2023, the following was reported on the CDE TAMO Report: Clear - 87.5%; Out-of-Field - 3.7%; Intern - 0.6%; Ineffective - 4.6%; Incomplete - 3.5%; Unknown - 0.1%		Maintain or increase percentage of teachers who are fully credentialed per teaching assignment	The percentage of fully credentialed teachers in grades Transitional Kindergarten through Grade 12 decreased by 1.2%
20	Graduation Rate for All Students will increase by 1 percentage point over 3 years as reported on the California Dashboard.	In 2022-2023 93.2% of All Students were graduated from high school	In 2023-2024, the District-wide graduation rate was 96.3% for all students.		All Students who are graduated from high school will increase by 1 percentage point by year 3.	The District-wide graduation rate for all students increased by 3.1%

21	Graduation Rate of English Learners will increase by 3 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023, 80.6% of English Learners were graduated from high school	In 2023-2024, 91.3% of English Learners graduated		All English Learners who are graduated from high school will increase by 3 percentage points by year 3.	The graduation rate of English Learners increased by 10.7%
22	Graduation Rate of Socio-Economically Disadvantaged Students will increase by 2 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023, 91.0% of Socio-economically Disadvantaged Students were graduated from high school	In 2023-2024, 95.1% of Socio-economically Disadvantaged Students graduated		Socio-economically Disadvantaged Students who are graduated from high school will increase by 2 percentage points by year 3.	The graduation rate of Socio-Economically Disadvantaged Students increased by 4.1%
23	Graduation Rate for Homeless Students will increase by 1 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023, 90.9% of Homeless Students were graduated from high school	In 2023-2024, 85.2% of Homeless Students graduated		Homeless Students who are graduated from high school will increase by 1 percentage point by year 3.	The graduation rate for Homeless Students decreased by 5.7%

24	Graduation Rate for Foster Youth will increase by 1 percentage point over 3 years as reported on the California Dashboard.	In 2022-2023 NA% of Foster Youth were graduated from high school (Subgroup too small to report)	In 2023-2024 NA% of Foster Youth graduated		Foster Youth who are graduated from high school will increase by 1 percentage point by year 3.	The graduation rate for Foster Youth remains unchanged.
25	Graduation Rate for Students with Disabilities will increase by 2 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023, 88.3% of Students with Disabilities were graduated from high school	In 2023-2024, 88.3% of Students with Disabilities graduated		Students with Disabilities who are graduated from high school will increase by 2 percentage points by year 3.	The graduation rate for Students with Disabilities remains unchanged.
26	Graduation Rate for Hispanic Students will increase by 1 percentage point over 3 years as reported on the California Dashboard.	In 2022-2023, 94.0% of Hispanic Students were graduated from high school	In 2023-2024, 96.0% of Hispanic Students graduated		Hispanic Students who are graduated from high school will increase by 1 percentage point by year 3.	The graduation rate for Hispanic Students increased by 2%

27	Percent of "D" and "F" Grade Rate in Middle School and High School will decrease by 3 percentage points over 3 years as reported through our student information system (AERIES).	Fall of 2023 - 7.7% of middle school grades were a "D" or "F" Spring of 2024 - 8.14% of middle school grades were a "D" or "F" Fall of 2023 - 11.2% of high school grades were a "D" or "F" Spring of 2024 - 12.05% of high school grades were a "D" or "F"	Fall of 2024 - 7.22% of middle school grades were a "D" or "F" Spring of 2025 - 8.29% of middle school grades were a "D" or "F" Fall of 2024 - 11.3% of high school grades were a "D" or "F" Spring of 2025 - 12.67% of high school grades were a "D" or "F"		middle school and high school students who earn a "D" or "F" grades in Spring and Fall will decrease by 3 percentage points by year 3.	In 3 of 4 semesters, the "D" or "F" grades increased from our baseline by approximately 0.1%
28	Drop-Out Rate will decrease or be maintained	In 2022-2023, the Drop-Out Rate was 1.4% (CDE no longer calculates the dropout rate; however, the District will calculate using a combination of our student information system and CALPADS).	In 2023-2024, the Drop-Out Rate was 1.01%		Maintain or decrease the percent of students who Drop-Out	The Drop-Out Rate decreased by 0.39%

29	Percentage of students completing the A-G requirements. The completion rate will increase by 2% percentage points per year until students reach the highest level of performance as reported on the California Dashboard.	In 2022-2023 48.0% of high school students met A-G completion rate	In 2023-2024 47.1% of high school students met A-G completion requirements		All students who meet A-G requirements will increase by 6 percentage points by year 3.	The percentage of students completing the A-G requirements decreased by 0.9%
30	Percentage of Secondary Student Credit Recovery Rate will increase by 1 percentage point over 3 years as reported through our student information system (AERIES).	In 2022-2023, the "Traditional" recovery rate of students was 92.8% In 2022-2023, online credit recovery was not offered.	In 2023-2024, the credit recovery rate of students was 96.4%		Students who recover credits towards graduation either through traditional or online methods will increase by 1 percentage point by year 3.	The percentage of Secondary Student Credit Recovery Rate increased by 3.6%

31	Percent of Advanced Placement (AP) Examination Passing Rate with a "3" or better will increase by 2% percentage points annually until students reach the highest performance level as reported by the college board.	In 2022-2023, 76.8% of students on average pass the Advanced Placement Examination with a "3" or better	In 2023-2024, 81.2% of students on average pass the Advanced Placement Examination with a "3" or better		Students who pass the Advanced Placement Examination with a "3" or better will increase by 6 percentage points by year 3.	The percent of Advanced Placement (AP) Examination Passing Rate with a "3" or better increased by 4.4%
32	100% Compliance with the Williams Act Instructional Materials Requirement	100% Compliance with the Williams Act Instructional Materials Requirement in 2022-2023	100% Compliance with the Williams Act Instructional Materials Requirement in 2023-2024		100% Compliance with the Williams Act Instructional Materials Requirement	100% Compliance with the Williams Act Instructional Materials Requirement
33	Parent Participation in Decision Making Groups: DELAC, LCAP Advisory Group, PTA Council Meetings	100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation	100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation		100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation	100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation

34	Percent of students proficient in English Language Arts as Measured by District Assessment will increase by 3% over 3 years	In 2023-2024, 66% of Elementary students scored proficient on the I-Ready end-of-year reading assessment. In 2023-2024, 50% of Middle School students scored proficient on the I-Ready end-of-year reading assessment. In 2023-2024, 57% of High School students scored proficient on the spring District Writing Prompt.	In 2024-2025, 61% of Elementary students scored proficient on the I-Ready most recent reading assessment. In 2024-2025, 52.4% of Middle School students scored proficient on local reading assessments. In 2024-2025, 45.1% of High School students scored proficient on the District Writing Prompt.		All Students who are proficient in English Language Arts as Measured by District Assessments will increase by 3 percentage points by year 3.	In two of 3 grade spans the level of proficency dropped from our original baseline.
35	Percent of students proficient in Mathematics as measured by District Assessment will increase by 3% over 3 years.	In 2023-2024, 58% of Elementary students scored proficient on the I-Ready end-of-year math assessment. In 2023-2024, 43% of Middle School students scored proficient on the I-Ready end-of-year math assessment. In 2023-2024, 41.1% of High School students scored proficient on the spring Math District Benchmark Assessments.	In 2024-2025, 62.8% of Elementary students scored proficient on the end-of-year math assessment. In 2024-2025, 59.81% of Middle School students scored proficient on the end-of-year math assessment. In 2024-2025, 44.02% of High School students scored proficient on the spring Math District Benchmark		All Students who are proficient in Mathematics as Measured by District Assessment will increase by 3 percentage points by year 3.	In 3 of 3 grade spans, the percentage of students scoring proficient on Math assessments increased; on average , an increase of 8%

36	Percent of students college/career ready will increase annually by 2% percentage points annually until students reach the highest performance level	In 2022-2023, 49.6% of students were prepared as indicated in the GREEN Tier on the California Dashboard	In 2023-2024, 50.6% of students were prepared as indicated on the California Dashboard		Students who are college/career prepared will increase by 6 percentage points by year 3.	The percent of students college/career ready increased by 1%
37	Percent of college/career students completing the A-G requirements. The completion rate will increase by 2% per year until students reach the highest performance level.	In 2022-2023, 85.9% of college/career students met the A-G completion requirement.	In 2023-2024, 79.5% of college/career students met the A-G completion requirement.		College/career students completing the A-G requirement will increase by 6 percentage points by year 3.	The percent of college/career students completing the A-G requirements decreased by 6.4%
38	Four Year Adjusted Cohort Graduation Rate will increase by 1% over 3 years	In 2022-2023, the four year adjusted cohort graduation rate was reported as 93.2%	In 2023-2024, the four-year adjusted cohort graduation rate was reported as 96.3%		Four-year adjusted cohort graduation will increase by 1 percentage point by year 3.	The four-year Adjusted Cohort Graduation Rate increased by 3.1%

39	Meet all Standards on Local Indicators as reported to the California Dashboard	In 2022-2023, the District reported that all Local Dashboard indicators were "Met"	In 2023-2024, the District reported that all Local Dashboard indicators were "Met"		Maintain "Met" status on all Locally reported indicators on the California Dashboard.	All Standards on Local Indicators as reported to the California Dashboard were met.
40	Percentage of students on the Early Assessment Program scoring Prepared and Approaching Prepared in ELA will increase by 3 percentage points over 3 years until the students reach the highest level of performance.	Prepared: 65.23% Approaching Prepared: 19.58% Not Prepared: 15.19%	Prepared in ELA: 60.86% Approaching Prepared: 19.52% Not Prepared: 19.62%		The students on the Early Assessment Program scoring Prepared and Approaching Prepared in ELA will increase by 3 percentage points by year 3.	The percentage of students on the Early Assessment Program scoring Prepared and Approaching Prepared in ELA declined by 4.43%
41	Percentage of students on the Early Assessment Program scoring Prepared and Approaching Prepared in math will increase by 3 percentage points over 3 years until the students reach the highest level of performance.	Prepared: 65.23% Approaching Prepared: 19.58% Not Prepared: 15.19%	Prepared in Math: 33.02% Approaching Prepared: 25.48% Not Prepared: 41.51%		Students on the Early Assessment Program scoring Prepared and Approaching Prepared in Math will increase by 3 percentage points by year 3.	The percentage of students on the Early Assessment Program scoring Prepared and Approaching Prepared in math increased by 1.16%

42	Percent of Student Expulsions from the District will reduce/maintain a percent lower than the state	In 2022-2023, no students were expelled from the District	In 2023-2024, no students were expelled from the District		Student Expulsions from the District will reduce/maintain a percent lower than the state	The percent of Student Expulsions from the District remained at 0%
43	Access to a Broad Course of Student Local Indicator will be met	In 2022-2023, the metric was met as reported by the District.	In 2023-2024, the metric was met as reported by the District.		Access to a Broad Course of Student Local Indicator will continue to be met all 3 years of the plan.	Access to a Broad Course of Student Local Indicator continues to be met.
44	Percent of All Students who score Exceeds or Meet Standards on the CAST will increase by 3 percentage points over 3 years.	In 2022-2023, 38.54% of All Students scored Exceeds or Meets Standards on the CAST.	In 2023-2024, 37.49% of All Students scored Exceeds or Meets Standards on the CAST.		All Students who score Exceeds or Meet Standards on the CAST will increase by 3 percentage points by year 3.	The percent of All Students who score Exceeds or Meet Standards on the CAST decreased by 1.05%

Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Successes:
In total, 29 of 29 action items were implemented as planned with minor adjustments based on vacancies, salary adjustments, and/or increased participation in the program. A thorough review of our metrics, state dashboard, and local metrics and indicators identifies growth in some areas, whereas we did not make progress on the majority of our academic performance metrics related to CAASPP English and Math proficiency. We did make progress in the overall majority of the metrics used to measure goal one. BUSD identifies the performance in ELA and Math as an area for growth, but also recognizes that the disruption of the pandemic and the subsequent year in distance learning is still having an impact on students as they enter primary testing grades in third and fourth grade. An area of growth in academic performance was our English Learners, who met their growth target in English Language Arts. Students with Disabilities and Hispanic students showed growth in Math. The other common metric with growth in goal one is our graduation rate, as it improved except for the subgroups of students experiencing homelessness. BUSD met our metrics, measuring our progress in meeting local indicators on the state dashboard as well as other metrics, including AP Pass rate and dropout rates.

Challenges:
In 2024-2025, estimated actuals for this goal's actions varied based on staffing and the reallocation of funding for a few specific action items. Specific positions in the LCAP remained vacant as we were not able to recruit or identify qualified staff to fill the openings. This was particularly true for highly competitive positions in the state, such as instructional aides. The result was a discrepancy in budgeted amounts for personnel in some instances. Some positions remained vacant at some school sites until qualified candidates could be found to fill the positions. Those situations included ELD Instructional Assistants and long-term substitutes in certain teaching positions. At the same time, specific vacancies were sometimes filled with candidates who were highly qualified, which created an increase in salary/benefits because of their placement on the salary scale. Positions impacted by this scenario include Curriculum Specialists, Psychologists, and Behavior Interventionists.

Continued focus will be given to increasing our district's A-G completion rate for graduates. This, along with the college and career indicator, will continue to be closely monitored for actionable data, accurate reporting, and opportunities to improve our performance. Currently, we are working on additional incentives for A-G Completion, adjustments to our graduation requirements, as well as continued work through PLCs and other practices to increase awareness and student performance in A-G coursework.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Differences between Budgeted Expenditures and Estimated Actual Expenditures for Actions identified for Improved Services

Goal	Action	Action Description	23-24 Initial Budget	23-24 Estimated Actuals	Material Difference
1	1	Elementary Class Size Reduction Grades 4 and 5	$216,538	$282,166	($65,628.00)
1	2	Elementary ELD Specialists	$604,561	$542,158	$62,403.00
1	3	Elementary ELD Instructional Assistants	$464,193	$405,543	$58,650.00
1	4	Dual Immersion Teacher Cost Share	$627,034	$692,374	($65,340.00)
1	5	Dual Immersion Instructional Assistants	$163,845	$146,753	$17,092.00
1	6	Secondary Designated ELD Teachers	$690,004	$598,751	$91,253.00
1	7	Interpreters for Second Language Learner Parents	$153,102	$81,683	$71,419.00
1	8	Induction Professional Development Teacher on Special Assignment	$26,561	$48,331	($21,770.00)
1	9	Professional Development Day Costs for All Teachers (1 1/2 days)	$1,000,000	$1,000,000	$0.00
1	10	Elementary Response to Intervention for Reading/Language Arts and M	$548,376	$491,495	$56,881.00
1	11	Middle School School Psychologist (2.0 FTEs)	$358,485	$360,043	($1,558.00)
1	12	Behavior Specialists (2.0 FTEs)	$202,555	$294,281	($91,726.00)
1	13	English Learner Program, Supplemental Supports	$1,533,613	$1,541,923	($8,310.00)
1	14	Full Time Curriculum Specialists for all elementary schools	$1,531,456	$1,484,446	$47,010.00
1	15	Library Coordinators at Elementary Schools	$488,746	$405,281	$83,465.00
1	16	Targeted support for Twice Exceptional students who qualify as GATE a	$10,000	$10,000	$0.00
1	17	Elementary ELD Instructional Supports (staff and/or materials)	$220,034	$120,000	**$100,034**
1	18	Secondary Sheltered ELD Sections (Social Studies and Science)	$439,473	$456,732	($17,259.00)
1	19	ELD Instructional Assistants, Secondary (5 FTE)	$100,000	$100,000	$0.00
1	20	Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math)	$125,000	$127,351	($2,351.00)
1	21	RTI Assessment Programs (i-Ready Assessment & School City)	$146,634	$146,634	$0.00
		Goal 1 SUBTOTAL	**$9,650,210**	**$9,335,945**	**$314,265**

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

The analysis of Goal 1 for the 2025-2026 school year plan reveals a mixed picture of effectiveness regarding all actions taken to date. Goal 1, which focuses on career and college readiness through high-quality instruction, has seen varied results across different metrics and student groups. More time is needed to truly determine the effectiveness of this goal overall. Each action has been implemented and has been determined to be effective to some degree. Adjustments to our actions will be detailed in prompt 4. Notable analyses have been as follows:

The CAASPP scores, a key metric for assessing academic performance, show slight improvements for English Learners, increasing from 13.41% to 14.09% in meeting or exceeding standards in English Language Arts (ELA). However, other groups such as socioeconomically disadvantaged students, homeless students, and students with disabilities have seen declines or stagnation in their scores. For instance, socioeconomically disadvantaged students' scores decreased from 47.15% to 43.15%, and homeless students' scores dropped significantly from 42.86% to 25.00% due to small numbers in this demographic. Overall, the CAASPP scores for all students decreased from 58.43% to 56.38%, indicating a need for more effective interventions.

Graduation rates present a more positive trend, with overall rates increasing from 93.2% to 96.3%. English Learners saw a substantial increase from 80.6% to 91.3%, and socioeconomically disadvantaged students' rates rose from 91.0% to 95.1%. However, homeless students experienced a decline in graduation rates from 90.9% to 85.2%, highlighting areas that require additional support.

Reclassification rates for English Learners, another important metric, decreased from 20.7% to 12.67%, suggesting that the current strategies may not be sufficiently effective in helping these students achieve proficiency in English. Additionally, this rate may have been temporarily inflated by a large bubble of students being reclassified after distance learning and the pandemic.

When comparing Burbank Unified School District's performance to the state of California and similar districts, it is evident that the district has faced challenges similar to those experienced statewide, particularly in the aftermath of the COVID-19 pandemic and the shift to distance learning from 2020 to 2022. Statewide, many districts saw declines in standardized test scores and other academic metrics due to the disruptions caused by the pandemic. For example, the California School Dashboard indicates that Burbank Unified's performance in English Language Arts is categorized as "High," which is above the state average 1. However, the district's performance in Mathematics is categorized as "Medium," reflecting a need for continuous improvement.

The budgeted actions for Goal 1 have had varying degrees of success. For example, the funding allocated for elementary class size reduction in grades 4 and 5, amounting to $216,538, has shown an increase in estimated actuals and mixed results. While it has improved individual student attention, it has not significantly impacted overall CAASPP scores. Similarly, the budget for elementary ELD specialists, set at $604,561, has led to slight improvements in English Learners' CAASPP scores, indicating some positive impact.

Other actions, such as the allocation of $1,000,000 for professional development days for all teachers, have been beneficial in enhancing teacher skills but have not translated into significant improvements in CAASPP scores. The funding for behavior specialists, amounting to $202,555, has positively impacted student behavior and support, although this is not directly reflected in academic performance metrics.

Action #	Action Title	Description	Metrics	Progress Analysis
1	Elementary Class Size Reduction (Grades 4 & 5)	Smaller class sizes for targeted subgroups at Disney and McKinley Elementary.	Metrics 1–16	Progress is not clear. More time needed.
2	Elementary ELD Specialists	4 specialists supporting ELs with ELD instruction and monitoring.	Metrics 2, 10, 17, 18	☑ Progress is being made
3	Elementary ELD Instructional Assistants	Support for ELD and RtI programs through small group instruction.	Metrics 2, 10, 17, 18	☑ Progress is being made
4	Dual Immersion Teacher Cost Share	Smaller class sizes in dual immersion programs.	Metrics 1, 2, 9, 10, 17, 18	☑ Progress is being made
5	Dual Immersion Instructional Assistants	Language support in dual immersion classrooms.	Metrics 1, 2, 9, 10, 17, 18	☑ Progress is being made
6	Secondary Designated ELD Teachers	Additional ELD classes for secondary EL students.	Metrics 2, 10, 17, 18	☑ Progress is being made
7	Interpreters for Second Language Learner Parents	Translation services for EL families.	Metrics 2, 10, 17, 18	☑ Progress is being made
8	Induction PD Teacher on Special Assignment	Support for new teachers working with unduplicated students.	Metrics 1–16	
9	Professional Development Day Costs	PD focused on equity, differentiation, and instructional strategies.	Metrics 1–16	Progress towards the overall goal is evident, while progress on individual metrics requires continued attention and possible modifications to the services provided by these actions.
10	Elementary RtI for Reading/Math	Targeted interventions for underperforming students.	Metrics 1–16	
11	Middle School Psychologists (2.0 FTEs)	Academic and behavioral support for middle school students.	Metrics 20–28	
12	Behavior Specialists (9.0 FTEs)	Behavioral support for students with high needs.	Metric 42	
13	English Learner Program, Supplemental Supports	Materials, translation, and liaison support for ELs.	Metrics 2, 10, 17, 18	☑ Progress is being made
14	Curriculum Specialists (Elementary)	Support for RTI, assessments, and interventions.	Metrics 1–16	Progress towards the overall goal is evident.
15	Library Coordinators (Elementary)	Literacy support and access to resources.	Metrics 1–8	Progress towards the overall goal is evident.
16	Twice Exceptional Student Support	GATE enrichment for unduplicated students.	Metrics 8, 16	☑ Progress is being made
17	Elementary ELD Instructional Supports	Staff and Materials for Llementary ELD Classrooms	Metrics 2, 10, 17, 18	Progress is not clear
18	Secondary Sheltered ELD Sections	Smaller ELD-focused classes in Social Studies and Science.	Metrics 2, 10, 17, 18	☑ Progress is being made
19	Secondary ELD Instructional Assistants (5 FTEs)	Support for ELD and RtI programs at secondary level.	Metrics 2, 10, 17, 18	☑ Progress is being made
20	Culturally Responsive Pedagogy PD	Equity-focused PD for K–12 PLCs.	Metrics 1–16, 20–29, 34–39	☑ Progress is being made
21	RTI Assessment Programs (iReady & School City)	Data-driven instruction and intervention planning.	Metrics 1–16, 20–29, 34–39	☑ Progress is being made

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

In light of these mixed results, several changes are proposed for the 2025-2026 school year plan. One significant adjustment is the increase in funding for behavior specialists from 2.0 FTEs to 9.0 FTEs, with a new budget of $966,290. This change aims to enhance student behavior support, which indirectly supports academic performance. Additionally, the funding for interpreters for second language learner parents will be reduced from $153,102 to $78,102, reallocating funds to more impactful areas.

Another proposed change is the increase in funding for elementary assistant principals, with a new budget of $262,540. This adjustment aims to provide additional administrative support to enhance school management and student support at our largest elementary sites. This adjustment is a reallocation of funds that previously funded a Curriculum Specialist for each elementary site. Our two largest elementary schools will benefit from an assistant principal rather than a curriculum specialist on their campus. Conversely, the funding for elementary response to intervention will be reduced from $548,376 to $473,376, reallocating resources to areas with increased costs.

Furthermore, the budget for outdoor science school support will be created to include $20,000 to enhance experiential learning opportunities for students. Metrics to support these changes include tracking the impact of behavior specialists on student behavior incidents and support cases, measuring the efficiency and support provided by elementary assistant principals, and assessing the needs for student participation and engagement in outdoor science programs.

Lastly, because Burbank Unified has at least 100 Long-Term English Learners, we will be supporting these students through existing English Learner Development actions in place in Goal 1. We have seen positive results from our existing services and will leverage those to improve outcomes for students identified as long-term English learners.

In conclusion, while the actions taken to date have shown some positive impacts, there are areas where performance has declined or remained stagnant. The proposed changes for the 2025-2026 school year aim to reallocate funds to more impactful areas and enhance support for students and teachers, with a focus on improving overall academic performance and student well-being. The comparison with state and similar district performance highlights the broader challenges faced due to the pandemic, emphasizing the need for targeted interventions to address these ongoing issues.

A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.

Actions

Action #	Title	Description	Total Funds	Contributing
1	Elementary Class Size Reduction Grades 4 and 5	Research shows that smaller class size coupled with effective teaching practices results in greater students achievement. The makeup of classrooms is approximately 40% of students who are English learners, low-income students, foster youth, and students experiencing homelessness. Teachers and instructional assistants provide students with small group and 1:1 instruction that will towards student academic success. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%). Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%).	$219,098.27	Yes

		McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%). McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%). (**% is too small at school level for percentage) 4th and 5th Grade Class Size Reduction for Targeted Subgroups - Disney Elementary and McKinley Elementary (Title I Schools) Smaller class sizes will allow the teacher and instructional assistants to work with students in small groups and in a 1:1 setting resulting in increased student achievement. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
2	Elementary ELD Specialists	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (** %). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% English Language Development Specialists - Maintain 4 ELD specialists to support students and staff at elementary schools with English Learners - Organize and conduct professional development in Designated ELD - Monitor progress of English Learners and recently reclassified students - Support Project G.L.A.D. and Step up to Writing training and program implementations - Assist in the analysis of data and review with staff	$592,730.05	Yes

		- Provide demonstration lessons - Participate in SST's, IEP's, and the development of ILP's for English learners - Provide direct intervention services to English Learners The work of ELD specialists provide support to teachers, instructional assistants and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
3	Elementary ELD Instructional Assistants	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% English Language Development Instructional Assistants - Provide additional hourly support in E/LA and ELD at the elementary level - Work with small groups of students to allow for differentiation and Tier II intervention - Assist teachers in the implementation of the ELD program - Assist teachers in the implementation of the RtI program The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC.	$1,086,694.00	Yes
4	Dual Immersion Teacher Cost Share	Class Size Reduction for Dual Immersion The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.	$685,969.05	Yes

		Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%). Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%). McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%). McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%). (**% is too small at school level for percentage) 4th and 5th Grade Class Size Reduction for Targeted Subgroups - Disney Elementary and McKinley Elementary (Title I Schools) Research shows that smaller class size coupled with effective teaching practices results in greater students achievement. The makeup of classrooms is primarily of unduplicated students with a concentration of students who are English learners and low-income. Teachers and instructional assistants provide students with small group and 1:1 instruction that will towards student academic success. - This action will fund the partial cost to run the dual immersion classes as it provides the most effective environment for English Language Learners to thrive academically - This action will reduce class size so that there are 5 to 7 fewer students per class to provide additional support to ELD & Low-income students. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
5	Dual Immersion Instructional Assistants	Dual Immersion (Spanish/English) Program The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%).	$139,540.06	Yes

		Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%). McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%). McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%). (**% is too small at school level for percentage) 4th and 5th Grade Class Size Reduction for Targeted Subgroups - Disney Elementary and McKinley Elementary (Title I Schools) - Instructional assistants are not provided in general education classrooms and only for one hour per day in transitional kindergarten and kindergarten classrooms - Provide Instructional Assistants (IAs) - Primary Language Support for three hours daily - Provide Primary Language Support at Disney Elementary and McKinley Elementary - Work with small groups of students to allow for differentiation and Tier II Intervention (as needed) - Serve as an additional language model of the target language - Assist teachers in the implementation of the dual immersion program State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
6	Secondary Designated ELD Teachers	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth to provide supplemental English language development instruction in addition to the core instruction provided at the site. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).	$507,948.52	Yes

		22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% Designated ELD (additional courses) - Provide a separate, additional classes for students who are in Transition English to teach the Standards for ELD (designated ELD) - Support to secondary students who are English learners - Certificated salaries and related statutory benefits State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
7	Interpreters for Second Language Learner Parents	Interpreters (written and spoken) for Second Language Students, Parents, and Family Members - Continue to recruit and hire more classified staff who can provide interpretation services at all sites that have an English Learner Advisory Committee (ELAC), as well as to any District families who require translation - Translate documents for parents of English Language Learners whose children may also be considered low-income students, foster youth, and students experiencing homelessness State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	$78,102.00	Yes
8	Induction Professional Development Teacher on Special Assignment	New hires and teaching staff need support for entering into the workforce as well as a mechanism to finish their credentialing to be full-time, highly qualified, permanent teachers. Often times vacancies and new hires are positions that work with our most vulnerable populations including English Learners, Foster Youth, and students experiencing homelessness. Teacher on Special Assignment will provide professional development services to induction teachers focusing on the teaching and learning needs of unduplicated students. Attention will be given to the mastery of standards, engagement practices, monitoring, intervention services, assessments, and parent communication. The goal is twofold: raise the leveling of instructional services provided by the teacher with the additional benefit that students receive from better instructional practices that are consistently administered.	$30,000.00	Yes

		State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
9	Professional Development Day Costs for All Teachers (1 1/2 days)	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The focus of professional development is on the delivery of instruction and researched-based strategies to differentiate instruction for unduplicated student groups. English learners, low-income students, and foster youth will benefit from the focus on their instructional needs and the subsequent delivery of lessons by teachers. The training will focus on dimensions of diversity, equity, and inclusion as they impact the teaching and learning of students who are low-income, foster, experiencing homelessness, and English learners. Specific curricular supplemental resources, instructional strategies, monitoring systems, interventions, and outcomes will be components of the training. The goal of the training is to raise teaching and learning so that unduplicated students benefit from the work of the instructional staff in getting students more successful in their academic career while also attending to social-emotional learning. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	$1,000,000.00	Yes
10	Elementary Response to	The action being developed is based on the needs of English learners, socioeconomically	$473,376.00	Yes

	Intervention for Reading/Language Arts and Math	disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant. Intervention teachers and instructional assistants will: - Provide direct intervention to students at skill level provided by certificated classroom and intervention teachers using research-based materials - Utilize full-time curriculum specialists (at elementary) to provide direct support to students and manage the program - Utilize part-time intervention teachers and instructional assistants to provide direct support to students - Provide direct intervention for underperforming students by certificated classroom and intervention teachers and instructional assistants - Utilize full-time curriculum specialists (at elementary) to provide direct support to students and manage the program - Utilize part-time intervention teachers and instructional assistants to provide direct support to students - Create targeted Math Intervention sections at the middle schools - When the math intervention classes cannot be secured because of staffing, the budget funds can be used for aide support or supplemental materials. The outcome is to have students master State standards through the delivery of instruction that has high engagement practices, monitoring, assessments, and parent communication. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
11	Middle School School Psychologist (2.0 FTEs)	Approximately 40% of middle school students qualify for free/reduced lunch and about 20% of these same students experience a high rate of D/F grades. Additionally, about 10% of students	$357,414.00	Yes

		in middle schools are English learners. These two psychologist positions serve all three unduplicated populations. They assess students, work with teachers to support the learning needs of students, provide professional development, consult with parents, and assist administrators. The work of the psychologists will help to lower the D/F rates of middle school students, increase attendance and increase test scores. The impact on English learners will be to maintain and increase performance on their daily work and the ELPAC. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
12	Behavior Specialists (9.0 FTEs)	Two Behavior Specialists at schools will work with low-income, foster youth, students experiencing homelessness, and English learners. These Behavior Specialists will be working exclusively with the schools with high populations of targeted student subgroups. Anecdotal data indicates a rise in the number of students who have increasing behavior and academic needs. At the elementary level especially, the number of students requiring greater assistance has dramatically increased over the past three years going from one/two students in severe need to over 20 students across the district. These students are displaying major meltdowns and become physical to their peers and adults. Their parents are in crisis mode as they also want to work with their children and school staff. Behavior specialists work not with the students directly but with teachers, instructional staff, administrators, and parents. Behavior specialists participate in student study teams, 504s, and Special Education. Supporting low-income, English learners and homeless/foster youth will result in fewer outbursts, more focused students, greater attendance, and increased achievement as measured by SBAC data and attendance. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	$967,072.99	Yes
13	English Learner Program, Supplemental Supports	There is a need to establish a baseline ELD program for students who are working towards English proficiency as an English Learner.	$467,795.15	Yes

		ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The program is designed to increase or improve services by: - Provide support for English Learner students in classes by Instructional Assistants - Provide supplemental materials and supplies to support site-based English Learner programs - Provide liaison support between the school and community for translation, parent contact, and parent education - Implement and monitor implementation of Master Plan for English Learners The work of instructional assistants paid by Maintenance of Effort funds provides support to teachers, instructional assistants and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness. English learners may also be students who may also be considered low-income students, foster youth, and/or students experiencing homelessness. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
14	Full Time Curriculum Specialists for nine elementary schools	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).	$1,293,890.00	Yes

		The Curriculum Specialists for nine of our elementary schools will increase or improve services through the following duties and tasks: Manage site assessments (including ELPAC) Manage and supervise site RTI program to support underperforming students Organize and conduct professional development Analyze data and review with staff Demonstrate lessons Provide direct intervention services to underperforming students in targeted subgroups including low-income students, English learners, foster youth, and students experiencing homelessness State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
15	Library Coordinators at Elementary Schools	Provide focused services to English Learners, Socioeconomically disadvantaged students, foster youth, and students experiencing homelessness through the services that they provide. Services include a concentration on literacy-based skills phonics, word recognition, comprehension, and other age-appropriate literacy standards. Stock and weed collections Manage information systems Manage school-wide Accelerated Reader Program Provide direct services to classes and targeted subgroup students Provide after school access to the library for targeted subgroup students State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	$411,787.26	Yes
16	Targeted support for Twice Exceptional students who qualify as GATE and are included in the unduplicated count	BUSD believes in learning beyond the core curriculum by providing GATE enrichment activities and opportunities for unduplicated student groups who may not have access outside of school due to the cost of a program and other restrictions. The LCAP committee identified a need to provide activities during and after school hours in the area of GATE in an effort to connect students to school, create positive experiences, and develop connections with adults. This action provides improved and increased services principally directed toward unduplicated ed students who may not be exposed to GATE activities due to their home environment or financial constraints. This budgeted expenditure is to cover partial costs of the GATE program for students	$70,000.00	Yes

		who are English learners, low-income students, and foster youth. This is an increased service to these unduplicated student groups as they benefit from participating in the GATE program and are challenged by the activities implemented through the program. Researchers have identified several barriers to student participation, ranging from the more tangible, including family or work responsibilities, limited resources for equipment or other expenses, and transportation or other logistical difficulties, to the more complex, such as lack of interest in or alienation from school and its activities (Kleese and D'Onofr io, 1994). Involvement in extracurricular activities also helps at-risk students. John Mahoney and Rober t Cairns (1997) indicated that engagement in school extracurricular activities is linked to decreasing r at es of early school dropouts in both boy s and girls. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
17	Elementary Assistant Principals (Miller & Jefferson 2.0)	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). The Assistnat Principal at our two largest elementary schools will increase or improve services through the following duties and tasks: Manage site assessments (including ELPAC) Manage and supervise site RTI program to support underperforming students Organize and conduct professional development Analyze data and review with staff Demonstrate lessons Provide direct intervention services to underperforming students in targeted subgroups including low-income students, English learners, foster youth, and students experiencing homelessness State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement)	$321,239.85	Yes

		Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
19	ELD Instructional Assistants, Secondary (5 FTE)	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% English Language Development Instructional Assistants - Provide additional hourly support in E/LA and ELD at the elementary level - Work with small groups of students to allow for differentiation and Tier II intervention - Assist teachers in the implementation of the ELD program - Assist teachers in the implementation of the RtI program The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC.	$785,155.67	Yes
20	Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math)	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant. Culturally Responsive Pedagogy PD will create time and space for teachers to work in	$125,000.00	Yes

		professional learning communities with identified lead teachers, site administration, and district administration. Collaboration will be focused on instructional practices including our district work in diversity, equity, and inclusion as well as the following: - Equity in grading - Best practices in culturally relevant instruction - Research interventions - The DuFour's essential questions for professional learning communities - Local data from formative assessments and district benchmarks - Plan-Do-Study-Act Cycles		
21	RTI Assessment Programs (i-Ready Assessment & School City)	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant. RTI Assessment Programs will provide students, staff, and families with performance data to make data-driven decisions regarding interventions for individual, small-group, and whole-group instructional practices. Data will be used to guide professional learning community work in course-alike cohorts as well as grade-level cohorts. Local data is essential in meeting the local indicators on the CA Dashboard. These local assessments will help measure the successful implementation of California State Standards.	$146,634.00	Yes
22	Outdoor Science School Support Funding	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). CAST (Science) Data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2023-24 baseline in 5th grade: All (45.94%) ; ELs, (4.39%); SEDs (31.37%); Homeless (**%); Foster (**%).	$20,000.00	Yes

		22-23 ELPAC making progress rate is 57.7%. The 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant. Exposure to outdoor science will increase interest and motivation to improve mastery in the subject of science. The Outdoor Science School gives students opportunities to experience science firsthand that cannot be replicated in a standard classroom. The outcome is to have students master State standards through the delivery of instruction that has high engagement practices, monitoring, assessments, and parent communication. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
23	GATE Program Annual Identification Assessment Process	- Provide training for teachers and administrators on the CogAT-7 GATE identification instrument - Purchase CogAT-7 assessments for all 3rd grade students and nominated/recommended students at other grade levels - Fund additional psychologist time for students who qualify to take the WISC-V or WNV assessments - Provide extra duty for teacher test administrators State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	$20,000.00	No
24	District GATE Coordinator	Provide one (0.2 FTE) certificated teacher to coordinate and support the District's GATE program	$25,658.00	No
25	Music Instrument Repair and Replacement	- Provide funding to all secondary school sites for instrumental repair and replacement - Repair or replace damaged or worn-out instruments State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Four: Pupil Achievement (Pupil Outcomes)	$20,000.00	No

		Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
26	Secondary Art Supplies and Materials	- Provide additional funding for visual arts classes - Increase available art supplies and materials for students - Replace damaged or worn-out art supplies and materials State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	$12,600.00	No
27	Provide support for students with disabilities to achieve their Individual Education Plan (IEP) goals.	This budgeted expenditure includes all of the salaries and benefits for Special Education Services across the District. This Special Education expenditure also includes non-public school, contracted services, plus supplies and services, transportation, and instructional assistant personnel. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	$39,217,554.00	No
28	Elementary Music Teachers Staffing	Elementary music teachers will: - Provide weekly music instruction - Annually determine the grade level that will be served for music instruction based on financial conditions - Increase when [possible the instructional minutes for elementary music Im-plement components of the District's Arts for All Plan State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning)	$537,498.00	No

		BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction		
29	Provide CTE Pathway offerings to Secondary Students	Provide instruction, course offerings, and appropriate staffing to maintain current CTE Pathways. Provide Instructional Materials for CTE courses. Povide licenses and membership fees associated with CTE courses.	$1,269,998.00	No
30	World Language Courses at Middle Schools	- Maintain Spanish 1 classes at each middle school - Provide students with one-year completion to meet UC/CSU A-G requirement for work language - Allow students to continue work language instruction upon entering high school State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	$399,101.00	No
31	Secondary Sheltered ELD Sections (Social Studies and Science)	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% Secondary Sheltered ELD Sections are designed to reduce class size or dedicate sheltered sections for ELD students in the subjects of Social Science and Science. These subjects are language intensive subjects that require additional support from instructional staff to provide small group instruction and/or differentiation. Smaller class sized or dedicated sections will allow for teaching staff to better support english learners in these core subject areas.	$511,346.28	Yes

Goal

Goal #	Description	Type of Goal
2	Students will be physically, emotionally, and mentally healthy and supported through Parental Involvement as measured by State, federal, and District assessment tools including the California Dashboard. (Educational Services) State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes)	Broad Goal

State priorities addressed by this goal.

1, 2, 3, 4, 5, 6, 7, 8

An explanation of why the LEA has developed this goal.

Goal 2 was created to ensure the students in Burbank Unified School District are in a learning environment that is safe. Students will not be able to engage in academic discourse if they do not feel safe physically or emotionally. Therefore, the mental health and wellness of students are addressed in this goal, included but not limited to:

- Access to more psychologists
- Access to intervention specialists
- Access to behavior specialists
- Access to intervention counselors
- Access to mental health and wellness center
- Access to more nurses
- Implementation of PBIS
- Inclusion of parental involvement

Metrics for this goal will measure the completion of requirements to graduate from high school. We will closely monitor identified subgroups to make sure the graduation rate increases appropriately based on historic performance and/or achievement gaps. Additionally, survey results and other measures will help us identify areas where students may disengage with school such as attendance, behaviors, or perceptions towards staff, and school climate.

Measuring and Reporting Results

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline
1	Percentage of students completing the A-G requirements. The completion rate will increase by 2% percentage points per year until students reach the highest level of performance as reported on the California Dashboard.	In 2022-2023, 48.0% of high school students met A-G completion rate	In 2023-2024 47.1% of high school students met A-G completion requirements		All students who meet A-G requirements will increase by 6 percentage points by year 3.	The percentage of students completing the A-G requirements decreased by 0.9%
2	Graduation Rate for All Students will increase by 1 percentage point over 3 years as reported on the California Dashboard.	In 2022-2023 93.2% of All Students were graduated from high school	In 2023-2024 96.3% of All Students were graduated from high school		All Students who are graduated from high school will increase by 1 percentage points by year 3.	The graduation Rate for All Students increased by 3.1%

3	Graduation Rate of English Learners will increase by 2 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023, 80.6% of English Learners were graduated from high school	In 2023-2024, 91.3% of English Learners graduated		English Learners who are graduated from HS will increase by 2 percentage points by year 3.	The graduation Rate of English Learners increased by 10.7%
4	Graduation Rate of Socio-Economically Disadvantaged Students will increase by 2 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023, 91.0% of Socio-economically Disadvantaged Students were graduated from high school	In 2023-2024, 95.1% of Socio-economically Disadvantaged Students graduated		Socio-economically Disadvantaged Students who graduate from HS will increase by 2 percentage points by year 3.	The graduation Rate of Socio-Economically Disadvantaged Students increased by 4.1%
5	Graduation Rate for Homeless Students will increase by 2 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023, 90.9% of Homeless Students were graduated from high school	In 2023-2024, 85.2% of Homeless Students graduated		Homeless Students who are graduated from high school will increase by 1 percentage points by year 3.	The graduation Rate for Homeless Students increased by 5.7%

6	Graduation Rate for Foster Youth will increase by 1 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023 NA% of Foster Youth were graduated from high school (Subgroup too small to report)	In 2023-2024 NA% of Foster Youth graduated		Foster Youth who are graduated from high school will increase by 1 percentage points by year 3.	The graduation Rate for Foster Youth remains unchanged.
7	Graduation Rate for Students with Disabilities will increase by 2 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023, 88.3% of Students with Disabilities were graduated from high school	In 2023-2024, 88.3% of Students with Disabilities graduated		Students with Disabilities who are graduated from high school will increase by 2 percentage points by year 3.	The graduation Rate for Students with Disabilities remains unchanged.
8	Graduation Rate for Hispanic Students will increase by 1 percentage points over 3 years as reported on the California Dashboard.	In 2022-2023, 94.0% of Hispanic Students were graduated from high school	In 2023-2024, 96.0% of Hispanic Students graduated		Hispanic Students who are graduated from high school will increase by 1 percentage points by year 3.	The graduation Rate for Hispanic Students increased by 2.0%

9	Suspension Rate District wide will be maintained or at least decrease by 1 percentage point over 3 years as reported on the California Dashboard.	In 2022-2023, 3.2% of students were suspended at least once	In 2023-2024, 2.7% of students were suspended at least once		Decrease suspension rate by 1% district wide or maintain Green or advance to Blue on the Dashboard	The suspension Rate District wide declined by 0.5%
10	School Attendance Rate will increase by 1 percentage point over 3 years as reported on the California Dashboard/Data Quest.	In 2022-2023, the attendance rate was 91.71%	In 2023-2024, the attendance rate was 93.0%		School attendance rate will increase by 1 percentage points by year 3.	School Attendance Rate increased by 1.29%
11	Chronic Absenteeism Rate will decrease by 9 percentage points over 3 years as reported on the California Dashboard.	18.9% of students are chronically absent in 2022-2023	In 2023-2024, 13.4% of students are chronically absent		Chronic absenteeism decreaes by 9 percentage points by year 3 or maintain Green level or Blue level on CA Dashboard indicator.	The Chronic Absenteeism Rate decreased by 5.5%

12	Dropout Rate - Four Year Adjusted Cohort Graduation Rate will increase by 1 percentage point over 3 years as reported on the California Dashboard/Data Quest.	In 2022-2023, the four year adjusted cohort graduation rate was reported as 93.2%	In 2023-2024, the four-year adjusted cohort graduation rate was reported as 96.2%		The four-year adjusted cohort graduation will increase by 1 percentage points by year 3.	Dropout Rate - Four Year Adjusted Cohort Graduation Rate decreased by 3.0%
13	Middle School Drop Out Rate will remain at 0% annually as reported by our local student information system (AERIES) and CALPADS.	In 2022-2023, Middle school dropout rate remains at 0%	In 2023-2024, middle school dropout rate remains at 0%		Middle school dropout rate will be maintined at 0%	The Middle School Drop Out Rate remains unchanged
14	Percent of Student Expulsions from the District will reduce/maintain at a rate lower than the state on an annual basis as reported on the California Dashboard.	In 2022-2023, no students were expelled from the District	In 2023-2024, no students were expelled from the District		Student Expulsions from the District will be maintained at a rate lower than the state on an annual basis	The percent of Student Expulsions from the District remains unchanged

15	Survey and other local measures of pupils, parents, and staff, on the sense of safety will improve by 6 percentage points over 3 years.	In 2022-2023, School Satisfaction Survey analysis indicated the following: Children are safe at school - Staff - 76%; Students - 60%; Parents - 73%	In 2023-2024, School Satisfaction Survey analysis indicated the following: Children are safe at school - Staff - 80%; Students - 59%; Parents - 79%		Pupils, parents, and staff, sense of safety will increase by 6 percentage points by year 3.	Survey and other local measures of pupils, parents, and staff, on the sense of safety changed as follows: Staff increased by 4%; Students decreased by 1%; Parents remained unchanged.
16	Surveys of pupils, parents, and staff, on the sense of care will improve by 6 percentage points over 3 years	In 2022-2023, School Satisfaction Survey analysis indicated the following: School is a positive and supportive learning environment: Staff - 82%; Students - 64%; Parents: 75%	In 2023-2024, School Satisfaction Survey analysis indicated the following: School is a positive and supportive learning environment: Staff - 89%; Students - 57%; Parents: 79%		Pupils, parents, and staff sense of care will improve by 6 percentage points by year 3.	Surveys of pupils, parents, and staff, on the sense of care changed as follows: Staff increased by 7%; Students decreased by 7%; Parents increased by 4%
17	Surveys of pupils, parents, and staff, on the sense of connectedness will improve by 6 percentage points over 3 years.	In 2022-2023, School Satisfaction Survey analysis indicated the following: We treat each other with respect: Staff - 72%; Students - 65%; Parents - 82%	In 2023-2024, School Satisfaction Survey analysis indicated the following: We treat each other with respect: Staff - 88%; Students - 64%; Parents - 78%		Pupils, parents, and staff sense of connectedness will improve by 6 percentage points by year 3.	Surveys of pupils, parents, and staff, on the sense of connectedness changed as follows: Staff increased by 16%; Students decreased by 1%; Parents remained unchanged.

Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

The overall implementation of all actions in Goal 2 during the 2024–2025 school year reflected both the district's commitment to student wellness and the evolving understanding of how best to support students' physical, emotional, and mental health. While many of the planned actions were implemented as intended, several substantive differences emerged between the original plan and actual execution, driven by both practical challenges and insights gained through mid-year evaluations.

Challenges:
One of the most notable differences was the shift away from broad academic interventions toward more targeted behavioral and wellness supports. Initially, the district had planned to fund 11 full-time Elementary At-Risk Intervention Specialists at a cost of over $1 million. However, by mid-year, it became clear that this investment was not yielding the expected improvements in student outcomes such as D and F grade rates, chronic absenteeism, or the management and/or curtailment of extreme behavioral outbursts. As a result, this action was removed from the 2025–2026 plan. The decision to discontinue this program was not taken lightly, but it reflected a data-informed understanding that interventions provided by these staff alone were insufficient to address the complex needs of students still recovering from the social and emotional impacts of the COVID-19 pandemic.

In place of the intervention specialists, the district reallocated funds to hire three Elementary Wellness and Behavior Specialists and seven additional Elementary Behavior Interventionists. These new roles, budgeted at $285,000 and $763,735 respectively, represent a strategic pivot toward proactive, school-based mental health and behavioral support. This change in implementation was driven by the recognition that many students were struggling with behavioral and emotional regulation, which in turn affected their academic performance. By embedding these specialists within school sites, the district aimed to provide more immediate and consistent support to students in need.

Another substantive change involved the Hanover Research Group's services, which was originally funded at $60,000. Hanover's contract was temporarily increased to provide insight on our care centers, and the research was conducted. The district will not continue the additional expense in this action in the following year as planned. Instead, those funds were redirected to support more direct services such as the Elementary Wellness & Behavior Support Specialists (3 FTE).

Successes:
Despite these shifts, several planned actions were implemented successfully and continued into the 2025–2026 plan. The SOAR program, which provides alternative education and behavioral support, maintained its staffing and funding, reflecting its effectiveness in serving students with more intensive needs. Similarly, Monterey HIgh School will continue to receive support, underscoring its value in providing credit recovery options for a population primarily comprised of unduplicated students.

The district also introduced a new item in goal one—Outdoor Science School support—with a $20,000 allocation. Though not originally part of the 2024–2025 plan, this addition reflects a broader understanding of student wellness that includes engagement, connection to learning, and opportunities for experiential education. This initiative was implemented smoothly and is expected to grow in future years.

Successes, were also evident. Chronic absenteeism decreased from 18.9% in 2022–2023 to 13.4% in 2023–2024, and suspension rates declined as well. These improvements suggest that the district's investments in behavioral and wellness supports are beginning to have a measurable impact. Furthermore, graduation rates for English Learners and socioeconomically disadvantaged students rose significantly, indicating that the broader system of supports is contributing to long-term student success.

In summary, the implementation of Goal 2 in 2024–2025 was marked by both fidelity to the original plan and adaptive changes based on real-time reflection and data. The district's willingness to pivot—shifting resources from less effective academic interventions to more impactful behavioral and wellness supports—demonstrates a responsive and student-centered approach. These changes have laid a stronger foundation for the 2025–2026 plan, which continues to evolve in alignment with the district's commitment to equity, wellness, and academic achievement.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Differences between Budgeted Expenditures and Estimated Actual Expenditures for Actions identified for Improved Services

Goal	Action	Action Description	23-24 Initial Budget	23-24 Estimated Actuals	Material Difference
2	1	Monterey Teachers (4.0 FTEs)	$555,012	$568,313	($13,301.00)
2	2	Family Services Agency of Burbank (FSA) Counseling Program	$131,500	$217,322	($85,822.00)
2	3	Secondary Summer School Credit Recovery	$130,000	$130,000	$0.00
2	4	Elementary Intervention Specialists (11 FTEs)	$1,036,020	$950,511	**$85,509**
2	5	Homeless/Foster/At-Risk Youth Specialist	$52,543	$52,720	($177.00)
2	6	School Climate & Mental Health Surveys (Hanover)	$116,279	$116,279	$0
2	7	Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists)	$350,006	$351,272	($1,266)
		Goal 2 SUBTOTAL	**$2,371,360**	**$2,386,417**	**($15,057)**

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

The evaluation of Goal 2—focused on supporting the physical, emotional, and mental health of students—reveals a nuanced picture of both progress and persistent challenges within Burbank Unified School District (BUSD). The 2024–2025 Local Control and Accountability Plan (LCAP) laid a strong foundation by investing in a range of services, including counseling, intervention specialists, and programs for at-risk youth. However, the effectiveness of these actions has varied, prompting strategic adjustments in the 2025–2026 plan.

During the 2024–2025 school year, BUSD allocated over $2.4 million toward Goal 2 initiatives. These included funding for Monterey High School teachers, the Family Services Agency (FSA) counseling program, secondary summer school credit recovery, and a robust team of elementary intervention specialists. While these investments were well-intentioned and in many cases well-executed, the mid-year update revealed that not all actions yielded the desired outcomes.

For instance, the Elementary At-Risk Intervention Specialists program, which was budgeted at over $1 million for 11 full-time equivalent (FTE) positions, was removed from supplemental funding in the 2025–2026 plan. This decision was likely influenced by the realization that, despite the scale of investment, the program did not produce measurable improvements in key student outcomes such as D and F grade rates or CAASPP performance among targeted subgroups. Similarly, the additional Hanover Research Group's investigation into on-site care centers, which cost $60,000, was discontinued as originally planned.

In contrast, some actions under Goal 2 demonstrated clear effectiveness and were either maintained or expanded. Monterey Teachers, for example, continued to receive funding, reflecting their value in supporting student graduation rates and credit recovery. The SOAR program, which provides alternative education and behavioral support, also retained its funding, indicating its role in addressing the needs of students requiring more intensive interventions.

A particularly notable shift in the 2025–2026 plan is the introduction of three new Elementary Wellness and Behavior Specialist positions, budgeted at $285,000. This move represents a strategic pivot from general academic intervention to more targeted behavioral and wellness support, aligning with the district's recognition that emotional and behavioral challenges often underlie academic struggles. Additionally, the district allocated $763,735 for seven new elementary behavior interventionist positions, supplementing the four existing roles. These changes reflect a growing emphasis on proactive, school-based mental health and behavioral services.

To assess the effectiveness of these revised actions, BUSD will continue to rely on a range of metrics. These include chronic absenteeism rates, which dropped from 18.9% in 2022–2023 to 13.4% in 2023–2024, and suspension rates, which also declined. Graduation rates for key subgroups such as English Learners and socioeconomically disadvantaged students improved significantly, suggesting that broader student support systems are having a positive impact. However, the decline in graduation rates for homeless students—from 90.9% to 85.2%—signals the need for more targeted interventions for this small but vulnerable population.

In summary, all the actions taken under Goal 2 during the 2024–2025 school year yielded mixed results. While some programs demonstrated clear value and have been expanded or maintained, others were deemed less effective and have been reduced or eliminated. The 2025–2026 plan reflects a more focused approach, emphasizing behavioral health and wellness supports that are better aligned with the district's evolving understanding of student needs. These adjustments, grounded in data and reflective of past performance, aim to create a more supportive and responsive educational environment for all students.

Action #	Action Item	Description	Key Metric(s)	Progress Toward Goal
1	Monterey Teachers (4.0 FTEs)	Additional teachers at continuation high school to support unduplicated students.	Graduation Rate (All Students, ELs, SED, Homeless) [Metric 1.1]	☑ Graduation rates increased for most subgroups (e.g., ELs +10.7%, SED +4.1%).
2	Family Services Agency (FSA) Counseling	Mental health services for unduplicated students via external agency.	Chronic Absenteeism, Suspension Rate, Survey Data (Care, Safety) [Metric 2.1, 2.2]	☑ Chronic absenteeism decreased by 5.5%; suspension rate down 0.5%.
3	Secondary Summer School Credit Recovery	Credit recovery for students who failed courses.	Graduation Rate, Dropout Rate [Metric 1.1, 1.2]	☑ Graduation rate increased
4	Elementary At-Risk Intervention Specialists (11 FTEs)	Address chronic absenteeism and behavior issues.	Chronic Absenteeism, Attendance Rate [Metric 2.1, 2.3]	✕ Program discontinued due to funding constraints, changing needs, and lack of measurable impact
5	Homeless/Foster/At-Risk Youth Specialist	Advocacy and support for homeless and foster youth.	Graduation Rate (Homeless, Foster), Attendance, Suspension [Metric 1.1, 2.3, 2.2]	☑ Graduation rate for homeless students decreased (-5.7%); no change for foster youth.
6	School Climate & Mental Health Surveys (Hanover)	Annual surveys to assess safety, care, and connectedness.	Survey Results (Safety, Care, Connectedness) [Metric 2.4]	⚠ Mixed results: Staff perceptions improved, student perceptions declined.
7	Partial SOAR Program Staffing	Alternative education for students with behavioral needs.	Graduation Rate, Suspension Rate [Metric 1.1, 2.2]	☑ Maintained funding; supports students with intensive needs.

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

Reflections on the implementation of Goal 2 during the 2024–2025 school year have led to several meaningful changes in the planned goals, metrics, target outcomes, and actions for the 2025–2026 LCAP. These adjustments are grounded in both the successes and shortcomings observed in the prior year and are designed to more effectively support students' physical, emotional, and mental well-being.

One of the most significant shifts is a redefinition of how student wellness is approached. In the previous plan, a substantial portion of the budget was allocated to academic intervention specialists—specifically, 11 full-time elementary intervention specialists funded at over $1 million. However, despite this investment, the district did not observe a corresponding improvement in key academic and behavioral indicators, such as D and F grade rates or chronic absenteeism. As a result, this action was removed from the 2025–2026 supplemental budget. Instead, the district has redirected those funds toward more targeted behavioral and wellness supports, reflecting a refined understanding that academic struggles often stem from unmet social-emotional needs.

This shift is evident in the addition of three new Elementary Wellness and Behavior Specialist positions, budgeted at $285,000, and seven new Elementary Behavior Interventionist positions, funded at $763,735. These roles are designed to provide proactive, school-based mental health and behavioral support, particularly for students who may not yet qualify for special education services but still require structured interventions. This change represents a more holistic and preventative approach to student support, one that aligns with the district's broader goal of fostering safe and inclusive learning environments.

Another change is the elimination of the $60,000 allocation for the Hanover Research Group's contract. While the survey and research provided valuable data, the district had pre-determined that the funds would be a one-time expenditure. This decision underscores a broader trend in the 2025–2026 plan: prioritizing tangible, on-the-ground support over indirect or evaluative tools that do not directly impact student outcomes.

The metrics used to evaluate Goal 2 have also been refined. While traditional academic indicators remain important, the district is placing greater emphasis on behavioral and wellness metrics. These include chronic absenteeism, which improved from 18.9% in 2022–2023 to 13.4% in 2023–2024, and suspension rates, which also declined. These improvements suggest that the district's investments in mental health and behavioral support are beginning to yield positive results. Going forward, the district will continue to monitor these metrics, along with student and parent survey data related to school climate, safety, and connectedness.

Additionally, the district has introduced a $20,000 allocation for Outdoor Science School support in goal 1. This initiative, while modest in cost, reflects a broader commitment to whole-child education. By providing students with experiential learning opportunities outside the traditional classroom, the district aims to enhance engagement, build resilience, and support social-emotional development—key components of Goal 2.

In summary, the 2025–2026 LCAP reflects a thoughtful evolution of Goal 2, shaped by a critical analysis of past practices. The district has shifted from broad academic interventions to more targeted behavioral and wellness supports, refined its metrics to better capture student well-being, and reallocated funds to maximize direct impact. These changes demonstrate Burbank Unified's commitment to continuous improvement and its responsiveness to the complex needs of its students in the post-pandemic educational landscape.

A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.

Actions

Action #	Title	Description	Total Funds	Contributing

1	Monterey Teachers (4.0 FTEs)	Four additional teachers at Monterey High School will provide instructional services to unduplicated students in the continuation school environment. - The continuation high school serves a large number of students that represent our low-income students, English learners, foster/homeless students. - Will increase services to unduplicated students by giving teachers greater opportunities to provide individualized instruction to meet unique student needs. - Low-income, English learners, and foster/homeless youth within this smaller setting will receive small group instruction more regularly, increased 1:1 instruction, closely monitored academic progress, increased intervention beginning with Tier I and then advancing to Tier II as needed - Increasing teachers will improve communicate with parents about the academic and behavioral progress of the unduplicated students on this campus. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy	$539,766.94	Yes
2	Family Services Agency of Burbank (FSA) Counseling Program	English learners, foster youth, and low-income students have shown to have limited access to personal counseling as these families have voiced the inability to procure these services on their own. Research shows that when students are feeling emotionally safe, they are focused on their students and perform better academically. Unduplicated student groups benefit from this service as targeted funding gives an avenue for students to seek assistance from an outside agency as students may not feel comfortable talking with school district staff. Students may feel more comfortable talking with someone who has less affiliation with the school. \he Family Services Agency of Burbank (FSA) provided counseling and mental health services for low-income students, English learners, and foster/homeless students. Academic achievement counseling may also occur depending on the student's needs. The result will be a student who has someone to turn to and help to work with through crisis situation and positively impact his/her academic, social-emotional, and behavioral issue. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2:	$131,500.00	Yes

		Students will be physically, emotionally, and mentally healthy		
3	Secondary Summer School Credit Recovery	Provide opportunities for high school students who have failed one or more courses during the regular school year to make up credits. The failure rate of students who are low-income, English learners, foster youth, and students experiencing homelessness is at a higher rate than other student subgroups. Credit recovery opportunities helps students towards course completion which leads towards graduation. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy	$100,000.00	Yes
4	Elementary Wellness & Behavior Specialists (3 FTE)	Unduplicated students often experience chronic absenteeism, frequent tardiness, and/or significant behavioral challenges. Research indicates that when students feel emotionally safe, they are more focused and perform better academically. Elementary principals have identified a need for staff who can respond effectively to students in crisis and collaborate with parents to address attendance issues. Elementary Wellness and Behavior Specialists will specialize in providing interventions when students have chronic absences; tardy absences, and/or significant behaviors. - Provide 3.0 FTE to serve all elementary schools - Concentrate focus on attendance and behaviors. - Focus is also on character building especially for students in LACP subgroups. - Particularly, a focus on addressing chronic absenteeism. The district will access the services from LACOE and school sites will be given training and assistance from the Department of Student Services. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy	$264,579.75	Yes
5	Homeless/Foster/At-Risk Youth Specialist	Students experiencing homelessness and foster youth students need support accessing local and regional resources. Additionally, traditional methods of communication with families are often	$53,093.00	Yes

		times not accessible to families in these circumstances. A need for a staff membe who can act as an advocate on behalf of thes student group and individual students has been identified based on the fequency in which these students' ability to access the academic program as well as additional services and activities is often times overlooked or not addressed by traditional staffing. Transportation and access to local and regiongal services will be communicated directly with families and individualized communication will be provided to Students and parents experiencing homelessness or who are placed in foster care. Students and famlies will be assisted by this staff to advocate for additional resources and considerations to be able to access the instructional programs as well as other activities and programs. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy		
6	School Climate & Mental Health Surveys (Hanover)	BUSD surveys students, families, and staff annually to collect data on a variety of metrics that give us insight into the perspectives, perceptions, and experiences our students, families and staff have. We collect and analyze this data through an outside vendor to allow our participants to remain anonymous. Additionally, the results of these surveys help us measure growth in the metrics section of the LCAP.	$56,279.00	Yes
7	Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists)	- The SOAR Program serves a large number of unduplicated students. Therefore, a smaller class size will ensure that students receive more individualized instruction to meet their needs and excel academically. - Low-income, English learners, and foster youth within this smaller will receive small group instruction more regularly, 1:1 instruction more regularly, more closely monitored academic progress, more intervention beginning with Tier I and then advancing to Tier II as needed - This will provide for 1.0 FTE additional teachers to serve the unduplicated students at the school. - It will also provide for a 2.0 FTE for SOAR Wellness & Behavior Specialists to serve the unduplicated students across the district. - It also provides 1.0 Campus Supervisor to assist with the SOAR student population on Monterey Campus. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning)	$400,255.95	Yes

		Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy		

Goal

Goal #	Description	Type of Goal
3	Recruit and retain quality employees as measured by full employment of teaching staff with appropriate credentials and placed in appropriate assignments. (Human Resources) State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes)	Broad Goal

State priorities addressed by this goal.

1, 2, 3, 4, 5, 6, 7, 8

An explanation of why the LEA has developed this goal.

BUSD has traditionally met Williams compliance annually and will work towards maintaining that expectation. Fully credentialed teachers not only are required for compliance but also for the instructional program to meet the learning needs of students.

Metrics in this goal will help determine the progress made in creating an inclusive work environment that attracts high qualify candidates diverse backgrounds.

Measuring and Reporting Results

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline

1	Survey data will indicate progress in positive relationships among staff, students, and families leading to more open communication, academic achievement, and positive student behavior will improve by 6 percentage points over 3 years.	In 2022-2023, School Satisfaction Survey analysis indicated the following: Teachers communicate students about academic progress: Students - 60%; Parents - 78%; Staff - 84%	In 2023-2024, School Satisfaction Survey analysis indicated the following: Teachers communicate students about academic progress: Students - 55%; Parents - 78%; Staff - 93%		Staff, students, and families sense of open communication, academic achievement, and positive student behavior will improve by 6 percentage points by year 3.	Survey data will indicate progress in positive relationships among staff, students, and families leading to more open communication, academic achievement, and positive student behavior changed as follows: Students decreased by 5%; Parents remained unchanged; Staff increased by 9%
2	Survey results related to diversity, equity, and inclusion will improve by 6 percentage points over 3 years	In 2022-2023, School Satisfaction Survey analysis indicated the following: We treat each other with respect: Staff - 74%; Students - 78%; Parents - 86%	In 2023-2024, School Satisfaction Survey analysis indicated the following: We treat each other with respect: Staff - 88%; Students - 64%; Parents - 78%		Survey results related to diversity, equity, and inclusion will improve by 6 percentage points by year 3.	Survey results related to diversity, equity, and inclusion changed as follows: Staff increased by 14%; Students decreased by 14%; Parents decreased by 8%

3	Employment of Certificated Personnel Administrators will meet the needs of the District and be in alignment with State certification requirements	In 2023–2024, this metric was met.	In 2023–2024, this metric was met		Employment of Certificated Personnel Administrators will meet the needs of the District and be in alignment with State certification requirements	Employment of Certificated Personnel Administrators was met.

Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

The implementation of Goal 3 in the 2024–2025 school year, which focused on recruiting and retaining highly qualified employees, revealed both progress and areas for recalibration. While the district remained committed to fostering a diverse, inclusive, and professionally supported workforce, several substantive differences emerged between the planned actions and their actual implementation. These differences, along with the challenges and successes encountered, have directly informed the adjustments made in the 2025–2026 Local Control and Accountability Plan (LCAP).

One of the most notable discrepancies between plan and practice was the limited implementation of the Diversity, Equity, and Inclusion (DEI) Consultant role. Although the 2024–2025 plan allocated $46,935 for this position to support professional development and planning with site leads and administrators, the decision was made to use existing administrative staff to support sites in this work. As a result, the DEI Consultant role was removed from the 2025–2026 supplemental budget, reflecting a shift in strategy toward more site-based and sustainable approaches to equity work.

Similarly, while the DEI Site Teacher Lead stipends and collaboration time were implemented, they were adjusted in the new plan. The 2024–2025 budget included $97,983 for stipends and $35,008 for collaboration time. However, in the 2025–2026 plan, collaboration time was reduced to $25,000, indicating a refinement in how these roles are structured and supported. This change likely stems from a reassessment of how to best leverage teacher leadership in advancing equity goals without overextending limited resources.

Despite these adjustments, the district experienced several successes in implementing Goal 3. The DEI Site Teacher Lead stipends were fully utilized, and participation in site-based equity initiatives remained strong. Survey data from the 2023–2024 school year showed improvements in staff perceptions of respect and inclusion, with 88% of staff reporting that "we treat each other with respect," up from 74% the previous year. This suggests that, even in the absence of a centralized DEI consultant, the district's decentralized approach to equity work is gaining traction and positively influencing school culture.

Another area of success was the district's continued compliance with state certification requirements for certificated personnel and administrators. This metric, which ensures that all educators are appropriately credentialed and assigned, was fully met in both 2023–2024 and 2024–2025. Maintaining this standard is critical to ensuring high-quality instruction and reflects the district's ongoing commitment to professional excellence.

However, challenges persisted, particularly in the recruitment and retention of staff in specialized roles. As with Goal 2, staffing shortages—especially in areas such as behavioral support and special education—posed barriers to full implementation of planned actions. These challenges underscore the importance of not only offering competitive compensation but also fostering supportive and inclusive work environments that encourage long-term retention.

In response to these insights, the 2025–2026 plan reflects a more focused and sustainable approach to Goal 3. By scaling back on centralized DEI consulting and investing more in site-based leadership and collaboration, the district aims to embed equity work more deeply into the daily fabric of school life. The reduction in collaboration funding also reflects a broader effort to balance fiscal responsibility with the need for meaningful professional development.

In summary, the implementation of Goal 3 in 2024–2025 was marked by both alignment and divergence from the original plan. While some actions were not fully realized, others were successfully implemented and yielded positive outcomes. The district's ability to reflect on these experiences and adjust its approach for 2025–2026 demonstrates a commitment to continuous improvement and a nuanced understanding of what it takes to build and sustain a high-quality, inclusive educational workforce.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Differences between Budgeted Expenditures and Estimated Actual Expenditures for Actions identified for Improved Services

Goal	Action	Action Description	23-24 Initial Budget	23-24 Estimated Actuals	Material Difference
3	1	Diversity, Equity, and Inclusion Consultant	$46,935	$0	$46,935.00
3	2	Diversity, Equity, & Inclusion Site Teacher Lead Stipends	$97,983	$63,214	$34,769.00
3	3	Diversity, Equity, & Inclusion Site Lead Collaboration Time	$35,008	$34,009	$999
		Goal 3 SUBTOTAL	**$179,926**	**$97,223**	**$82,703**

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

The effectiveness of Goal 3—focused on recruiting and retaining highly qualified employees—during the 2024–2025 school year was shaped by both the district's strategic intentions and the realities of implementation. While some actions under this goal demonstrated clear value and impact, others fell short of expectations, prompting thoughtful revisions in the 2025–2026 Local Control and Accountability Plan (LCAP).

One of the central strategies in the 2024–2025 plan was the engagement of a Diversity, Equity, and Inclusion (DEI) Consultant, budgeted at $46,935. This role was intended to support professional development and guide district-wide equity initiatives. However, the decision was made to use existing administrative staff to support sites in this work and the role was ultimately removed from the 2025–2026 plan. This outcome suggests that while the intent to prioritize equity was strong, the execution faced logistical or strategic barriers, such as difficulty securing a consultant or aligning the role with site-level needs.

In contrast, the DEI Site Teacher Lead stipends, budgeted at $97,983, were implemented and well-utilized. These stipends supported teacher leaders at each site in advancing equity-focused initiatives. Survey data from the 2023–2024 school year indicated that 88% of staff agreed with the statement "we treat each other with respect," a notable increase from 74% the previous year. This improvement suggests that site-based leadership in DEI work is having a positive effect on school culture and staff relationships. However, the collaboration time for these leads, originally budgeted at $35,008, was reduced to $25,000 in the 2025–2026 plan. This adjustment reflects a recalibration of how much structured time is needed for collaboration versus how much can be embedded into existing professional learning structures.

Another key metric for Goal 3 was the employment of fully credentialed teachers and administrators. The district met this target, maintaining compliance with state certification requirements. This success is significant, especially in a statewide context where many districts continue to struggle with staffing shortages and reliance on intern or out-of-field teachers. Burbank Unified's ability to maintain a highly qualified workforce speaks to the strength of its recruitment and retention practices, even amid broader labor market challenges.

Despite these successes, the district did face challenges in staffing specialized roles. These difficulties mirror statewide trends and highlight the need for continued investment in creating supportive working conditions, professional growth opportunities, and competitive compensation packages.

In response to these reflections, the 2025–2026 plan shifts away from centralized DEI consulting and instead reinforces site-based leadership and collaboration. This approach not only aligns with what has proven effective but also ensures that equity work is embedded in the daily practices of schools rather than dependent on external support. The reduction in collaboration funding also reflects a broader effort to balance fiscal responsibility with the need for meaningful, sustainable professional development.

In summary, the actions under Goal 3 during the 2024–2025 school year were partially effective. While the DEI Consultant role was not implemented, the success of site-based DEI leadership and the district's continued compliance with credentialing standards demonstrate meaningful progress. The adjustments made for 2025–2026 reflect a commitment to refining strategies based on evidence and experience, ensuring that the district continues to build a strong, inclusive, and professionally supported workforce.

Action #	Action Item	Description	Metric(s) Used	Progress Toward Intended Outcomes
1	DEI Site Consultant	Contracted staff to lead DEI Discussions and priorities through Professional Development	Metric 2: Staff survey on respect and inclusion	✗ Contract discontinued due to funding constraints and changing needs. In-house staff utilized.
2	DEI Site Teacher Lead Stipends	Teachers receive stipends to lead DEI efforts at school sites, acting as liaisons and supporting professional development.	Metric 2: Staff survey on respect and inclusion	☑ Progressing: Staff reporting "we treat each other with respect" increased from 74% to 88%.
3	DEI Site Lead Collaboration Time	Collaboration time for DEI leads to plan and implement site-based equity initiatives.	Metric 2: Survey results on DEI	☑ Partially Progressing: Funding reduced from $35,008 to $25,000; student and parent survey scores declined, but staff scores improved.

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

Reflections on the implementation of Goal 3 during the 2024–2025 school year have led to several key changes in the planned goals, metrics, target outcomes, and actions for the 2025–2026 Local Control and Accountability Plan (LCAP). These changes are rooted in a deeper understanding of what has proven effective in supporting staff recruitment, retention, and professional growth, as well as what strategies require refinement or replacement.

One of the most significant changes is the removal of the Diversity, Equity, and Inclusion (DEI) Consultant from the 2025–2026 plan. Although this role was originally budgeted at $46,935 in the 2024–2025 LCAP to support districtwide professional development and equity planning, it was never implemented. As a result, the district has shifted its focus to strengthening site-based DEI leadership, which has shown more tangible results.

This shift is reflected in the continued support for DEI Site Teacher Lead stipends, which remain funded at $97,983. These teacher leaders have played a critical role in advancing equity initiatives at the school level, and their impact is supported by improved staff survey results. For example, the percentage of staff who agreed with the statement "we treat each other with respect" rose from 74% in 2022–2023 to 88% in 2023–2024. This metric, while qualitative, serves as a valuable indicator of school climate and the effectiveness of DEI efforts.

However, the district has made a modest reduction in the funding for DEI Site Lead collaboration time, decreasing it from $35,008 to $25,000. This change reflects a recalibration of how collaboration is structured—moving away from additional paid time and toward integrating this work into existing professional learning communities and staff meetings. The goal is to maintain momentum while ensuring that the work is sustainable and embedded in daily practice.

Another area of continuity is the district's commitment to maintaining a fully credentialed teaching and administrative staff. This metric, which was met in both 2023–2024 and 2024–2025, remains a cornerstone of Goal 3. The district's ability to meet this target, even amid statewide staffing shortages, is a testament to its effective recruitment and retention strategies. For 2025–2026, this metric will continue to be monitored through the California Department of Education's Teacher Assignment Monitoring and Oversight (TAMO) report, ensuring that all students have access to appropriately credentialed educators.

While no new budgeted items were added under Goal 3 for 2025–2026, the changes made reflect a strategic refinement rather than a reduction in commitment. The district has chosen to invest in what has worked—site-based leadership, inclusive school culture, and credentialed staffing—while stepping back from actions that did not materialize or lacked measurable impact.

In summary, the changes to Goal 3 in the 2025–2026 LCAP are the result of thoughtful reflection on prior practice. By focusing on sustainable, site-embedded leadership and maintaining high standards for teacher qualifications, Burbank Unified is reinforcing its commitment to building a strong, inclusive, and professionally supported workforce. These adjustments are not only fiscally responsible but also aligned with the district's broader vision of equity and excellence in education.

A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.

Actions

Action #	Title	Description	Total Funds	Contributing
1	Diversity, Equity, & Inclusion Site Teacher Lead Stipends	As a continued extension and progression of the professional development, training, and support	$98,780.00	Yes

		our campuses have received in diversity, equity, and inclusion (DEI) practices, a stipend will be given to select teachers on campus who will act as a liaison for students to receive support and voice issues or concerns regarding DEI. Teachers receiving the DEI stipend will collaborate with our DEI consultants and will assist in leading site discussions and professional development for the DEI initiative.		
2	Diversity, Equity, & Inclusion Site Lead Collaboration Time	As a continued extension and progression of the professional development, training, and support our campuses have received in diversity, equity, and inclusion (DEI) practices, collaboration time will be provided to select teachers on campus who will act as a liaison for students to receive support and voice issues or concerns regarding DEI. Teachers will collaborate with our DEI consultants and will assist in leading site discussions and professional development for the DEI initiative.	$25,000.00	Yes
3	Certificated Personnel and Administrative Costs at the District and Site Level	Certificated Personnel and Administrative Costs at the District and Site Level to support the education of students Continue to recruit and retain highly qualified certificated staff via a more competitive salary - given competing budgetary needs and interests. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 3: Recruit and retain highly qualified employees	$116,732,680.00	No

Goal

Goal #	Description	Type of Goal
4	Efficient and effective operations as measured by appropriate facilities especially classrooms that are conducive to the needs of the instructional program. (Business Services) State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Six: School Climate (Engagement) Priority Eight: Other Pupil Outcomes (Pupil Outcomes)	Broad Goal

State priorities addressed by this goal.

1, 3, 6, 8

An explanation of why the LEA has developed this goal.

BUSD prides itself in having facilities especially classrooms, playgrounds, libraries, cafeterias, and other instructional areas that meet the needs of the instructional program. It is the expectation that this practice continues.

A single metric will determine if processes being followed to identify and address any concerns with the status of our school and district infrastructure including grounds and buildings.

Measuring and Reporting Results

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline
1	100% Compliance with the Facilities Inspection Tool (FIT)	100% compliance with the completion of the Facilities Inspection Tool (FIT) in 2022-2023	100% compliance with the completion of the Facilities Inspection Tool (FIT) in 2023-2024		100% compliance with the completion of the Facilities Inspection Tool (FIT)	100% Compliance with the Facilities Inspection Tool (FIT)

Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Ongoing funding has supported the maintenance and operation of all schools and sites. Bond and insurance funds are being used for new construction. Heavy winds highlighted the need for roofing and facility improvements. Staffing remained a challenge, with persistent vacancies and a limited pool of qualified candidates. The Facilities Department collaborated closely with HR to fill positions, using both long-term hires and daily substitutes.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

All Goal 4 action items were fully funded with no supplemental funds variation in budgeted amount compared to actual expenditures, as this goal is funded through base grant funds or grant and bond monies.

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

District FIT reports were all completed promptly, and any findings were addressed immediately. The district is in good standing with all reporting and the conditions of our campuses. Day-to-day operations were maintained throughout the 2024 - 2025 school year. Action 1 was met as measured by metric 1 in goal 4.

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

No changes were made to the actions for this goal.

A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.

Actions

Action #	Title	Description	Total Funds	Contributing
2	Provide Facility and Maintenance Operations staff, including custodians to provide a clean, safe, and secure learning environment for all students.	Provide Facility and Support Operations (FASO) staff, including custodians to provide a clean, safe, and secure learning. This action supports the education of students by having safe and secure facilities. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Six: School Climate (Engagement) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal: Maintain efficient and effective operations	$7,395,358.00	No

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students for 2025-2026

Total Projected LCFF Supplemental and/or Concentration Grants	Projected Additional 15 percent LCFF Concentration Grant
$11,970,073.00	$0.00

Required Percentage to Increase or Improve Services for the LCAP Year

Projected Percentage to Increase or Improve Services for the Coming School Year	LCFF Carryover — Percentage	LCFF Carryover — Dollar	Total Percentage to Increase or Improve Services for the Coming School Year
7.63%	0.00%	$0.00	7.63%

The Budgeted Expenditures for Actions identified as Contributing may be found in the Contributing Actions Table.

Required Descriptions

LEA-wide and Schoolwide Actions

For each action being provided to an entire LEA or school, provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) for whom the action is principally directed, (2) how the action is designed to address the identified need(s) and why it is being provided on an LEA or schoolwide basis, and (3) the metric(s) used to measure the effectiveness of the action in improving outcomes for the unduplicated student group(s).

Goal and Action #(s)	Identified Need(s)	How the Action(s) Address Need(s) and Why it is Provided on an LEA-wide or Schoolwide Basis	Metric(s) to Monitor Effectiveness
Goal 1, Action 1 Elementary Class Size Reduction Grades 4 and 5	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%). Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%). McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%). McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%). (**% is too small at school level for percentage)	4th and 5th Grade Class Size Reduction for Targeted Subgroups - Disney Elementary and McKinley Elementary (Title I Schools) This action is School wide though it is principally directed to support smaller classes in upper elementary, which will allow for more focused time with ELs at risk of becoming LTELs, and in small group instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering middle school. Research shows that smaller class size coupled with effective teaching practices results in greater students achievement. The makeup of classrooms is approximately 40% of students who are English learners, low-income students, foster youth, and students experiencing homelessness. Teachers and instructional assistants provide students with small group and 1:1 instruction that will towards student academic success. Smaller class sizes will allow the teacher and instructional assistants to work with students in small groups and in a 1:1 setting resulting in increased student achievement. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 1 - 16

Goal 1, Action 4 Dual Immersion Teacher Cost Share	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%). Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%). McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%). McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%). (**% is too small at school level for percentage) 4th and 5th Grade Class Size Reduction for Targeted Subgroups - Disney Elementary and McKinley Elementary (Title I Schools)	This Action is school-wide though it is principally directed to support English language acquisition for English learners, in elementary. Dual-Immersion language classrooms allow mutually beneficial classroom environments for Spanish speaking families and English Speaking families to learn grade level curriculum while obtaining a second language. Re-enforcement of the child's home language will also occur as a result. This will ensure students are at grade level academically before entering middle school and reduce the risk of ELs becoming LTELs. Research shows that smaller class size coupled with effective teaching practices results in greater students achievement. The makeup of classrooms is primarily of unduplicated students with a concentration of students who are English learners and low-income. Teachers and instructional assistants provide students with small group and 1:1 instruction that will towards student academic success. - This action will fund the partial cost to run the dual immersion classes as it provides the most effective environment for English Language Learners to thrive academically - This action will reduce class size so that there are 5 to 7 fewer students per class to provide additional support to ELD & Low-income students. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 1, 2, 9, 10, 17, & 18

Goal 1, Action 5 Dual Immersion Instructional Assistants	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%). Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%). McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%). McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%). (**% is too small at school level for percentage)	This Action is school-wide though it is principally directed to support English language acquisition for English learners, in elementary. Dual-Immersion language classrooms allow mutually beneficial classroom environments for Spanish speaking families and English Speaking families to learn grade level curriculum while obtaining a second language. Re-enforcement of the child's home language will also occur as a result. This will ensure students are at grade level academically before entering middle school and reduce the risk of ELs becoming LTELs. 4th and 5th Grade Class Size Reduction for Targeted Subgroups - Disney Elementary and McKinley Elementary (Title I Schools) - Instructional assistants are not provided in general education classrooms and only for one hour per day in transitional kindergarten and kindergarten classrooms - Provide Instructional Assistants (IAs) - Primary Language Support for three hours daily - Provide Primary Language Support at Disney Elementary and McKinley Elementary - Work with small groups of students to allow for differentiation and Tier II Intervention (as needed) - Serve as an additional language model of the target language - Assist teachers in the implementation of the dual immersion program State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 1, 2, 9, 10, 17, & 18

Goal 1, Action 7 Interpreters for Second Language Learner Parents	Unduplicated pupils' and families need school and district information in a variety of languages. Access to the same educational opportunities require the use of translators and interpreters so families with a home language other than English have the same access to information to make educational decisions for their childresn. Interpreters (written and spoken) for Second Language Students, Parents, and Family Members - Continue to recruit and hire more classified staff who can provide interpretation services at all sites that have an English Learner Advisory Committee (ELAC), as well as to any District families who require translation	This action is LEA wide though it is principally directed to support families that speak a language other than English in their household. Translate documents for parents of English Language Learners whose children may also be considered low-income students, foster youth, and students experiencing homelessness	Metrics 2, 10, 17, & 18
Goal 1, Action 8 Induction Professional Development Teacher on Special Assignment	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. New hires and teaching staff need support for entering into the workforce as well as a mechanism to finish their credentialing to be full-time, highly qualified, permanent teachers. Often times vacancies and new hires are positions that work with our most vulnerable populations including English Learners, Foster Youth, and students experiencing homelessness.	This action is LEA wide though it is principally directed to support Unduplicated students who are commonly assigned new teachers in the profession or our least senior teaching staff. Providing Professional Development on the teaching standards and induction for new teachers allows for sustainability and increased performance for our students comprised of primarily Unduplicated students. Teacher on Special Assignment will provide professional development services to induction teachers focusing on the teaching and learning needs of unduplicated students. Attention will be given to the mastery of standards, engagement practices, monitoring, intervention services, assessments, and parent communication. The goal is twofold: raise the leveling of instructional services provided by the teacher with the additional benefit that students receive from better instructional practices that are consistently administered. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 1-16

Goal 1, Action 9 Professional Development Day Costs for All Teachers (1 1/2 days)	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7%	This action is LEA wide though it is principally directed to support unduplicated student populations, which will allow for more focused time with ELs at risk of becoming LTELs, and in small group instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering middle school. The focus of professional development is on the delivery of instruction and researched-based strategies to differentiate instruction for unduplicated student groups. English learners, low-income students, and foster youth will benefit from the focus on their instructional needs and the subsequent delivery of lessons by teachers. The training will focus on dimensions of diversity, equity, and inclusion as they impact the teaching and learning of students who are low-income, foster, experiencing homelessness, and English learners. Specific curricular supplemental resources, instructional strategies, monitoring systems, interventions, and outcomes will be components of the training. The goal of the training is to raise teaching and learning so that unduplicated students benefit from the work of the instructional staff in getting students more successful in their academic career while also attending to social-emotional learning. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 1-16

Goal 1, Action 10 Elementary Response to Intervention for Reading/Language Arts and Math	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant.	This action is LEA wide though it is principally directed to support small-group interventions in elementary, which will allow for more focused time with ELs at risk of becoming LTELs, and in small group instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering middle school. Intervention teachers and instructional assistants will: - Provide direct intervention to students at skill level provided by certificated classroom and intervention teachers using research-based materials - Utilize full-time curriculum specialists (at elementary) to provide direct support to students and manage the program - Utilize part-time intervention teachers and instructional assistants to provide direct support to students - Provide direct intervention for underperforming students by certificated classroom and intervention teachers and instructional assistants - Utilize full-time curriculum specialists (at elementary) to provide direct support to students and manage the program - Utilize part-time intervention teachers and instructional assistants to provide direct support to students - Create targeted Math Intervention sections at the middle schools - When the math intervention classes cannot be secured because of staffing, the budget funds can be used for aide support or supplemental materials. The outcome is to have students master State standards through the delivery of instruction that has high engagement practices, monitoring, assessments, and parent communication. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 1-16

Goal 1, Action 11 Middle School School Psychologist (2.0 FTEs)	Unduplicated pupils' access to academics in mathematics and literacy, and acquisition of English for EL students. Approximately 40% of middle school students qualify for free/reduced lunch and about 20% of these same students experience a high rate of D/F grades. Additionally, about 10% of students in middle schools are English learners. These two psychologist positions serve all three unduplicated populations.	This action is LEA wide though it is principally directed to support students who have outside factors or basic needs in order to engage and success academically. Providing these services will benefit Unduplicated students more than the general population because they have higher percentage of need and participation in psychological services. These two psychologist positions serve all three unduplicated populations. They assess students, work with teachers to support the learning needs of students, provide professional development, consult with parents, and assist administrators. The work of the psychologists will help to lower the D/F rates of middle school students, increase attendance and increase test scores. The impact on English learners will be to maintain and increase performance on their daily work and the ELPAC. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 20-28

Goal 1, Action 12 Behavior Specialists (2.0 FTEs)	Unduplicated pupils' access to academics in mathematics and literacy, and acquisition of English for EL students. Two Behavior Specialists at schools will work with low-income, foster youth, students experiencing homelessness, and English learners. These Behavior Specialists will be working exclusively with the schools with high populations of targeted student subgroups. Anecdotal data indicates a rise in the number of students who have increasing behavior and academic needs. At the elementary level especially, the number of students requiring greater assistance has dramatically increased over the past three years going from one/two students in severe need to over 20 students across the district. These students are displaying major meltdowns and become physical to their peers and adults. Their parents are in crisis mode as they also want to work with their children and school staff.	This action is LEA wide though it is principally directed to support students who have outside factors or basic needs in order to engage and success academically. Providing these services will benefit Unduplicated students more than the general population because they have higher percentage of need and participation in behavior support services. Behavior specialists work not with the students directly but with teachers, instructional staff, administrators, and parents. Behavior specialists participate in student study teams, 504s, and Special Education. Supporting low-income, English learners and homeless/foster youth will result in fewer outbursts, more focused students, greater attendance, and increased achievement as measured by SBAC data and attendance. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metric 42

Goal 1, Action 14 Full Time Curriculum Specialists for all elementary schools	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).	This action is LEA wide though it is principally directed to support small-group instruction, standards implementation, SDAIE strategies, and in-classroom interventions with elementary teachers, which will allow for more focused time with Unduplicated students at risk of falling below grade level. This is to ensure students are on grade level academically before entering middle school. The Curriculum Specialists for all elementary schools will increase or improve services through the following duties and tasks: Manage site assessments (including ELPAC) Manage and supervise site RTI program to support underperforming students Organize and conduct professional development Analyze data and review with staff Demonstrate lessons Provide direct intervention services to underperforming students in targeted subgroups including low-income students, English learners, foster youth, and students experiencing homelessness State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 1-16

Goal 1, Action 15 Library Coordinators at Elementary Schools	Unduplicated pupils' access to a variety of literature for use at home and at school. The LCAP Committee continues to identify a need to provide unduplicated students access to libraries and technology computer labs during the school day to support student learning and therefore recommends that this remain an action for the 2023-24 LCAP. Access to primary language materials, software programs, and guided supplemental instructional lessons provided students with access to relevant and meaningful learning experiences to encourage and advance learning across all content areas. Library aides and multi-media technology specialists provide improved or increased services principally directed toward unduplicated students with 21st-century learning styles specifically for students who may not have access to these services at home or in the community. This is an ongoing action from the 2017-2020 LCAP. Student achievement data shows that English learners, foster youth, and students experiencing homelessness well achieve in elementary schools and the reclassification rates are relatively high and stable. Unduplicated student groups will be better equipped in English Language Arts as measured by District assessments.	This action is LEA wide though it is principally directed to Unduplicated students who may not have families at home to provide guidance for books or to read to them in English because of language barriers or time constraints with working long hours or two jobs. Provide focused services to English Learners, Socioeconomically disadvantaged students, foster youth, and students experiencing homelessness through the services that they provide. Services include a concentration on literacy-based skills phonics, word recognition, comprehension, and other age-appropriate literacy standards. Stock and weed collections Manage information systems Manage school-wide Accelerated Reader Program Provide direct services to classes and targeted subgroup students Provide after school access to the library for targeted subgroup students State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 1-8

Goal 1, Action 16 Targeted support for Twice Exceptional students	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. BUSD believes in learning beyond the core curriculum by providing GATE enrichment activities and opportunities for unduplicated student groups who may not have access outside of school due to the cost of a program and other restrictions. The LCAP committee identified a need to provide activities during and after school hours in the area of GATE in an effort to connect students to school, create positive experiences, and develop connections with adults. This action provides improved and increased services principally directed toward unduplicated ed students who may not be exposed to GATE activities due to their home environment or financial constraints. This budgeted expenditure is to cover partial costs of the GATE program for students who are English learners, low-income students, and foster youth.	This action is LEA wide though it is principally directed to support students that are identified as GATE and are also Unduplicated students. These students are often over-looked or underserved due to the majority of services for unduplicated students being remedial in nature. This is an increased service to these unduplicated student groups as they benefit from participating in the GATE program and are challenged by the activities implemented through the program. Research has identified several barriers to student participation in GATE that come from families with challenges such as learning a new language, homelessness, or low socio-economic status. This action will make sure these students are not under-identified or unsupported in their academic classes.	Metrics 8 & 16

Goal 1, Acation 17 Elementary Assistant Principals (Miller & Jefferson 2 FTE)	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.	This action is school wide though it is principally directed to support small-group instruction, standards implementation, SDAIE strategies, and in-classroom interventions with elementary teachers, which will allow for more focused time with Unduplicated students at risk of falling below grade level. This is to ensure students are on grade level academically before entering middle school. The Curriculum Specialists for all elementary schools will increase or improve services through the following duties and tasks: Manage site assessments (including ELPAC) Manage and supervise site RTI program to support underperforming students Organize and conduct professional development Analyze data and review with staff Demonstrate lessons Provide direct intervention services to underperforming students in targeted subgroups including low-income students, English learners, foster youth, and students experiencing homelessness State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 1-16

Goal 1, Action 20 Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math)	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant.	This action is LEA wide though it is principally directed to support improved implementation of standards and good first instruction, which will allow for more focused lessons, instructional practices, and equity in grading for ELs at risk of becoming LTELs, and instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering middle school. Culturally Responsive Pedagogy PD will create time and space for teachers to work in professional learning communities with identified lead teachers, site administration, and district administration. Collaboration will be focused on instructional practices including our district work in diversity, equity, and inclusion as well as the following: - Equity in grading - Best practices in culturally relevant instruction - Research interventions - The DuFour's essential questions for professional learning communities - Local data from formative assessments and district benchmarks - Plan-Do-Study-Act Cycles	Metrics 1-16, 20-29, & 34-39

Goal 1, Action 21 RTI Assessment Programs (i-Ready Assessment & School City)	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant.	This action is LEA wide though it is principally directed to provide formative performance data for unduplicated populations, which will allow for more focused work with ELs at risk of becoming LTELs, and groupings or identification of Unduplicated students needing small group instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering the next grade level. RTI Assessment Programs will provide students, staff, and families with performance data to make data-driven decisions regarding interventions for individual, small-group, and whole-group instructional practices. Data will be used to guide professional learning community work in course-alike cohorts as well as grade-level cohorts. Local data is essential in meeting the local indicators on the CA Dashboard. These local assessments will help measure the successful implementation of California State Standards.	Metrics 1-16, 20-29, & 34-39

Goal 1, Action 22: Outdoor Science School Support Funding	CAST (Science) Data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2023-24 baseline in 5th grade: All (45.94%) ; ELs, (4.39%); SEDs (31.37%); Homeless (**%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. The 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant. The outcome is to have students master State standards through the delivery of instruction that has high engagement practices, monitoring, assessments, and parent communication. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. Exposure to outdoor science will increase interest and motivation to improve mastery in the subject of science. The Outdoor Science School gives students opportunities to experience science firsthand that cannot be replicated in a standard classroom. The outcome is to have students master State standards through the delivery of instruction that has high engagement practices, monitoring, assessments, and parent communication. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning)	Goal 1 Metric 44

Goal 2, Action 1 Monterey Teachers (4.0 FTEs)	Unduplicated pupils' who are credit deficient with needs to recover credits to be on-track to graduate. The continuation high school program allows an academically supportive environment, especially for English learners and Socio-Economically Disadvantaged students who make up a large portion of the learning environment to thrive with the general population of students who are behind in credits. Oftentimes, these students have been unsuccessful because of chronic absenteeism or because they could not manage the larger comprehensive high school which was too big for them. The district experience has been that students who are in smaller classes with personalized attention from a certificated teacher perform better academically. Additionally, the district has designed flexibility in the academic program for the continuation school with students being able to access the curriculum online as well as in the traditional manner. This action item will allow for class size reduction so that there are 10 to 12 fewer students per class. The data from the California Dashboard on graduation rates is evidence that this action is the most effective use of funds as it allows students the opportunity to recover credit to meet diploma requirements. This is an ongoing action from the 2017-2020 LCAP. Student achievement data shows that English learners, foster youth, and students experiencing homelessness will achieve in this high school environment.	This action is LEA wide though it is principally directed to unduplicated students who are credit deficient by making available smaller class sizes, flexible scheduling to recover credits while earning new credit. These services will benefit unduplicated students at an increased rate due to the high percentage of unduplicated students at our continuation school. Four additional teachers at Monterey High School will provide instructional services to unduplicated students in the continuation school environment. - The continuation high school serves a large number of students that represent our low-income students, English learners, foster/homeless students. - Will increase services to unduplicated students by giving teachers greater opportunities to provide individualized instruction to meet unique student needs. - Low-income, English learners, and foster/homeless youth within this smaller setting will receive small group instruction more regularly, increased 1:1 instruction, closely monitored academic progress, increased intervention beginning with Tier I and then advancing to Tier II as needed - Increasing teachers will improve communicate with parents about the academic and behavioral progress of the unduplicated students on this campus. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy	Goal 2 Metrics 2-8 & 12

Goal 2, Action 2 Family Services Agency of Burbank (FSA) Counseling Program	Unduplicated mental health and wellness needs are increasing at a rate higher than the general population. English learners, foster youth, and low-income students have shown to have limited access to personal counseling as these families have voiced the inability to procure these services on their own. Research shows that when students are feeling emotionally safe, they are focused on their students and perform better academically. Unduplicated student groups benefit from this service as targeted funding gives an avenue for students to seek assistance from an outside agency as students may not feel comfortable talking with school district staff. Students may feel more comfortable talking with someone who has less affiliation with the school.	This Action is LEA wide though it is principally directed to support Unduplicated students receive services they may not have access to outside of school. The Family Services Agency of Burbank (FSA) provided counseling and mental health services for low-income students, English learners, and foster/homeless students. Academic achievement counseling may also occur depending on the student's needs. The result will be a student who has someone to turn to and help to work with through crisis situation and positively impact his/her academic, social-emotional, and behavioral issue. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy	Goal 2 Metric 10, 11, 12, 13, 16, & 17
Goal 2, Action 3 Secondary Summer School Credit Recovery	Unduplicated pupils' who are credit deficient with needs to recover credits to be on-track to graduate. A large portion of students who take advantage of this learning opportunity is a part of the unduplicated student group. The D/F failure rate is at about 15% and therefore the need for a summer makeup opportunity is great. The opportunities that are provided to students during the summer are in all the core academic areas: English, math, science, and social studies. This program is effective because sometimes a student has only failed one semester of a course, which makes it impossible to remediate during the regular school year when the district does not offer semester-long courses. Additionally, the summer school offerings are not limited to just general education students. The program addresses the needs of Socio-Economically Disadvantaged students and English Language Learners.	This action is LEA wide though it is principally directed to support unduplicated students to recover credits over the summer to be on-track for gratuation. Provide opportunities for high school students who have failed one or more courses during the regular school year to make up credits. The failure rate of students who are low-income, English learners, foster youth, and students experiencing homelessness is at a higher rate than other student subgroups. Credit recovery opportunities helps students towards course completion which leads towards graduation. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy	Goal 2 Metrics 1 - 8 & 12

Goal 2, Action 4 Elementary At-Risk Intervention Specialists (11 FTEs)	Unduplicated pupils' attendance and socio-emotional needs. Unduplicated students often have chronic absences; tardy absences, and/or failing grades. Research shows that when students are feeling emotionally safe, they are focused on their students and perform better academically. A need is identified by Elementary Princpals to have staff who can provide socio-emotional learning, respond to students in crisis, and work directly with parents to resolve attendance issues.	This action is LEA wide though it is principally directed to support unduplicated students as as resource for families to improve attendance and provide triage services for students who have needs most commonly found with unduplicated students that need to be addressed during the school day. Elementary Intervention Specialists will specialize in providing interventions when students have chronic absences; tardy absences, and/or failing grades - Provide 1.0 FTE for each elementary school. - Concentrate focus on attendance. - Focus is also on character building especially for students in LACP subgroups. - Particularly, a focus on addressing chronic absenteeism. The district will access the services from LACOE and school sites will be given training and assistance from the Department of Student Services. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy	Goal 2 Metrics 9 - 14
Goal 2, Action 6 School Climate & Mental Health Surveys (Hanover)	Unduplicated students access to resources, mental health needs, and family engagement with the school and district. There is a need to develop and expand the areas of diversity, equity, and inclusion from an independent service provider who will coordinate all of the District's diversity, equity, and inclusion (DEI) efforts into one cohesive plan and assists the District with a needs assessment and its subsequent implementation and oversight of diversity, equity, and inclusion efforts within the Burbank Unified School District.	This action is LEA wide though it is principally directed to obtain data and information on how best we can engage and increase and improve services for unduplicated students. BUSD surveys students, families, and staff annually to collect data on a variety of metrics that give us insight into the perspectives, perceptions, and experiences our students, families and staff have. We collect and analyze this data through an outside vendor to allow our participants to remain anonymous. Additionally, the results of these surveys help us measure growth in the metrics section of the LCAP.	Goal 2 Metrics 15-17

Goal 2, Action 7 Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists)	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students who have behavior patterns that violate education code on a regular basis. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant.	This action is LEA wide though it is principally directed to unduplicated students who benefit from an alternative setting due to mounting suspensions and other conduct that does not allow them to remain engaged and enrolled in a comprehensive school site. This action item will provide the necessary resources to run smaller class sizes at the community day school for our targeted subgroups of students. The community day school program allows an academically supportive environment for English Learners and Students with Disabilities to thrive with the general population of students who are behind in credits. Oftentimes, these students have been unsuccessful because of chronic absenteeism or because they had behavioral issues that impeded their ability to learn. The district experience has been that students who are in smaller classes with personalized attention from a certificated teacher perform better academically. Additionally, the district has designed flexibility in the academic program for the community day school with students being able to access the curriculum online as well as in the traditional manner. This action item will allow for class size reduction so that there are 10 to 12 fewer students per class. The data from the California Dashboard on graduation rates is evidence that this action is the most effective use of funds as it allows students the opportunity to recover credit to meet diploma requirements. Smaller class sizes allow teachers to provide students with direct interactive instruction as individuals and in small groups. English learners, Foster Youth, and Socio-Economically Disadvantaged students often have learning gaps that require more individual attention. Smaller class sizes provide more opportunities for longer and more frequent teacher/student/teacher instruction and interaction.	Goal 2 Metrics 2-8 & 12

Goal 3, Action 1 Diversity, Equity, & Inclusion Site Teacher Lead Stipends	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant.	This action is LEA wide though it is principally directed to support the DEI practices that benefit marginalized subgroups in the district that are most commonly part of the unduplicated student population. As a continued extension and progression of the professional development, training, and support our campuses have received in diversity, equity, and inclusion (DEI) practices, a stipend will be given to select teachers on campus who will act as a liaison for students to receive support and voice issues or concerns regarding DEI. Teachers receiving the DEI stipend will collaborate with our DEI consultants and will assist in leading site discussions and professional development for the DEI initiative.	Goal 3 Metrics 1 & 2

Goal 3, Action 2 Diversity, Equity, & Inclusion Site Lead Collaboration Time	Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7% The data indicate that the needs of English learners and low-income students are significant.	This action is LEA wide though it is principally directed to support the DEI practices that benefit marginalized subgroups in the district that are most commonly part of the unduplicated student population. As a continued extension and progression of the professional development, training, and support our campuses have received in diversity, equity, and inclusion (DEI) practices, collaboration time will be provided to select teachers on campus who will act as a liaison for students to receive support and voice issues or concerns regarding DEI. Teachers will collaborate with our DEI consultants and will assist in leading site discussions and professional development for the DEI initiative.	Goal 3 Metrics 1 & 2

Limited Actions

For each action being solely provided to one or more unduplicated student group(s), provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) being served, (2) how the action is designed to address the identified need(s), and (3) how the effectiveness of the action in improving outcomes for the unduplicated student group(s) will be measured.

Goal and Action #(s)	Identified Need(s)	How the Action(s) are Designed to Address Need(s)	Metric(s) to Monitor Effectiveness
Goal 2, Action 5 Homeless/Foster/At-Risk Youth Specialist	Students experiencing homelessness and foster youth students need support accessing local and regional resources. Additionally, traditional methods of communication with families are often times not accessible to families in these circumstances. A need for a staff membe who can act as an advocate on behalf of thes student group and individual students has been identified based on the fequency in which these students' ability to access the academic program as well as additional services and activities is often times overlooked or not addressed by traditional staffing.	Transportation and access to local and regiongal services will be communicated directly with families and individualized communication will be provided to Students and parents experiencing homelessness or who are placed in foster care. Students and famlies will be assisted by this staff to advocate for additional resources and considerations to be able to access the instructional programs as well as other activities and programs. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Six: School Climate (Engagement) Priority Seven: Course Access (Conditions of Learning) Priority Eight: Other Pupil Outcomes (Pupil Outcomes) BUSD Board of Education Goal 2: Students will be physically, emotionally, and mentally healthy	Goal 2 Metrics 5, 6, 9, 10, 11, 12, 13, & 14

Goal 1, Action 2 Elementary ELD Specialists	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7%	English Language Development Specialists - Maintain 4 ELD specialists to support students and staff at elementary schools with English Learners - Organize and conduct professional development in Designated ELD - Monitor progress of English Learners and recently reclassified students - Support Project G.L.A.D. and Step up to Writing training and program implementations - Assist in the analysis of data and review with staff - Provide demonstration lessons - Participate in SST's, IEP's, and the development of ILP's for English learners - Provide direct intervention services to English Learners The work of ELD specialists provide support to teachers, instructional assistants and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 2, 10, 17, & 18

Goal 1, Action 3 Elementary ELD Instructional Assistants	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7%	English Language Development Instructional Assistants - Provide additional hourly support in E/LA and ELD at the elementary level - Work with small groups of students to allow for differentiation and Tier II intervention - Assist teachers in the implementation of the ELD program - Assist teachers in the implementation of the RtI program The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC.	Metrics 2, 10, 17, & 18
Goal 1, Action 6 Secondary Designated ELD Teachers	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth to provide supplemental English language development instruction in addition to the core instruction provided at the site. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7%	Designated ELD (additional courses) - Provide a separate, additional classes for students who are in Transition English to teach the Standards for ELD (designated ELD) - Support to secondary students who are English learners - Certificated salaries and related statutory benefits State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 2, 10, 17, & 18

Goal 1, Action 13 English Learner Program, Supplemental Supports	There is a need to establish a baseline ELD program for students who are working towards English proficiency as an English Learner. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7%	The program is designed to increase or improve services by: - Provide support for English Learner students in classes by Instructional Assistants - Provide supplemental materials and supplies to support site-based English Learner programs - Provide liaison support between the school and community for translation, parent contact, and parent education - Implement and monitor implementation of Master Plan for English Learners The work of instructional assistants paid by Maintenance of Effort funds provides support to teachers, instructional assistants and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness. English learners may also be students who may also be considered low-income students, foster youth, and/or students experiencing homelessness. State of California Priorities: Priority One: Basic (Conditions of Learning) Priority Two: State Standards (Conditions of Learning) Priority Three: Parental Involvement (Engagement) Priority Four: Pupil Achievement (Pupil Outcomes) Priority Five: Pupil Engagement (Engagement) Priority Seven: Course Access (Conditions of Learning) BUSD Board of Education Goal 1: Students will be career/college ready via high-quality instruction	Metrics 2, 10, 17, & 18

Goal 1, Action 17 Elementary ELD Instructional Supports (staff and/or materials)	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7%	English Language Development Instructional Assistants - Provide additional hourly support in E/LA and ELD at the elementary level - Work with small groups of students to allow for differentiation and Tier II intervention - Assist teachers in the implementation of the ELD program - Assist teachers in the implementation of the RtI program The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC. ELD resources, materials, and supplies. The priority with these funds is to provide instructional assistants to work with english learners. Often times, these positions are hard to fill and remain vacant. In these circumstances, funds will be redirected to purchase resources, materials, and supplies such as but not limited to: - Translated materials - Devices to assist with translation and english language acquisition - Software or programs to assist with translation and english language acquisition. - Intervention staff and/or programs - Intervention materials.	Metrics 2, 10, 17, & 18
Goal 1, Action 18 Secondary Sheltered ELD Sections (Social Studies and Science)	The action being developed is based on the needs of English learners. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7%	Secondary Sheltered ELD Sections are designed to reduce class size or dedicate sheltered sections for ELD students in the subjects of Social Science and Science. These subjects are language intensive subjects that require additional support from instructional staff to provide small group instruction and/or differentiation. Smaller class sized or dedicated sections will allow for teaching staff to better support english learners in these core subject areas.	Metrics 2, 10, 17, & 18

Goal 1, Action 19 ELD Instructional Assistants, Secondary (5 FTE)	The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). 22-23 ELPAC making progress rate is 57.7%. 2022-23 reclassification rate is 20.7%	English Language Development Instructional Assistants - Provide additional hourly support in E/LA and ELD at the elementary level - Work with small groups of students to allow for differentiation and Tier II intervention - Assist teachers in the implementation of the ELD program - Assist teachers in the implementation of the RtI program The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC.	Metrics 2, 10, 17, & 18

For any limited action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage, as applicable.

NA

Additional Concentration Grant Funding

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

NA

Staff-to-student ratios by type of school and concentration of unduplicated students	Schools with a student concentration of 55 percent or less	Schools with a student concentration of greater than 55 percent
Staff-to-student ratio of classified staff providing direct services to students	NA	NA
Staff-to-student ratio of certificated staff providing direct services to students	NA	NA

Action Tables

2025-2026 Total Planned Expenditures Table

LCAP Year (Input)	1. Projected LCFF Base Grant (Input Dollar Amount)	2. Projected LCFF Supplemental and/or Concentration Grants (Input Dollar Amount)	3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1)	LCFF Carryover — Percentage (Input Percentage from Prior Year)	Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %)
2025-2026	$156,890,078.00	$11,970,073.00	7.63%	0.00%	7.63%

Totals:	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds	Total Personnel	Total Non-personnel
Totals:	$11,960,047.79	$158,235,089.00	$7,395,358.00	$0.00	$177,590,494.79	$130,390,538.79	$47,199,956.00

Goal #	Action #	Action Title	Student Group(s)	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Time Span	Total Personnel	Total Non-personnel	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds	Planned Percentage of Improved Services
1	1	Elementary Class Size Reduction Grades 4 and 5	All	Yes	Schoolwide	English learner (EL), Low Income, Foster Youth	Specific Schools, Disney Elementary - McKinley Elementary, Specific Grade Spans, 4th and 5th	Ongoing	$219,098	$0	$219,098	$0	$0	$0	$219,098	0.00%
1	2	Elementary ELD Specialists	All	Yes	Limited	English learner (EL)	Specific Grade Spans, TK - 5	Ongoing	$592,730	$0	$592,730	$0	$0	$0	$592,730	0.00%
1	3	Elementary ELD Instructional Assistants	All	Yes	Limited	English learner (EL)	Specific Grade Spans, TK - 5	Ongoing	$1,086,694	$0	$1,086,694	$0	$0	$0	$1,086,694	0.00%

1	4	Dual Immersion Teacher Cost Share	All	Yes	Schoolwide	English learner (EL), Low Income	Specific Schools, McKinley Elementary & Disney Elementary	Ongoing	$685,969	$0	$685,969	$0	$0	$0	$685,969	0.00%
1	5	Dual Immersion Instructional Assistants	All	Yes	Schoolwide	English learner (EL)	Specific Schools, Disney Elementary & McKinley Elementary	Ongoing	$139,540	$0	$139,540	$0	$0	$0	$139,540	0.00%
1	6	Secondary Designated ELD Teachers	All	Yes	Limited	English learner (EL)	Specific Grade Spans, 6-12	Ongoing	$507,949	$0	$507,949	$0	$0	$0	$507,949	0.00%
1	7	Interpreters for Second Language Learner Parents	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	Ongoing	$78,102	$0	$78,102	$0	$0	$0	$78,102	0.00%
1	8	Induction Professional Development Teacher on Special Assignment	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools		$30,000	$0	$30,000	$0	$0	$0	$30,000	0.00%
1	9	Professional Development Day Costs for All Teachers (1 1/2 days)	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	Ongoing	$1,000,000	$0	$1,000,000	$0	$0	$0	$1,000,000	0.00%
1	10	Elementary Response to Intervention for Reading/Language Arts and Math	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools, Specific Grade Spans, TK - 5	Ongoing	$473,376	$0	$473,376	$0	$0	$0	$473,376	0.00%
1	11	Middle School School Psychologist (2.0 FTEs)	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, 6-8	Ongoing	$357,414	$0	$357,414	$0	$0	$0	$357,414	0.00%
1	12	Behavior Specialists (9.0 FTEs)	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	Ongoing	$967,073	$0	$967,073	$0	$0	$0	$967,073	0.00%
1	13	English Learner Program, Supplemental Supports	All	Yes	Limited	English learner (EL)	All Schools		$467,795	$0	$467,795	$0	$0	$0	$467,795	0.00%
1	14	Full Time Curriculum Specialists for nine elementary schools	All	Yes	Schoolwide	English learner (EL), Low Income, Foster Youth	Specific Grade Spans, TK - 5	Ongoing	$1,293,890	$0	$1,293,890	$0	$0	$0	$1,293,890	0.00%

1	15	Library Coordinators at Elementary Schools	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, TK - 5	Ongoing	$411,787	$0	$411,787	$0	$0	$0	$411,787	0.00%
1	16	Targeted support for Twice Exceptional students who qualify as GATE and are included in the unduplicated count	All	Yes	LEA-wide	Foster Youth, Low Income, English learner (EL)	All Schools	Ongoing	$70,000	$0	$70,000	$0	$0	$0	$70,000	0.00%
1	17	Elementary Assistant Principals (Miller & Jefferson 2.0)	All	Yes	Schoolwide	Low Income, Foster Youth, English learner (EL)	Specific Schools, Miller & Jefferson	Ongoing	$321,240	$0	$321,240	$0	$0	$0	$321,240	0.00%
1	19	ELD Instructional Assistants, Secondary (5 FTE)	Long-term English learner, English learner (EL)	Yes	Limited	English learner (EL)	Specific Grade Spans, 6-12	Ongoing	$785,156	$0	$785,156	$0	$0	$0	$785,156	0.00%
1	20	Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math)	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	Ongoing	$35,000	$90,000	$125,000	$0	$0	$0	$125,000	0.00%
1	21	RTI Assessment Programs (i-Ready Assessment & School City)	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	Ongoing	$0	$146,634	$146,634	$0	$0	$0	$146,634	0.00%
1	22	Outdoor Science School Support Funding	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 5	Ongoing	$0	$20,000	$20,000	$0	$0	$0	$20,000	0.00%
1	23	GATE Program Annual Identification Assessment Process	All	No				Ongoing	$0	$20,000	$0	$20,000	$0	$0	$20,000	0.00%
1	24	District GATE Coordinator	All	No					$25,658	$0	$0	$25,658	$0	$0	$25,658	0.00%
1	25	Music Instrument Repair and Replacement	All	No					$0	$20,000	$0	$20,000	$0	$0	$20,000	0.00%
1	26	Secondary Art Supplies and Materials		No				Ongoing	$0	$12,600	$0	$12,600	$0	$0	$12,600	0.00%
1	27	Provide support for students with disabilities to achieve their Individual Education Plan (IEP) goals.	All	No				Ongoing	$0	$39,217,554	$0	$39,217,554	$0	$0	$39,217,554	0.00%
1	28	Elementary Music Teachers Staffing	All	No				Ongoing	$537,498	$0	$0	$537,498	$0	$0	$537,498	0.00%
1	29	Provide CTE Pathway offerings to Secondary Students	All	No				Ongoing	$1,269,998	$0	$0	$1,269,998	$0	$0	$1,269,998	0.00%
1	30	World Language Courses at Middle Schools		No				Ongoing	$399,101	$0	$0	$399,101	$0	$0	$399,101	0.00%

1	31	Secondary Sheltered ELD Sections (Social Studies and Science)	Long-term English learner, English learner (EL)	Yes	Limited	English learner (EL)	Specific Grade Spans, 6-8	Ongoing	$511,346	$0	$511,346	$0	$0	$0	$511,346	0.00%
2	1	Monterey Teachers (4.0 FTEs)	All	Yes	Schoolwide	English learner (EL), Foster Youth, Low Income	Specific Schools, Monterey High School (Continuation)	Ongoing	$539,767	$0	$539,767	$0	$0	$0	$539,767	0.00%
2	2	Family Services Agency of Burbank (FSA) Counseling Program	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	Ongoing	$0	$131,500	$131,500	$0	$0	$0	$131,500	0.00%
2	3	Secondary Summer School Credit Recovery	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 9-12	Ongoing	$10,000	$90,000	$100,000	$0	$0	$0	$100,000	0.00%
2	4	Elementary Wellness & Behavior Specialists (3 FTE)	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, TK - 5	Ongoing	$264,579	$1	$264,580	$0	$0	$0	$264,580	0.00%
2	5	Homeless/Foster/At-Risk Youth Specialist	Foster Youth, Homeless	Yes	Limited	Foster Youth, Low Income	All Schools	Ongoing	$53,093	$0	$53,093	$0	$0	$0	$53,093	0.00%
2	6	School Climate & Mental Health Surveys (Hanover)	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	Ongoing	$0	$56,279	$56,279	$0	$0	$0	$56,279	0.00%
2	7	Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists)	All	Yes	LEA-wide	Low Income, Foster Youth	Specific Grade Spans, 9-12	Ongoing	$400,226	$30	$400,256	$0	$0	$0	$400,256	0.00%
3	1	Diversity, Equity, & Inclusion Site Teacher Lead Stipends	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	Ongoing	$98,780	$0	$98,780	$0	$0	$0	$98,780	0.00%
3	2	Diversity, Equity, & Inclusion Site Lead Collaboration Time	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	Ongoing	$25,000	$0	$25,000	$0	$0	$0	$25,000	0.00%
3	3	Certificated Personnel and Administrative Costs at the District and Site Level	All	No					$116,732,680	$0	$0	$116,732,680	$0	$0	$116,732,680	0.00%

4	2	Provide Facility and Maintenance Operations staff, including custodians to provide a clean, safe, and secure learning environment for all students.	All	No					$0	$7,395,358	$0	$0	$7,395,358	$0	$7,395,358	0.00%

2025-2026 Contributing Actions Table

1. Projected LCFF Base Grant	2. Projected LCFF Supplemental and/or Concentration Grants	3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1)	LCFF Carryover – Percentage (Percentage from prior year)	Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %)	4.Total Planned Contributing Expenditures (LCFF Funds)	5.Total Planned Percentage of Improved Services (%)	Planned Percentage to Increase or Improve Services for the Coming School Year (4 divided by 1, plus 5)	Totals by Type	Total LCFF Funds
$156,890,078.00	$11,970,073.00	7.63%	0.00% - No Carryover	7.63%	$11,960,047.79	0.00%	7.62%	**Total:**	$11,960,047.79
								LEA-wide Total:	$4,755,780.95
								Limited Total:	$4,004,762.67
								Schoolwide Total:	$3,199,504.17

Goal #	Action #	Action Title	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Planned Expenditures for Contributing Actions(LCFF Funds)	Planned Percentage of Improved Services (%)
1	1	Elementary Class Size Reduction Grades 4 and 5	Yes	Schoolwide	English learner (EL), Low Income, Foster Youth	Specific Schools, Disney Elementary - McKinley Elementary, Specific Grade Spans, 4th and 5th	$219,098.27	0.00%
1	2	Elementary ELD Specialists	Yes	Limited	English learner (EL)	Specific Grade Spans, TK - 5	$592,730.05	0.00%
1	3	Elementary ELD Instructional Assistants	Yes	Limited	English learner (EL)	Specific Grade Spans, TK - 5	$1,086,694.00	0.00%

1	4	Dual Immersion Teacher Cost Share	Yes	Schoolwide	English learner (EL), Low Income	Specific Schools, McKinley Elementary & Disney Elementary	$685,969.05	0.00%
1	5	Dual Immersion Instructional Assistants	Yes	Schoolwide	English learner (EL)	Specific Schools, Disney Elementary & McKinley Elementary	$139,540.06	0.00%
1	6	Secondary Designated ELD Teachers	Yes	Limited	English learner (EL)	Specific Grade Spans, 6-12	$507,948.52	0.00%
1	7	Interpreters for Second Language Learner Parents	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	$78,102.00	0.00%
1	8	Induction Professional Development Teacher on Special Assignment	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	$30,000.00	0.00%
1	9	Professional Development Day Costs for All Teachers (1 1/2 days)	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	$1,000,000.00	0.00%
1	10	Elementary Response to Intervention for Reading/Language Arts and Math	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools, Specific Grade Spans, TK - 5	$473,376.00	0.00%
1	11	Middle School School Psychologist (2.0 FTEs)	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, 6-8	$357,414.00	0.00%
1	12	Behavior Specialists (9.0 FTEs)	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	$967,072.99	0.00%
1	13	English Learner Program, Supplemental Supports	Yes	Limited	English learner (EL)	All Schools	$467,795.15	0.00%
1	14	Full Time Curriculum Specialists for nine elementary schools	Yes	Schoolwide	English learner (EL), Low Income, Foster Youth	Specific Grade Spans, TK - 5	$1,293,890.00	0.00%
1	15	Library Coordinators at Elementary Schools	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, TK - 5	$411,787.26	0.00%
1	16	Targeted support for Twice Exceptional students who qualify as GATE and are included in the unduplicated count	Yes	LEA-wide	Foster Youth, Low Income, English learner (EL)	All Schools	$70,000.00	0.00%

1	17	Elementary Assistant Principals (Miller & Jefferson 2.0)	Yes	Schoolwide	Low Income, Foster Youth, English learner (EL)	Specific Schools, Miller & Jefferson	$321,239.85	0.00%
1	19	ELD Instructional Assistants, Secondary (5 FTE)	Yes	Limited	English learner (EL)	Specific Grade Spans, 6-12	$785,155.67	0.00%
1	20	Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math)	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	$125,000.00	0.00%
1	21	RTI Assessment Programs (i-Ready Assessment & School City)	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	$146,634.00	0.00%
1	22	Outdoor Science School Support Funding	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 5	$20,000.00	0.00%
1	31	Secondary Sheltered ELD Sections (Social Studies and Science)	Yes	Limited	English learner (EL)	Specific Grade Spans, 6-8	$511,346.28	0.00%
2	1	Monterey Teachers (4.0 FTEs)	Yes	Schoolwide	English learner (EL), Foster Youth, Low Income	Specific Schools, Monterey High School (Continuation)	$539,766.94	0.00%
2	2	Family Services Agency of Burbank (FSA) Counseling Program	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	$131,500.00	0.00%
2	3	Secondary Summer School Credit Recovery	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 9-12	$100,000.00	0.00%
2	4	Elementary Wellness & Behavior Specialists (3 FTE)	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, TK - 5	$264,579.75	0.00%
2	5	Homeless/Foster/At-Risk Youth Specialist	Yes	Limited	Foster Youth, Low Income	All Schools	$53,093.00	0.00%
2	6	School Climate & Mental Health Surveys (Hanover)	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	$56,279.00	0.00%
2	7	Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists)	Yes	LEA-wide	Low Income, Foster Youth	Specific Grade Spans, 9-12	$400,255.95	0.00%

3	1	Diversity, Equity, & Inclusion Site Teacher Lead Stipends	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	$98,780.00	0.00%
3	2	Diversity, Equity, & Inclusion Site Lead Collaboration Time	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	$25,000.00	0.00%

2024-2025 Annual Update Table

Totals:	Last Year's Total Planned Expenditures (Total Funds)	Total Estimated Actual Expenditures (Total Funds)
Totals:	$177,831,943.00	$177,450,032.00

Last Year's Goal#	Last Year's Action#	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures (Total Funds)	Estimated Actual Expenditures (Input Total Funds)
1	1	Elementary Class Size Reduction Grades 4 and 5	Yes	$216,538.00	$282,166.00
1	2	Elementary ELD Specialists	Yes	$604,561.00	$542,158.00
1	3	Elementary ELD Instructional Assistants	Yes	$464,193.00	$405,543.00
1	4	Dual Immersion Teacher Cost Share	Yes	$627,034.00	$692,374.00
1	5	Dual Immersion Instructional Assistants	Yes	$163,845.00	$146,753.00
1	6	Secondary Designated ELD Teachers	Yes	$690,004.00	$598,751.00
1	7	Interpreters for Second Language Learner Parents	Yes	$153,102.00	$81,683.00
1	8	Induction Professional Development Teacher on Special Assignment	Yes	$26,561.00	$48,331.00
1	9	Professional Development Day Costs for All Teachers (1 1/2 days)	Yes	$1,000,000.00	$1,000,000.00
1	10	Elementary Response to Intervention for Reading/Language Arts and Math	Yes	$548,376.00	$491,495.00
1	11	Middle School School	Yes	$358,485.00	$360,043.00

		Psychologist (2.0 FTEs)			
1	12	Behavior Specialists (2.0 FTEs)	Yes	$202,555.00	$294,281.00
1	13	English Learner Program, Supplemental Supports	Yes	$1,533,613.00	$1,541,923.00
1	14	Full Time Curriculum Specialists for all elementary schools	Yes	$1,531,456.00	$1,484,446.00
1	15	Library Coordinators at Elementary Schools	Yes	$488,746.00	$405,281.00
1	16	Targeted support for Twice Exceptional students who qualify as GATE and are included in the unduplicated count	Yes	$10,000.00	$10,000.00
1	17	Elementary ELD Instructional Supports (staff and/or materials)	Yes	$220,034.00	$120,000.00
1	18	Secondary Sheltered ELD Sections (Social Studies and Science)	Yes	$439,473.00	$456,732.00
1	19	ELD Instructional Assistants, Secondary (5 FTE)	Yes	$100,000.00	$100,000.00
1	20	Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math)	Yes	$125,000.00	$127,351.00
1	21	RTI Assessment Programs (i-Ready Assessment & School City)	Yes	$146,634.00	$146,634.00
1	22	GATE Program Annual Identification Assessment Process	No	$20,000.00	$20,000.00
1	23	District GATE Coordinator	No	$25,658.00	$25,658.00
1	24	Music Instrument Repair and Replacement	No	$20,000.00	$20,000.00
1	25	Secondary Art Supplies and Materials	No	$12,600.00	$12,600.00
1	26	Provide support for students with disabilities to achieve their Individual Education Plan (IEP) goals.	No	$39,217,554.00	$39,217,554.00
1	27	Elementary Music Teachers Staffing	No	$537,498.00	$537,498.00

1	28	Provide CTE Pathway offerings to Secondary Students	No	$1,269,998.00	$1,269,998.00
1	29	World Language Courses at Middle Schools	No	$399,101.00	$399,101.00
2	1	Monterey Teachers (4.0 FTEs)	Yes	$555,012.00	$568,313.00
2	2	Family Services Agency of Burbank (FSA) Counseling Program	Yes	$131,500.00	$217,322.00
2	3	Secondary Summer School Credit Recovery	Yes	$130,000.00	$130,000.00
2	4	Elementary Intervention Specialists (11 FTEs)	Yes	$1,036,020.00	$950,511.00
2	5	Homeless/Foster/At-Risk Youth Specialist	Yes	$52,543.00	$52,720.00
2	6	School Climate & Mental Health Surveys (Hanover)	Yes	$116,279.00	$116,279.00
2	7	Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists)	Yes	$350,006.00	$351,272.00
3	1	Diversity, Equity, and Inclusion Consultant	Yes	$46,935.00	$0.00
3	2	Diversity, Equity, & Inclusion Site Teacher Lead Stipends	Yes	$97,983.00	$63,214.00
3	3	Diversity, Equity, & Inclusion Site Lead Collaboration Time	Yes	$35,008.00	$34,009.00
3	4	Certificated Personnel and Administrative Costs at the District and Site Level	No	$116,732,680.00	$116,732,680.00
4	2	Provide Facility and Maintenance Operations staff, including custodians to provide a clean, safe, and secure learning environment for all students.	No	$7,395,358.00	$7,395,358.00

2024-2025 Contributing Actions Annual Update Table

6.Estimated Actual LCFF Supplemental and/or Concentration Grants (Input Dollar Amount):	4.Total Planned Contributing Expenditures (LCFF Funds)	7.Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)	5.Total Planned Percentage of Improved Services (%)	8.Total Estimated Actual Percentage of Improved Services(%)	Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
$11,440,151.00	$12,201,496.00	$11,683,924.00	$517,572.00	0.00%	0.00%	0.00% - No Difference

Last Year's Goal#	Last Year's Action#	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)	Estimated Actual Expenditures for Contributing Actions(Input LCFF Funds)	Planned Percentage of Improved Services	Estimated Actual Percentage of Improved Services(Input Percentage)
1	1	Elementary Class Size Reduction Grades 4 and 5	Yes	$216,538.00	$282,166.00	0.00%	0.00%
1	2	Elementary ELD Specialists	Yes	$604,561.00	$542,158.00	0.00%	0.00%
1	3	Elementary ELD Instructional Assistants	Yes	$464,193.00	$405,543.00	0.00%	0.00%
1	4	Dual Immersion Teacher Cost Share	Yes	$627,034.00	$692,374.00	0.00%	0.00%
1	5	Dual Immersion Instructional Assistants	Yes	$163,845.00	$146,753.00	0.00%	0.00%
1	6	Secondary Designated ELD Teachers	Yes	$690,004.00	$598,751.00	0.00%	0.00%
1	7	Interpreters for Second Language Learner Parents	Yes	$153,102.00	$81,683.00	0.00%	0.00%
1	8	Induction Professional Development Teacher on Special Assignment	Yes	$26,561.00	$48,331.00	0.00%	0.00%
1	9	Professional Development Day Costs for All Teachers (1 1/2 days)	Yes	$1,000,000.00	$1,000,000.00	0.00%	0.00%
1	10	Elementary Response to Intervention for Reading/Language Arts and Math	Yes	$548,376.00	$491,495.00	0.00%	0.00%

1	11	Middle School School Psychologist (2.0 FTEs)	Yes	$358,485.00	$360,043.00	0.00%	0.00%
1	12	Behavior Specialists (2.0 FTEs)	Yes	$202,555.00	$294,281.00	0.00%	0.00%
1	13	English Learner Program, Supplemental Supports	Yes	$1,533,613.00	$1,533,613.00	0.00%	0.00%
1	14	Full Time Curriculum Specialists for all elementary schools	Yes	$1,531,456.00	$1,484,446.00	0.00%	0.00%
1	15	Library Coordinators at Elementary Schools	Yes	$488,746.00	$405,281.00	0.00%	0.00%
1	16	Targeted support for Twice Exceptional students who qualify as GATE and are included in the unduplicated count	Yes	$10,000.00	$10,000.00	0.00%	0.00%
1	17	Elementary ELD Instructional Supports (staff and/or materials)	Yes	$220,034.00	$120,000.00	0.00%	0.00%
1	18	Secondary Sheltered ELD Sections (Social Studies and Science)	Yes	$439,473.00	$456,732.00	0.00%	0.00%
1	19	ELD Instructional Assistants, Secondary (5 FTE)	Yes	$100,000.00	$100,000.00	0.00%	0.00%
1	20	Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math)	Yes	$125,000.00	$0.00	0.00%	0.00%
1	21	RTI Assessment Programs (i-Ready Assessment & School City)	Yes	$146,634.00	$146,634.00	0.00%	0.00%
2	1	Monterey Teachers (4.0 FTEs)	Yes	$555,012.00	$568,313.00	0.00%	0.00%
2	2	Family Services Agency of Burbank (FSA) Counseling Program	Yes	$131,500.00	$217,322.00	0.00%	0.00%
2	3	Secondary Summer School Credit Recovery	Yes	$130,000.00	$130,000.00	0.00%	0.00%
2	4	Elementary Intervention Specialists (11 FTEs)	Yes	$1,036,020.00	$950,511.00	0.00%	0.00%
2	5	Homeless/Foster/At-Risk Youth Specialist	Yes	$52,543.00	$52,720.00	0.00%	0.00%
2	6	School Climate & Mental Health Surveys (Hanover)	Yes	$116,279.00	$116,279.00	0.00%	0.00%

2	7	Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists)	Yes	$350,006.00	$351,272.00	0.00%	0.00%
3	1	Diversity, Equity, and Inclusion Consultant	Yes	$46,935.00	$0.00	0.00%	0.00%
3	2	Diversity, Equity, & Inclusion Site Teacher Lead Stipends	Yes	$97,983.00	$63,214.00	0.00%	0.00%
3	3	Diversity, Equity, & Inclusion Site Lead Collaboration Time	Yes	$35,008.00	$34,009.00	0.00%	0.00%

2024-2025 LCFF Carryover Table

9.Estimated Actual LCFF Base Grant (Input Dollar Amount)	6. Estimated Actual LCFF Supplemental and/or Concentration Grants	LCFF Carryover – Percentage (Percentage from prior year)	10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	8.Total Estimated Actual Percentage of Improved Services(%)	11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)	12. LCFF Carryover – Dollar Amount (Subtract 11 from 10 and multiply by 9)	13. LCFF Carryover – Percentage (12 divided by 9)
$154,244,004.00	$11,440,151.00	0.00%	7.42%	$11,683,924.00	0.00%	7.57%	$0.00 - No Carryover	0.00% - No Carryover

Local Control and Accountability Plan Instructions

Plan Summary

Engaging Educational Partners

Goals and Actions

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

For additional questions or technical assistance related to the completion of the Local Control and Accountability Plan (LCAP) template, please contact the local county office of education (COE), or the California Department of Education's (CDE's) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at LCFF@cde.ca.gov.

Introduction and Instructions

The Local Control Funding Formula (LCFF) requires local educational agencies (LEAs) to engage their local educational partners in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have 10 state priorities). LEAs document the results of this planning process in the LCAP using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning, particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the California School Dashboard (California *Education Code* [*EC*] Section 52064[e][1]). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.

- **Meaningful Engagement of Educational Partners:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful engagement (*EC* Section 52064[e][1]). Local educational partners possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.

- **Accountability and Compliance:** The LCAP serves an important accountability function because the nature of some LCAP template sections require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:

    - Demonstrating that LEAs are increasing or improving services for foster youth, English learners, including long-term English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (*EC* Section 52064[b][4-6]).

- Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (*EC* sections 52064[b][1] and [2]).
    - **NOTE:** As specified in *EC* Section 62064(b)(1), the LCAP must provide a description of the annual goals, for all pupils and each subgroup of pupils identified pursuant to *EC* Section 52052, to be achieved for each of the state priorities. Beginning in 2023–24, *EC* Section 52052 identifies long-term English learners as a separate and distinct pupil subgroup with a numerical significance at 15 students.
- Annually reviewing and updating the LCAP to reflect progress toward the goals (*EC* Section 52064[b][7]).
- Ensuring that all increases attributable to supplemental and concentration grant calculations, including concentration grant add-on funding and/or LCFF carryover, are reflected in the LCAP (*EC* sections 52064[b][6], [8], and [11]).

The LCAP template, like each LEA's final adopted LCAP, is a document, not a process. LEAs must use the template to memorialize the outcome of their LCAP development process, which must: (a) reflect comprehensive strategic planning, particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the California School Dashboard (Dashboard), (b) through meaningful engagement with educational partners that (c) meets legal requirements, as reflected in the final adopted LCAP. The sections included within the LCAP template do not and cannot reflect the full development process, just as the LCAP template itself is not intended as a tool for engaging educational partners.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in *EC* sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

The revised LCAP template for the 2024–25, 2025–26, and 2026–27 school years reflects statutory changes made through Senate Bill 114 (Committee on Budget and Fiscal Review), Chapter 48, Statutes of 2023 and Senate Bill 153, Chapter 38, Statues of 2024.

At its most basic, the adopted LCAP should attempt to distill not just what the LEA is doing for students in transitional kindergarten through grade twelve (TK–12), but also allow educational partners to understand why, and whether those strategies are leading to improved opportunities and outcomes for students. LEAs are strongly encouraged to use language and a level of detail in their adopted LCAPs intended to be meaningful and accessible for the LEA's diverse educational partners and the broader public.

In developing and finalizing the LCAP for adoption, LEAs are encouraged to keep the following overarching frame at the forefront of the strategic planning and educational partner engagement functions:

> Given present performance across the state priorities and on indicators in the Dashboard, how is the LEA using its budgetary resources to respond to TK–12 student and community needs, and address any performance gaps, including by meeting its obligation to increase or improve services for foster youth, English learners, and low-income students?

LEAs are encouraged to focus on a set of metrics and actions which, based on research, experience, and input gathered from educational partners, the LEA believes will have the biggest impact on behalf of its TK–12 students.

These instructions address the requirements for each section of the LCAP but may include information about effective practices when developing the LCAP and completing the LCAP document. Additionally, the beginning of each template section includes information emphasizing the purpose that section serves.

Plan Summary

Purpose

A well-developed Plan Summary section provides a meaningful context for the LCAP. This section provides information about an LEA's community as well as relevant information about student needs and performance. In order to present a meaningful context for the rest of the LCAP, the content of this section should be clearly and meaningfully related to the content included throughout each subsequent section of the LCAP.

Requirements and Instructions

General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten–12, as applicable to the LEA. LEAs may also provide information about their strategic plan, vision, etc.

Briefly describe the LEA, its schools, and its students in grades TK–12, as applicable to the LEA.

- For example, information about an LEA in terms of geography, enrollment, employment, the number and size of specific schools, recent community challenges, and other such information the LEA may wish to include can enable a reader to more fully understand the LEA's LCAP.
- LEAs may also provide information about their strategic plan, vision, etc.
- As part of this response, identify all schools within the LEA receiving Equity Multiplier funding.

Reflections: Annual Performance

A reflection on annual performance based on a review of the California School Dashboard (Dashboard) and local data.

Reflect on the LEA's annual performance on the Dashboard and local data. This may include both successes and challenges identified by the LEA during the development process.

LEAs are encouraged to highlight how they are addressing the identified needs of student groups, and/or schools within the LCAP as part of this response.

As part of this response, the LEA must identify the following, which will remain unchanged during the three-year LCAP cycle:

- Any school within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard;

- Any student group within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard; and/or
- Any student group within a school within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard.

EC Section 52064.4 requires that an LEA that has unexpended Learning Recovery Emergency Block Grant (LREBG) funds must include one or more actions funded with LREBG funds within the 2025-26, 2026-27 and 2027-28 LCAPs, as applicable to the LEA. To implement the requirements of *EC* Section 52064.4, all LEAs must do the following:

- For the 2025–26, 2026–27, and 2027–28 LCAP years, identify whether or not the LEA has unexpended LREBG funds for the applicable LCAP year.
    - If the LEA has unexpended LREBG funds the LEA must provide the following:
        - The goal and action number for each action that will be funded, either in whole or in part, with LREBG funds; and
        - An explanation of the rationale for selecting each action funded with LREBG funds. This explanation must include:
            - An explanation of how the action is aligned with the allowable uses of funds identified in *EC* Section 32526(c)(2); and
            - An explanation of how the action is expected to address the area(s) of need of students and schools identified in the needs assessment required by *EC* Section 32526(d).
                - For information related to the allowable uses of funds and the required needs assessment, please see the Program Information tab on the LREBG Program Information web page.
            - Actions may be grouped together for purposes of these explanations.
            - The LEA may provide these explanations as part of the action description rather than as part of the Reflections: Annual Performance.
    - If the LEA does not have unexpended LREBG funds, the LEA is not required to conduct the needs assessment required by *EC* Section 32526(d), to provide the information identified above or to include actions funded with LREBG funds within the 2025-26, 2026-27 and 2027-28 LCAPs.

Reflections: Technical Assistance

As applicable, a summary of the work underway as part of technical assistance.

Annually identify the reason(s) the LEA is eligible for or has requested technical assistance consistent with *EC* sections 47607.3, 52071, 52071.5, 52072, or 52072.5, and provide a summary of the work underway as part of receiving technical assistance. The most common form of this technical assistance is frequently referred to as Differentiated Assistance, however this also includes LEAs that have requested technical assistance from their COE.

- If the LEA is not eligible for or receiving technical assistance, the LEA may respond to this prompt as "Not Applicable."

Comprehensive Support and Improvement

An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:

Schools Identified

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

- Identify the schools within the LEA that have been identified for CSI.

Support for Identified Schools

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

- Describe how the LEA has or will support the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

Monitoring and Evaluating Effectiveness

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

- Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

Engaging Educational Partners

Purpose

Significant and purposeful engagement of parents, students, educators, and other educational partners, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Consistent with statute, such engagement should support comprehensive strategic planning, particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the Dashboard, accountability, and improvement across the state priorities and locally identified priorities (*EC* Section 52064[e][1]). Engagement of educational partners is an ongoing, annual process.

This section is designed to reflect how the engagement of educational partners influenced the decisions reflected in the adopted LCAP. The goal is to allow educational partners that participated in the LCAP development process and the broader public to understand how the LEA

engaged educational partners and the impact of that engagement. LEAs are encouraged to keep this goal in the forefront when completing this section.

Requirements

School districts and COEs: *EC* Section 52060(g) and *EC* Section 52066(g) specify the educational partners that must be consulted when developing the LCAP:

- Teachers,
- Principals,
- Administrators,
- Other school personnel,
- Local bargaining units of the LEA,
- Parents, and
- Students

A school district or COE receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

Before adopting the LCAP, school districts and COEs must share it with the applicable committees, as identified below under Requirements and Instructions. The superintendent is required by statute to respond in writing to the comments received from these committees. School districts and COEs must also consult with the special education local plan area administrator(s) when developing the LCAP.

Charter schools: *EC* Section 47606.5(d) requires that the following educational partners be consulted with when developing the LCAP:

- Teachers,
- Principals,
- Administrators,
- Other school personnel,
- Parents, and
- Students

A charter school receiving Equity Multiplier funds must also consult with educational partners at the school generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for the school.

The LCAP should also be shared with, and LEAs should request input from, schoolsite-level advisory groups, as applicable (e.g., schoolsite councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between schoolsite and district-level goals. Information and resources that support effective engagement, define student consultation, and provide the requirements for advisory group composition, can be found under Resources on the CDE's LCAP webpage.

Before the governing board/body of an LEA considers the adoption of the LCAP, the LEA must meet the following legal requirements:

- For school districts, see *Education Code* Section 52062;
    - **Note:** Charter schools using the LCAP as the School Plan for Student Achievement must meet the requirements of *EC* Section 52062(a).
- For COEs, see *Education Code* Section 52068; and
- For charter schools, see *Education Code* Section 47606.5.
- **NOTE:** As a reminder, the superintendent of a school district or COE must respond, in writing, to comments received by the applicable committees identified in the *Education Code* sections listed above. This includes the parent advisory committee and may include the English learner parent advisory committee and, as of July 1, 2024, the student advisory committee, as applicable.

Instructions

Respond to the prompts as follows:

A summary of the process used to engage educational partners in the development of the LCAP.

School districts and county offices of education must, at a minimum, consult with teachers, principals, administrators, other school personnel, local bargaining units, parents, and students in the development of the LCAP.

Charter schools must, at a minimum, consult with teachers, principals, administrators, other school personnel, parents, and students in the development of the LCAP.

An LEA receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

Complete the table as follows:

Educational Partners

Identify the applicable educational partner(s) or group(s) that were engaged in the development of the LCAP.

Process for Engagement

Describe the engagement process used by the LEA to involve the identified educational partner(s) in the development of the LCAP. At a minimum, the LEA must describe how it met its obligation to consult with all statutorily required educational partners, as applicable to the type of LEA.

- A sufficient response to this prompt must include general information about the timeline of the process and meetings or other engagement strategies with educational partners. A response may also include information about an LEA's philosophical approach to engaging its educational partners.

- An LEA receiving Equity Multiplier funds must also include a summary of how it consulted with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

A description of how the adopted LCAP was influenced by the feedback provided by educational partners.

Describe any goals, metrics, actions, or budgeted expenditures in the LCAP that were influenced by or developed in response to the educational partner feedback.

- A sufficient response to this prompt will provide educational partners and the public with clear, specific information about how the engagement process influenced the development of the LCAP. This may include a description of how the LEA prioritized requests of educational partners within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP.

- An LEA receiving Equity Multiplier funds must include a description of how the consultation with educational partners at schools generating Equity Multiplier funds influenced the development of the adopted LCAP.

- For the purposes of this prompt, this may also include, but is not necessarily limited to:

    - Inclusion of a goal or decision to pursue a Focus Goal (as described below)
    - Inclusion of metrics other than the statutorily required metrics
    - Determination of the target outcome on one or more metrics
    - Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
    - Inclusion of action(s) or a group of actions
    - Elimination of action(s) or group of actions
    - Changes to the level of proposed expenditures for one or more actions
    - Inclusion of action(s) as contributing to increased or improved services for unduplicated students
    - Analysis of effectiveness of the specific actions to achieve the goal
    - Analysis of material differences in expenditures
    - Analysis of changes made to a goal for the ensuing LCAP year based on the annual update process
    - Analysis of challenges or successes in the implementation of actions

Goals and Actions

Purpose

Well-developed goals will clearly communicate to educational partners what the LEA plans to accomplish, what the LEA plans to do in order to accomplish the goal, and how the LEA will know when it has accomplished the goal. A goal statement, associated metrics and expected outcomes, and the actions included in the goal must be in alignment. The explanation for why the LEA included a goal is an opportunity for LEAs to clearly communicate to educational partners and the public why, among the various strengths and areas for improvement highlighted by performance data and strategies and actions that could be pursued, the LEA decided to pursue this goal, and the related metrics, expected outcomes, actions, and expenditures.

A well-developed goal can be focused on the performance relative to a metric or metrics for all students, a specific student group(s), narrowing performance gaps, or implementing programs or strategies expected to impact outcomes. LEAs should assess the performance of their student groups when developing goals and the related actions to achieve such goals.

Requirements and Instructions

LEAs should prioritize the goals, specific actions, and related expenditures included within the LCAP within one or more state priorities. LEAs must consider performance on the state and local indicators, including their locally collected and reported data for the local indicators that are included in the Dashboard, in determining whether and how to prioritize its goals within the LCAP. As previously stated, strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students, and to address and reduce disparities in opportunities and outcomes between student groups indicated by the Dashboard.

In order to support prioritization of goals, the LCAP template provides LEAs with the option of developing three different kinds of goals:

- Focus Goal: A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
    - All Equity Multiplier goals must be developed as focus goals. For additional information, see Required Focus Goal(s) for LEAs Receiving Equity Multiplier Funding below.
- Broad Goal: A Broad Goal is relatively less concentrated in its scope and may focus on improving performance across a wide range of metrics.
- Maintenance of Progress Goal: A Maintenance of Progress Goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

Requirement to Address the LCFF State Priorities

At a minimum, the LCAP must address all LCFF priorities and associated metrics articulated in *EC* sections 52060(d) and 52066(d), as applicable to the LEA. The *LCFF State Priorities Summary* provides a summary of *EC* sections 52060(d) and 52066(d) to aid in the development of the LCAP.

Respond to the following prompts, as applicable:

Focus Goal(s)

Description

The description provided for a Focus Goal must be specific, measurable, and time bound.

- An LEA develops a Focus Goal to address areas of need that may require or benefit from a more specific and data intensive approach.

- The Focus Goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame according to which the LEA expects to achieve the goal.

Type of Goal

Identify the type of goal being implemented as a Focus Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain why the LEA has chosen to prioritize this goal.

- An explanation must be based on Dashboard data or other locally collected data.
- LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners.
- LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.

Required Focus Goal(s) for LEAs Receiving Equity Multiplier Funding

Description

LEAs receiving Equity Multiplier funding must include one or more focus goals for each school generating Equity Multiplier funding. In addition to addressing the focus goal requirements described above, LEAs must adhere to the following requirements.

Focus goals for Equity Multiplier schoolsites must address the following:

(A) All student groups that have the lowest performance level on one or more state indicators on the Dashboard, and

(B) Any underlying issues in the credentialing, subject matter preparation, and retention of the school's educators, if applicable.

- Focus Goals for each and every Equity Multiplier schoolsite must identify specific metrics for each identified student group, as applicable.
- An LEA may create a single goal for multiple Equity Multiplier schoolsites if those schoolsites have the same student group(s) performing at the lowest performance level on one or more state indicators on the Dashboard or, experience similar issues in the credentialing, subject matter preparation, and retention of the school's educators.
    - When creating a single goal for multiple Equity Multiplier schoolsites, the goal must identify the student groups and the performance levels on the Dashboard that the Focus Goal is addressing; or,

- The common issues the schoolsites are experiencing in credentialing, subject matter preparation, and retention of the school's educators, if applicable.

Type of Goal

Identify the type of goal being implemented as an Equity Multiplier Focus Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain why the LEA has chosen to prioritize this goal.

- An explanation must be based on Dashboard data or other locally collected data.
- LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners.
- LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.
- In addition to this information, the LEA must also identify:
  - The school or schools to which the goal applies

LEAs are encouraged to approach an Equity Multiplier goal from a wholistic standpoint, considering how the goal might maximize student outcomes through the use of LCFF and other funding in addition to Equity Multiplier funds.

- Equity Multiplier funds must be used to supplement, not supplant, funding provided to Equity Multiplier schoolsites for purposes of the LCFF, the Expanded Learning Opportunities Program (ELO-P), the Literacy Coaches and Reading Specialists (LCRS) Grant Program, and/or the California Community Schools Partnership Program (CCSPP).
- This means that Equity Multiplier funds must not be used to replace funding that an Equity Multiplier schoolsite would otherwise receive to implement LEA-wide actions identified in the LCAP or that an Equity Multiplier schoolsite would otherwise receive to implement provisions of the ELO-P, the LCRS, and/or the CCSPP.

Note: *EC* Section 42238.024(b)(1) requires that Equity Multiplier funds be used for the provision of evidence-based services and supports for students. Evidence-based services and supports are based on objective evidence that has informed the design of the service or support and/or guides the modification of those services and supports. Evidence-based supports and strategies are most commonly based on educational research and/or metrics of LEA, school, and/or student performance.

Broad Goal

Description

Describe what the LEA plans to achieve through the actions included in the goal.

- The description of a broad goal will be clearly aligned with the expected measurable outcomes included for the goal.
- The goal description organizes the actions and expected outcomes in a cohesive and consistent manner.
- A goal description is specific enough to be measurable in either quantitative or qualitative terms. A broad goal is not as specific as a focus goal. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.

Type of Goal

Identify the type of goal being implemented as a Broad Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain why the LEA developed this goal and how the actions and metrics grouped together will help achieve the goal.

Maintenance of Progress Goal

Description

Describe how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP.

- Use this type of goal to address the state priorities and applicable metrics not addressed within the other goals in the LCAP.
- The state priorities and metrics to be addressed in this section are those for which the LEA, in consultation with educational partners, has determined to maintain actions and monitor progress while focusing implementation efforts on the actions covered by other goals in the LCAP.

Type of Goal

Identify the type of goal being implemented as a Maintenance of Progress Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain how the actions will sustain the progress exemplified by the related metrics.

Measuring and Reporting Results:

For each LCAP year, identify the metric(s) that the LEA will use to track progress toward the expected outcomes.

- LEAs must identify metrics for specific student groups, as appropriate, including expected outcomes that address and reduce disparities in outcomes between student groups.

- The metrics may be quantitative or qualitative; but at minimum, an LEA's LCAP must include goals that are measured using all of the applicable metrics for the related state priorities, in each LCAP year, as applicable to the type of LEA.

- To the extent a state priority does not specify one or more metrics (e.g., implementation of state academic content and performance standards), the LEA must identify a metric to use within the LCAP. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant local indicator self-reflection tools within the Dashboard.

- **Required metrics for LEA-wide actions:** For each action identified as 1) contributing towards the requirement to increase or improve services for foster youth, English learners, including long-term English learners, and low-income students and 2) being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of the action and its budgeted expenditures.

    - These required metrics may be identified within the action description or the first prompt in the increased or improved services section, however the description must clearly identify the metric(s) being used to monitor the effectiveness of the action and the action(s) that the metric(s) apply to.

- **Required metrics for Equity Multiplier goals**: For each Equity Multiplier goal, the LEA must identify:

    - The specific metrics for each identified student group at each specific schoolsite, as applicable, to measure the progress toward the goal, and/or

    - The specific metrics used to measure progress in meeting the goal related to credentialing, subject matter preparation, or educator retention at each specific schoolsite.

- **Required metrics for actions supported by LREBG funds**: To implement the requirements of *EC* Section 52064.4, LEAs with unexpended LREBG funds must include at least one metric to monitor the impact of each action funded with LREBG funds included in the goal.

    - The metrics being used to monitor the impact of each action funded with LREBG funds are not required to be new metrics; they may be metrics that are already being used to measure progress towards goals and actions included in the LCAP.

Complete the table as follows:

Metric

- Enter the metric number.

Metric

- Identify the standard of measure being used to determine progress towards the goal and/or to measure the effectiveness of one or more actions associated with the goal.

Baseline

- Enter the baseline when completing the LCAP for 2024–25.
    - Use the most recent data associated with the metric available at the time of adoption of the LCAP for the first year of the three-year plan. LEAs may use data as reported on the 2023 Dashboard for the baseline of a metric only if that data represents the most recent available data (e.g., high school graduation rate).
    - Using the most recent data available may involve reviewing data the LEA is preparing for submission to the California Longitudinal Pupil Achievement Data System (CALPADS) or data that the LEA has recently submitted to CALPADS.
    - Indicate the school year to which the baseline data applies.
    - The baseline data must remain unchanged throughout the three-year LCAP.
        - This requirement is not intended to prevent LEAs from revising the baseline data if it is necessary to do so. For example, if an LEA identifies that its data collection practices for a particular metric are leading to inaccurate data and revises its practice to obtain accurate data, it would also be appropriate for the LEA to revise the baseline data to align with the more accurate data process and report its results using the accurate data.
        - If an LEA chooses to revise its baseline data, then, at a minimum, it must clearly identify the change as part of its response to the description of changes prompt in the Goal Analysis for the goal. LEAs are also strongly encouraged to involve their educational partners in the decision of whether or not to revise a baseline and to communicate the proposed change to their educational partners.
    - Note for Charter Schools: Charter schools developing a one- or two-year LCAP may identify a new baseline each year, as applicable.

Year 1 Outcome

- When completing the LCAP for 2025–26, enter the most recent data available. Indicate the school year to which the data applies.

- Note for Charter Schools: Charter schools developing a one-year LCAP may provide the Year 1 Outcome when completing the LCAP for both 2025–26 and 2026–27 or may provide the Year 1 Outcome for 2025–26 and provide the Year 2 Outcome for 2026–27.

Year 2 Outcome

- When completing the LCAP for 2026–27, enter the most recent data available. Indicate the school year to which the data applies.
    - Note for Charter Schools: Charter schools developing a one-year LCAP may identify the Year 2 Outcome as not applicable when completing the LCAP for 2026–27 or may provide the Year 2 Outcome for 2026–27.

Target for Year 3 Outcome

- When completing the first year of the LCAP, enter the target outcome for the relevant metric the LEA expects to achieve by the end of the three-year LCAP cycle.
    - Note for Charter Schools: Charter schools developing a one- or two-year LCAP may identify a Target for Year 1 or Target for Year 2, as applicable.

Current Difference from Baseline

- When completing the LCAP for 2025–26 and 2026–27, enter the current difference between the baseline and the yearly outcome, as applicable.
    - Note for Charter Schools: Charter schools developing a one- or two-year LCAP will identify the current difference between the baseline and the yearly outcome for Year 1 and/or the current difference between the baseline and the yearly outcome for Year 2, as applicable.

Timeline for school districts and COEs for completing the "**Measuring and Reporting Results**" part of the Goal.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline
Enter information in this box when completing the LCAP for **2024–25** or when adding a new metric.	Enter information in this box when completing the LCAP for **2024–25** or when adding a new metric.	Enter information in this box when completing the LCAP for **2025–26**. Leave blank until then.	Enter information in this box when completing the LCAP for **2026–27**. Leave blank until then.	Enter information in this box when completing the LCAP for **2024–25** or when adding a new metric.	Enter information in this box when completing the LCAP for **2025–26** and **2026–27**. Leave blank until then.

Goal Analysis:

Enter the LCAP Year.

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective towards achieving the goal. "Effective" means the degree to which the planned actions were successful in producing the target result. Respond to the prompts as instructed.

Note: When completing the 2024–25 LCAP, use the 2023–24 Local Control and Accountability Plan Annual Update template to complete the Goal Analysis and identify the Goal Analysis prompts in the 2024–25 LCAP as "Not Applicable."

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

- Describe the overall implementation of the actions to achieve the articulated goal, including relevant challenges and successes experienced with implementation.
    - Include a discussion of relevant challenges and successes experienced with the implementation process.
    - This discussion must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures and between the Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable. Minor variances in expenditures or percentages do not need to be addressed, and a dollar-for-dollar accounting is not required.

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

- Describe the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal. "Effectiveness" means the degree to which the actions were successful in producing the target result and "ineffectiveness" means that the actions did not produce any significant or targeted result.
    - In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal.
    - When responding to this prompt, LEAs may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.
    - Beginning with the development of the 2024–25 LCAP, the LEA must change actions that have not proven effective over a three-year period.

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

- Describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.
    - As noted above, beginning with the development of the 2024–25 LCAP, the LEA must change actions that have not proven effective over a three-year period. For actions that have been identified as ineffective, the LEA must identify the ineffective action and must include a description of the following:
        - The reasons for the ineffectiveness, and
        - How changes to the action will result in a new or strengthened approach.

Actions:

Complete the table as follows. Add additional rows as necessary.

Action #

- Enter the action number.

Title

- Provide a short title for the action. This title will also appear in the action tables.

Description

- Provide a brief description of the action.
    - For actions that contribute to meeting the increased or improved services requirement, the LEA may include an explanation of how each action is principally directed towards and effective in meeting the LEA's goals for unduplicated students, as described in the instructions for the Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section.
    - As previously noted, for each action identified as 1) contributing towards the requirement to increase or improve services for foster youth, English learners, including long-term English learners, and low-income students and 2) being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of the action and its budgeted expenditures.
    - These required metrics may be identified within the action description or the first prompt in the increased or improved services section; however, the description must clearly identify the metric(s) being used to monitor the effectiveness of the action and the action(s) that the metric(s) apply to.

Total Funds

- Enter the total amount of expenditures associated with this action. Budgeted expenditures from specific fund sources will be provided in the action tables.

Contributing

- Indicate whether the action contributes to meeting the increased or improved services requirement as described in the Increased or Improved Services section using a "Y" for Yes or an "N" for No.
    - **Note:** for each such contributing action, the LEA will need to provide additional information in the Increased or Improved Services section to address the requirements in *California Code of Regulations*, Title 5 [5 *CCR*] Section 15496 in the Increased or Improved Services section of the LCAP.

***Actions for Foster Youth*:** School districts, COEs, and charter schools that have a numerically significant foster youth student subgroup are encouraged to include specific actions in the LCAP designed to meet needs specific to foster youth students.

Required Actions

For English Learners and Long-Term English Learners

- LEAs with 30 or more English learners and/or 15 or more long-term English learners must include specific actions in the LCAP related to, at a minimum:
    - Language acquisition programs, as defined in *EC* Section 306, provided to students, and
    - Professional development for teachers.
    - If an LEA has both 30 or more English learners and 15 or more long-term English learners, the LEA must include actions for both English learners and long-term English learners.

For Technical Assistance

- LEAs eligible for technical assistance pursuant to *EC* sections 47607.3, 52071, 52071.5, 52072, or 52072.5, must include specific actions within the LCAP related to its implementation of the work underway as part of technical assistance. The most common form of this technical assistance is frequently referred to as Differentiated Assistance.

For Lowest Performing Dashboard Indicators

- LEAs that have Red Dashboard indicators for (1) a school within the LEA, (2) a student group within the LEA, and/or (3) a student group within any school within the LEA must include one or more specific actions within the LCAP:
    - The specific action(s) must be directed towards the identified student group(s) and/or school(s) and must address the identified state indicator(s) for which the student group or school received the lowest performance level on the 2023 Dashboard. Each

student group and/or school that receives the lowest performance level on the 2023 Dashboard must be addressed by one or more actions.

  - These required actions will be effective for the three-year LCAP cycle.

For LEAs With Unexpended LREBG Funds

- To implement the requirements of *EC* Section 52064.4, LEAs with unexpended LREBG funds must include one or more actions supported with LREBG funds within the 2025–26, 2026–27, and 2027–28 LCAPs, as applicable to the LEA. Actions funded with LREBG funds must remain in the LCAP until the LEA has expended the remainder of its LREBG funds, after which time the actions may be removed from the LCAP.

  - Prior to identifying the actions included in the LCAP the LEA is required to conduct a needs assessment pursuant to *EC* Section 32526(d). For information related to the required needs assessment please see the Program Information tab on the LREBG Program Information web page. Additional information about the needs assessment and evidence-based resources for the LREBG may be found on the California Statewide System of Support LREBG Resources web page. The required LREBG needs assessment may be part of the LEAs regular needs assessment for the LCAP if it meets the requirements of *EC* Section 32526(d).

  - School districts receiving technical assistance and COEs providing technical assistance are encouraged to use the technical assistance process to support the school district in conducting the required needs assessment, the selection of actions funded by the LREBG and/or the evaluation of implementation of the actions required as part of the LCAP annual update process.

  - As a reminder, LREBG funds must be used to implement one or more of the purposes articulated in *EC* Section 32526(c)(2).

  - LEAs with unexpended LREBG funds must include one or more actions supported by LREBG funds within the LCAP. For each action supported by LREBG funding the action description must:

    - Identify the action as an LREBG action;

    - Include an explanation of how research supports the selected action;

    - Identify the metric(s) being used to monitor the impact of the action; and

    - Identify the amount of LREBG funds being used to support the action.

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Purpose

A well-written Increased or Improved Services section provides educational partners with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improve services for its unduplicated students as defined in *EC* Section 42238.02 in grades TK–12 as compared to all students in grades TK–12, as applicable, and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of educational partners to facilitate their ability to provide input. An LEA's description in this section must align with the actions included in the Goals and Actions section as contributing.

Please Note: For the purpose of meeting the Increased or Improved Services requirement and consistent with *EC* Section 42238.02, long-term English learners are included in the English learner student group.

Statutory Requirements

An LEA is required to demonstrate in its LCAP how it is increasing or improving services for its students who are foster youth, English learners, and/or low-income, collectively referred to as unduplicated students, as compared to the services provided to all students in proportion to the increase in funding it receives based on the number and concentration of unduplicated students in the LEA (*EC* Section 42238.07[a][1], *EC* Section 52064[b][8][B]; 5 *CCR* Section 15496[a]). This proportionality percentage is also known as the "minimum proportionality percentage" or "MPP." The manner in which an LEA demonstrates it is meeting its MPP is two-fold: (1) through the expenditure of LCFF funds or through the identification of a Planned Percentage of Improved Services as documented in the Contributing Actions Table, and (2) through the explanations provided in the Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section.

To improve services means to grow services in quality and to increase services means to grow services in quantity. Services are increased or improved by those actions in the LCAP that are identified in the Goals and Actions section as contributing to the increased or improved services requirement, whether they are provided across the entire LEA (LEA-wide action), provided to an entire school (Schoolwide action), or solely provided to one or more unduplicated student group(s) (Limited action).

Therefore, for *any* action contributing to meet the increased or improved services requirement, the LEA must include an explanation of:

- How the action is increasing or improving services for the unduplicated student group(s) (Identified Needs and Action Design), and
- How the action meets the LEA's goals for its unduplicated pupils in the state and any local priority areas (Measurement of Effectiveness).

LEA-wide and Schoolwide Actions

In addition to the above required explanations, LEAs must provide a justification for why an LEA-wide or Schoolwide action is being provided to all students and how the action is intended to improve outcomes for unduplicated student group(s) as compared to all students.

- Conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient.

- Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increased or improved services standard because enrolling students is not the same as serving students.

For School Districts Only

Actions provided on an **LEA-wide** basis at **school districts with an unduplicated pupil percentage of less than 55 percent** must also include a description of how the actions are the most effective use of the funds to meet the district's goals for its unduplicated pupils in the state and any local priority areas. The description must provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

Actions provided on a **Schoolwide** basis for **schools with less than 40 percent enrollment of unduplicated pupils** must also include a description of how these actions are the most effective use of the funds to meet the district's goals for its unduplicated pupils in the state and any local priority areas. The description must provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

Requirements and Instructions

Complete the tables as follows:

Total Projected LCFF Supplemental and/or Concentration Grants

- Specify the amount of LCFF supplemental and concentration grant funds the LEA estimates it will receive in the coming year based on the number and concentration of foster youth, English learner, and low-income students. This amount includes the Additional 15 percent LCFF Concentration Grant.

Projected Additional 15 percent LCFF Concentration Grant

- Specify the amount of additional LCFF concentration grant add-on funding, as described in *EC* Section 42238.02, that the LEA estimates it will receive in the coming year.

Projected Percentage to Increase or Improve Services for the Coming School Year

- Specify the estimated percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 *CCR* Section 15496(a)(7).

LCFF Carryover — Percentage

- Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).

LCFF Carryover — Dollar

- Specify the LCFF Carryover — Dollar amount identified in the LCFF Carryover Table. If a carryover amount is not identified in the LCFF Carryover Table, specify an amount of zero ($0).

Total Percentage to Increase or Improve Services for the Coming School Year

- Add the Projected Percentage to Increase or Improve Services for the Coming School Year and the Proportional LCFF Required Carryover Percentage and specify the percentage. This is the LEA's percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year, as calculated pursuant to 5 *CCR* Section 15496(a)(7).

Required Descriptions:

LEA-wide and Schoolwide Actions

For each action being provided to an entire LEA or school, provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) for whom the action is principally directed, (2) how the action is designed to address the identified need(s) and why it is being provided on an LEA or schoolwide basis, and (3) the metric(s) used to measure the effectiveness of the action in improving outcomes for the unduplicated student group(s).

If the LEA has provided this required description in the Action Descriptions, state as such within the table.

Complete the table as follows:

Identified Need(s)

Provide an explanation of the unique identified need(s) of the LEA's unduplicated student group(s) for whom the action is principally directed.

An LEA demonstrates how an action is principally directed towards an unduplicated student group(s) when the LEA explains the need(s), condition(s), or circumstance(s) of the unduplicated student group(s) identified through a needs assessment and how the action addresses them. A meaningful needs assessment includes, at a minimum, analysis of applicable student achievement data and educational partner feedback.

How the Action(s) are Designed to Address Need(s) and Why it is Provided on an LEA-wide or Schoolwide Basis

Provide an explanation of how the action as designed will address the unique identified need(s) of the LEA's unduplicated student group(s) for whom the action is principally directed and the rationale for why the action is being provided on an LEA-wide or schoolwide basis.

- As stated above, conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient.

- Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increased or improved services standard because enrolling students is not the same as serving students.

Metric(s) to Monitor Effectiveness

Identify the metric(s) being used to measure the progress and effectiveness of the action(s).

Note for COEs and Charter Schools: In the case of COEs and charter schools, schoolwide and LEA-wide are considered to be synonymous.

Limited Actions

For each action being solely provided to one or more unduplicated student group(s), provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) being served, (2) how the action is designed to address the identified need(s), and (3) how the effectiveness of the action in improving outcomes for the unduplicated student group(s) will be measured.

If the LEA has provided the required descriptions in the Action Descriptions, state as such.

Complete the table as follows:

Identified Need(s)

Provide an explanation of the unique need(s) of the unduplicated student group(s) being served identified through the LEA's needs assessment. A meaningful needs assessment includes, at a minimum, analysis of applicable student achievement data and educational partner feedback.

How the Action(s) are Designed to Address Need(s)

Provide an explanation of how the action is designed to address the unique identified need(s) of the unduplicated student group(s) being served.

Metric(s) to Monitor Effectiveness

Identify the metric(s) being used to measure the progress and effectiveness of the action(s).

For any limited action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage, as applicable.

- For each action with an identified Planned Percentage of Improved Services, identify the goal and action number and describe the methodology that was used.
- When identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

- For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which, based on the LEA's current pay scale, the LEA estimates would cost $165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of $165,000 by the amount of LCFF Funding identified in the Total Planned Expenditures Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Services for the action.

Additional Concentration Grant Funding

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

An LEA that receives the additional concentration grant add-on described in *EC* Section 42238.02 is required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent as compared to the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is equal to or less than 55 percent. The staff who provide direct services to students must be certificated staff and/or classified staff employed by the LEA; classified staff includes custodial staff.

Provide the following descriptions, as applicable to the LEA:

- An LEA that does not receive a concentration grant or the concentration grant add-on must indicate that a response to this prompt is not applicable.

- Identify the goal and action numbers of the actions in the LCAP that the LEA is implementing to meet the requirement to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent.

- An LEA that does not have comparison schools from which to describe how it is using the concentration grant add-on funds, such as a single-school LEA or an LEA that only has schools with an enrollment of unduplicated students that is greater than 55 percent, must describe how it is using the funds to increase the number of credentialed staff, classified staff, or both, including custodial staff, who provide direct services to students at selected schools and the criteria used to determine which schools require additional staffing support.

- In the event that an additional concentration grant add-on is not sufficient to increase staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, the LEA must describe how it is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

Complete the table as follows:

- Provide the staff-to-student ratio of classified staff providing direct services to students with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of classified staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA.
    - The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA.
    - The staff-to-student ratio must be based on the number of full-time equivalent (FTE) staff and the number of enrolled students as counted on the first Wednesday in October of each year.
- Provide the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA.
    - The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA.
    - The staff-to-student ratio must be based on the number of FTE staff and the number of enrolled students as counted on the first Wednesday in October of each year.

Action Tables

Complete the Total Planned Expenditures Table for each action in the LCAP. The information entered into this table will automatically populate the other Action Tables. Information is only entered into the Total Planned Expenditures Table, the Annual Update Table, the Contributing Actions Annual Update Table, and the LCFF Carryover Table. The word “input” has been added to column headers to aid in identifying the column(s) where information will be entered. Information is not entered on the remaining Action tables.

The following tables are required to be included as part of the LCAP adopted by the local governing board or governing body:

- Table 1: Total Planned Expenditures Table (for the coming LCAP Year)
- Table 2: Contributing Actions Table (for the coming LCAP Year)
- Table 3: Annual Update Table (for the current LCAP Year)
- Table 4: Contributing Actions Annual Update Table (for the current LCAP Year)
- Table 5: LCFF Carryover Table (for the current LCAP Year)

Note: The coming LCAP Year is the year that is being planned for, while the current LCAP year is the current year of implementation. For example, when developing the 2024–25 LCAP, 2024–25 will be the coming LCAP Year and 2023–24 will be the current LCAP Year.

Total Planned Expenditures Table

In the Total Planned Expenditures Table, input the following information for each action in the LCAP for that applicable LCAP year:

- **LCAP Year**: Identify the applicable LCAP Year.
- **1. Projected LCFF Base Grant**: Provide the total amount estimated LCFF entitlement for the coming school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Block Grant program, the former Home-to-School Transportation program, and the Small School District Transportation program, pursuant to 5 *CCR* Section 15496(a)(8). Note that the LCFF Base Grant for purposes of the LCAP also includes the Necessary Small Schools and Economic Recovery Target allowances for school districts, and County Operations Grant for COEs.

  See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF entitlement calculations.
- **2. Projected LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants estimated on the basis of the number and concentration of unduplicated students for the coming school year.
- **3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected LCFF Base Grant and the Projected LCFF Supplemental and/or Concentration Grants, pursuant to 5 *CCR* Section 15496(a)(8). This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the coming LCAP year.
- **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).
- **Total Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected Percentage to Increase or Improve Services for the Coming School Year and the LCFF Carryover — Percentage. ***This is the percentage by which the LEA must increase or improve services for unduplicated pupils as compared to the services provided to all students in the coming LCAP year.***
- **Goal #**: Enter the LCAP Goal number for the action.
- **Action #**: Enter the action's number as indicated in the LCAP Goal.
- **Action Title**: Provide a title of the action.
- **Student Group(s)**: Indicate the student group or groups who will be the primary beneficiary of the action by entering "All," or by entering a specific student group or groups.

- **Contributing to Increased or Improved Services?:** Type "Yes" if the action **is** included as contributing to meeting the increased or improved services requirement; OR, type "No" if the action is **not** included as contributing to meeting the increased or improved services requirement.

- If "Yes" is entered into the Contributing column, then complete the following columns:

    - **Scope**: The scope of an action may be LEA-wide (i.e., districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.

    - **Unduplicated Student Group(s)**: Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.

    - **Location**: Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate "All Schools." If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans." Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades transitional kindergarten through grade five), as appropriate.

- **Time Span**: Enter "ongoing" if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter "1 Year," or "2 Years," or "6 Months."

- **Total Personnel**: Enter the total amount of personnel expenditures utilized to implement this action.

- **Total Non-Personnel**: This amount will be automatically calculated based on information provided in the Total Personnel column and the Total Funds column.

- **LCFF Funds**: Enter the total amount of LCFF funds utilized to implement this action, if any. LCFF funds include all funds that make up an LEA's total LCFF target (i.e., base grant, grade span adjustment, supplemental grant, concentration grant, Targeted Instructional Improvement Block Grant, and Home-To-School Transportation).

    - **Note:** For an action to contribute towards meeting the increased or improved services requirement, it must include some measure of LCFF funding. The action may also include funding from other sources, however the extent to which an action contributes to meeting the increased or improved services requirement is based on the LCFF funding being used to implement the action.

- **Other State Funds**: Enter the total amount of Other State Funds utilized to implement this action, if any.

    - **Note:** Equity Multiplier funds must be included in the "Other State Funds" category, not in the "LCFF Funds" category. As a reminder, Equity Multiplier funds must be used to supplement, not supplant, funding provided to Equity Multiplier schoolsites for purposes of the LCFF, the ELO-P, the LCRS, and/or the CCSPP. This means that Equity Multiplier funds must not be used to

replace funding that an Equity Multiplier schoolsite would otherwise receive to implement LEA-wide actions identified in the LEA's LCAP or that an Equity Multiplier schoolsite would otherwise receive to implement provisions of the ELO-P, the LCRS, and/or the CCSPP.

- **Local Funds**: Enter the total amount of Local Funds utilized to implement this action, if any.
- **Federal Funds**: Enter the total amount of Federal Funds utilized to implement this action, if any.
- **Total Funds**: This amount is automatically calculated based on amounts entered in the previous four columns.
- **Planned Percentage of Improved Services**: For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). A limited action is an action that only serves foster youth, English learners, and/or low-income students.
    - As noted in the instructions for the Increased or Improved Services section, when identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

      For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which, based on the LEA's current pay scale, the LEA estimates would cost $165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of $165,000 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Services for the action.

Contributing Actions Table

As noted above, information will not be entered in the Contributing Actions Table; however, the 'Contributing to Increased or Improved Services?' column will need to be checked to ensure that only actions with a "Yes" are displaying. If actions with a "No" are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the "Yes" responses.

Annual Update Table

In the Annual Update Table, provide the following information for each action in the LCAP for the relevant LCAP year:

- **Estimated Actual Expenditures**: Enter the total estimated actual expenditures to implement this action, if any.

Contributing Actions Annual Update Table

In the Contributing Actions Annual Update Table, check the 'Contributing to Increased or Improved Services?' column to ensure that only actions with a "Yes" are displaying. If actions with a "No" are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the "Yes" responses. Provide the following information for each contributing action in the LCAP for the relevant LCAP year:

- **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants estimated based on the number and concentration of unduplicated students in the current school year.

- **Estimated Actual Expenditures for Contributing Actions**: Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.

- **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).

    - Building on the example provided above for calculating the Planned Percentage of Improved Services, the LEA in the example implements the action. As part of the annual update process, the LEA reviews implementation and student outcome data and determines that the action was implemented with fidelity and that outcomes for foster youth students improved. The LEA reviews the original estimated cost for the action and determines that had it hired additional staff to collect and analyze data and to coordinate supports for students that estimated actual cost would have been $169,500 due to a cost of living adjustment. The LEA would divide the estimated actual cost of $169,500 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Estimated Actual Percentage of Improved Services for the action.

LCFF Carryover Table

- **9. Estimated Actual LCFF Base Grant**: Provide the total amount of estimated LCFF Target Entitlement for the current school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Block Grant program, the former Home-to-School Transportation program, and the Small School District Transportation program, pursuant to 5 *CCR* Section 15496(a)(8). Note that the LCFF Base Grant for purposes of the LCAP also includes the Necessary Small Schools and Economic Recovery Target allowances for school districts, and County Operations Grant for COEs. See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF entitlement calculations.

- **10. Total Percentage to Increase or Improve Services for the Current School Year:** This percentage will not be entered. The percentage is calculated based on the amounts of the Estimated Actual LCFF Base Grant (9) and the Estimated Actual LCFF Supplemental and/or Concentration Grants (6), pursuant to 5 *CCR* Section 15496(a)(8), plus the LCFF Carryover – Percentage from the prior year. This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the current LCAP year.

Calculations in the Action Tables

To reduce the duplication of effort of LEAs, the Action Tables include functionality such as pre-population of fields and cells based on the information provided in the Data Entry Table, the Annual Update Summary Table, and the Contributing Actions Table. For transparency, the functionality and calculations used are provided below.

Contributing Actions Table

- **4. Total Planned Contributing Expenditures (LCFF Funds)**
    - This amount is the total of the Planned Expenditures for Contributing Actions (LCFF Funds) column.
- **5. Total Planned Percentage of Improved Services**
    - This percentage is the total of the Planned Percentage of Improved Services column.
- **Planned Percentage to Increase or Improve Services for the coming school year (4 divided by 1, plus 5)**
    - This percentage is calculated by dividing the Total Planned Contributing Expenditures (4) by the Projected LCFF Base Grant (1), converting the quotient to a percentage, and adding it to the Total Planned Percentage of Improved Services (5).

Contributing Actions Annual Update Table

Pursuant to *EC* Section 42238.07(c)(2), if the Total Planned Contributing Expenditures (4) is less than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the LEA is required to calculate the difference between the Total Planned Percentage of Improved Services (5) and the Total Estimated Actual Percentage of Improved Services (7). If the Total Planned Contributing Expenditures (4) is equal to or greater than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the Difference Between Planned and Estimated Actual Percentage of Improved Services will display "Not Required."

- **6. Estimated Actual LCFF Supplemental and Concentration Grants**
    - This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on the number and concentration of unduplicated students in the current school year.
- **4. Total Planned Contributing Expenditures (LCFF Funds)**
    - This amount is the total of the Last Year's Planned Expenditures for Contributing Actions (LCFF Funds).
- **7. Total Estimated Actual Expenditures for Contributing Actions**
    - This amount is the total of the Estimated Actual Expenditures for Contributing Actions (LCFF Funds).
- **Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)**

- This amount is the Total Estimated Actual Expenditures for Contributing Actions (7) subtracted from the Total Planned Contributing Expenditures (4).

- **5. Total Planned Percentage of Improved Services (%)**
  - This amount is the total of the Planned Percentage of Improved Services column.
- **8. Total Estimated Actual Percentage of Improved Services (%)**
  - This amount is the total of the Estimated Actual Percentage of Improved Services column.
- **Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)**
  - This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8).

LCFF Carryover Table

- **10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 plus Carryover %)**
  - This percentage is the Estimated Actual LCFF Supplemental and/or Concentration Grants (6) divided by the Estimated Actual LCFF Base Grant (9) plus the LCFF Carryover – Percentage from the prior year.
- **11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)**
  - This percentage is the Total Estimated Actual Expenditures for Contributing Actions (7) divided by the LCFF Funding (9), then converting the quotient to a percentage and adding the Total Estimated Actual Percentage of Improved Services (8).
- **12. LCFF Carryover — Dollar Amount LCFF Carryover (Subtract 11 from 10 and multiply by 9)**
  - If the Estimated Actual Percentage of Increased or Improved Services (11) is less than the Estimated Actual Percentage to Increase or Improve Services (10), the LEA is required to carry over LCFF funds.

    The amount of LCFF funds is calculated by subtracting the Estimated Actual Percentage to Increase or Improve Services (11) from the Estimated Actual Percentage of Increased or Improved Services (10) and then multiplying by the Estimated Actual LCFF Base Grant (9). This amount is the amount of LCFF funds that is required to be carried over to the coming year.
- **13. LCFF Carryover — Percentage (12 divided by 9)**
  - This percentage is the unmet portion of the Percentage to Increase or Improve Services that the LEA must carry over into the coming LCAP year. The percentage is calculated by dividing the LCFF Carryover (12) by the LCFF Funding (9).

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:	Mariam Abdelhamid, Director of Fiscal Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Adoption of Resolution 53 for Fiscal Stabilization Plan

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Background:

Los Angeles County Office of Education (LACOE) required the District approve a Fiscal Stabilization Plan at 1st Interim based on its 2023-24 Adopted Budget submitted in June 2023. The plan is being updated based on the most current information available to demonstrate the District's ability to address adverse scenarios.

Discussion/Issues:

In the letter to the Board President in April, LACOE concurred with the District's positive certification in the 2nd Interim (24-25). However, concern was expressed regarding the projected trend of deficit spending and its impact on the District's ability to maintain the required reserve for economic uncertainty levels in future years. Because of the impact of these potential shortfalls, LACOE specifically requires an updated Fiscal Stabilization Plan that provides the implementation status of planned reductions, alternative options for contingent expenditure reductions and specific revenue enhancements with the 2025-26 Adopted Budget Report.

The District last implemented a Fiscal Stabilization Plan during the 2020-21 school year. The District then received significant one-time funding related to COVID that helped delay some of the staffing reductions that were identified in that plan. However, the significant increase in one-time funds have ended and the District's enrollment decline has continued.

There remains a lot of uncertainty in projecting the out-years of the District budget, particularly due to budget shortfalls at the State level and decreased COLA rates. Based on these updates to the District budget, the proposed 2025-26 budget that will be presented to the Board in June will include the implementation of the following staffing reduction plan for the next three fiscal/school years through the 2027-2028 school year.

Fiscal Impact:

As detailed in Attachment A.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 53 for Approving the Development of a Fiscal Solvency, as presented.

Fiscal Stability Plan	2025-26	2026-27	2027-28
Certificated			
A. Classroom Teacher Reductions			
• Teacher Single Subject – 3.0 FTE in 25-26; 5.6 FTE in 26-27	$322,500	$924,500	$924,500
• Teacher Multiple Subject – 5.0 FTE in 25-26; 5.0 FTE in 26-27	$537,500	$1,075,000	$1,075,000
• Monterey Reductions due to Declining Enrollment: 1.0 FTE in 25-26	$107,500	$107,500	$107,500
B. Eliminate Elementary PE – 5.0 FTE in 27-28			$537,000
C. Eliminate 5.0 FTE Counselors in 25-26	$537,500	$537,500	$537,500
BASA			
• Eliminate HR/ Elem Director	$215,000	$215,000	$215,000
CSEA			
• Eliminate Elementary PE Aides in 27-28			$300,000
Total	$1,720,000	$2,859,500	$3,696,500

RESOLUTION 53

RESOLUTION OF THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT APPROVING THE DEVELOPMENT OF A FISCAL STABILIZATION PLAN AND IMPLEMENTATION TIMELINE FOR FISCAL YEAR 2026-2027

IN SUBMITTING, the 2025-2026 Burbank Unified School District Adopted Budget, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years pursuant to Education Code 42127. At this time, the District is projecting a deficit in the first year out in it's multi-year projection. Therefore, the Board is approving the development of a fiscal stabilization plan along with an implementation timeline for fiscal year 2026-2027.

WHEREAS, for the 2026-2027 fiscal year, it is projected that the District will need to implement budget reductions of $2,859,500 and

WHEREAS, while these actions must be taken to maintain the fiscal stability of the District, the Board of Education will continue to make every effort to sustain a high quality education program for our students; and

BE IT FURTHER RESOLVED, that the District will submit a more refined and specific plan with the District's 2025-26 45-day revision and/or First Interim based upon the budget planning recommendations issued by the Los Angeles County Office of Education. Any additional updates to that plan will be dependent on the adopted 2025-26 State Budget.

PASSED AND ADOPTED by the Board of Education of the Burbank Unified School District on this June 18, 2025, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ATTEST: _____

_____
President of the Board of Education of the
Burbank Unified School District

_____
Clerk of the Board of Education
Burbank Unified School District

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education and Superintendent
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Mariam Abdelhamid, Director of Fiscal Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Adoption of Resolution 54 Authorizing Temporary Inter-fund Cash Borrowing 2025-2026

Background:

Education code 42603 permits the temporary borrowing of moneys between District funds to facilitate the payment of obligations. This allows the District to cover a temporary negative cash flow balance amounts in any and all District funds, but does not increase the total amount authorized for expenditures nor is it considered income to the borrowing fund.

Discussion/Issues:

Inter-fund loans are set up in various District funds to reflect short-term loans between funds for cash flow purposes and the making and repayment of inter-fund loans must be approved by the Governing Board.

In accordance with Education Code Section 42603, temporary borrowing of cash up to 75% of the fund balance between funds prior to March 3, 2026, must be repaid by June 30, 2026. Temporary borrowing of cash up to 75% of the fund balance between funds from March 3, 2026, through June 30, 2026, shall be repaid in the same fiscal year or in the following fiscal year.

Fiscal Impact:

None.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 54 Authorizing Temporary Inter-Fund Cash Borrowing transfers up to 75% of the fund balances of the District for the 2025-2026 payment obligations as permitted in Education Code 42603, as presented.

CASH BORROWING RESOLUTION

Temporary Interfund Cash Borrowing

Burbank Unified School District

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42603, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: $75%.
2. For fiscal year: 2025-2026.
3. Amount shall not exceed 75% of any moneys held in any fund.
4. Funds borrowed shall not be available for appropriation nor considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year.
6. The amounts borrowed shall be **repaid** either in the same or following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the governing board of the Burbank Unified School District hereby authorizes the borrowing of cash between all of the district funds.

Certification of the Clerk of the Governing Board

The agenda listing this item for action was posted as required by law.

The resolution was adopted by the Governing Board on _____
Date

Signature: _____
Clerk of the Governing Board

Attachment No. 2
Info Bul. No. 6981
SFS-A53-2024-2025

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			51,480,546.39	69,791,637.37	66,676,370.53	65,958,973.27	58,647,566.26	59,387,321.47	60,745,901.61	58,270,728.89
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92
Property Taxes	8020-8079		5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		27,731.09	423,983.93	0.00	692,079.80	671,476.22	426,787.28	(466,500.68)	388,836.79
Other State Revenue	8300-8599		1,104,011.05	1,285,438.71	3,567,504.93	1,555,044.82	2,705,369.26	3,176,811.65	2,208,009.74	2,051,905.09
Other Local Revenue	8600-8799		21,481.34	208,920.99	166,819.42	230,395.49	769,802.26	451,270.07	1,081,236.34	(467,354.15)
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			15,325,984.81	16,091,104.96	17,907,085.69	16,650,281.44	18,319,409.08	18,227,630.34	16,995,506.73	16,146,149.07
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		19,904.53	7,088,654.67	7,302,503.34	7,424,820.84	7,528,673.00	7,416,550.26	7,492,993.48	7,402,833.51
Classified Salaries	2000-2999		395,042.12	1,665,199.79	3,102,511.79	3,539,689.79	3,738,395.45	3,620,421.54	3,565,939.08	3,700,049.88
Employee Benefits	3000-3999		81,340.43	2,238,010.40	4,500,315.59	5,135,600.37	4,842,742.09	4,820,324.88	4,947,079.66	4,951,501.80
Books and Supplies	4000-4999		986,299.88	1,200,825.90	376,907.29	952,170.39	449,201.81	453,064.90	565,296.18	533,914.86
Services	5000-5999		1,126,255.56	3,700,216.49	3,083,458.50	4,824,611.14	3,383,045.63	2,276,668.88	4,675,003.93	3,447,005.43
Capital Outlay	6000-6999			5,905.55	3,746.02	1,156.89	1,310.91	2,178.58	11,225.25	37,782.97
Other Outgo	7000-7499		3,108.77	74,829.19	8,941.18	106,723.04	36,884.69	137,192.34	70,493.04	56,065.86
Interfund Transfers Out	7600-7629		166,666.67	166,666.67	166,666.67	166,666.67	166,666.67	166,666.67	166,666.67	166,666.67

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			2,778,617.96	16,140,308.64	18,545,050.38	22,151,439.13	20,146,920.25	18,893,068.04	21,494,697.28	20,295,820.99
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	9200-9299	34,326,654.33	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	49,360.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	11.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		34,376,026.94	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	15,373,445.16	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,734,164.20	2,277,412.75	2,277,412.75	2,277,412.75
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	1,409,838.88	0.00	0.00	0.00	0.00	176,229.86	176,229.86	176,229.86	176,229.86
Deferred Inflows of Resources	9690	15,734,150.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		32,517,434.57	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,910,394.06	2,453,642.61	2,453,642.61	2,453,642.61
Nonoperating										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		1,858,592.37	5,763,724.13	(3,066,063.15)	(79,432.57)	(1,810,249.32)	2,567,266.38	2,024,017.83	2,024,017.83	2,024,017.83
E. NET INCREASE/DECREASE (B - C + D)			18,311,090.98	(3,115,266.83)	(717,397.27)	(7,311,407.01)	739,755.22	1,358,580.13	(2,475,172.72)	(2,125,654.09)
F. ENDING CASH (A + E)			69,791,637.37	66,676,370.53	65,958,973.27	58,647,566.26	59,387,321.47	60,745,901.61	58,270,728.89	56,145,074.80
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:	JUNE								
A. BEGINNING CASH		56,145,074.80	50,448,012.89	48,133,035.39	50,785,764.01				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	0.00	0.00	98,421,419.00	98,421,419.00
Property Taxes	8020-8079	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	0.00	0.00	71,651,717.00	71,651,717.01
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	558,326.83	42,534.13	2,609,825.18	2,609,825.18	0.00	0.00	7,984,905.76	7,984,905.76
Other State Revenue	8300-8599	(2,210,963.18)	2,363,002.63	6,693,409.43	6,693,409.43	0.00	0.00	31,192,953.56	31,192,953.56
Other Local Revenue	8600-8799	161,569.76	354,965.06	575,959.71	575,959.71	0.00	0.00	4,131,026.00	4,131,026.00
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		12,681,694.75	16,933,263.15	24,051,955.65	24,051,955.65	0.00	0.00	213,382,021.32	213,382,021.33
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	7,679,984.21	7,427,173.74	8,299,579.59	8,299,579.59	0.00	0.00	83,383,250.76	83,383,250.76
Classified Salaries	2000-2999	3,621,611.91	3,630,746.52	4,784,522.66	4,784,522.66	0.00	0.00	40,148,653.19	40,148,653.17
Employee Benefits	3000-3999	4,973,760.23	4,961,924.99	5,455,584.31	5,455,584.31	0.00	0.00	52,363,769.06	52,363,769.13
Books and Supplies	4000-4999	670,566.80	1,357,198.08	911,362.17	911,362.17	0.00	0.00	9,368,170.42	9,368,170.41
Services	5000-5999	3,261,759.94	3,536,146.27	3,866,230.96	3,866,230.96	0.00	0.00	41,046,633.67	41,046,633.66
Capital Outlay	6000-6999	5,306.15	105,035.10	7,158.30	7,158.30	0.00	0.00	187,964.00	187,964.00
Other Outgo	7000-7499	23,118.59	87,367.12	(67,859.78)	(67,859.78)	0.00	0.00	469,004.26	469,004.26
Interfund Transfers Out	7600-7629	166,666.67	166,666.67	166,666.67	166,666.67	0.00	0.00	2,000,000.00	2,000,000.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		20,402,774.49	21,272,258.49	23,423,244.86	23,423,244.86	0.00	0.00	228,967,445.36	228,967,445.39
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Accounts Receivable	9200-9299	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44	0.00	0.00	34,326,654.33	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	49,360.70	0.00	0.00	49,360.70	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380	0.00	0.00	0.00	0.00		0.00	0.00	
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		4,477,660.44	4,477,660.44	4,477,660.44	4,527,021.14	0.00	0.00	34,376,015.03	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	2,277,412.75	2,277,412.75	2,277,412.75	4,135,993.21	0.00	0.00	17,232,025.62	
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	176,229.86	176,229.86	176,229.86	176,229.86	0.00	0.00	1,409,838.88	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	15,734,150.53	0.00	0.00	15,734,150.53	
SUBTOTAL		2,453,642.61	2,453,642.61	2,453,642.61	20,046,373.60	0.00	0.00	34,376,015.03	
Nonoperating									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		2,024,017.83	2,024,017.83	2,024,017.83	(15,519,352.46)	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		(5,697,061.91)	(2,314,977.50)	2,652,728.63	(14,890,641.66)	0.00	0.00	(15,585,424.04)	(15,585,424.06)
F. ENDING CASH (A + E)		50,448,012.89	48,133,035.39	50,785,764.01	35,895,122.35				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								35,895,122.35	

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			35,895,122.35	40,499,821.42	36,274,733.22	35,036,275.59	32,067,001.22	33,475,242.54	34,340,235.32	35,205,228.10
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89
Property Taxes	8020-8079		6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		658,754.73	658,754.73	658,754.73	658,754.73	658,754.73	658,754.73	658,754.73	658,754.73
Other State Revenue	8300-8599		2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03
Other Local Revenue	8600-8799		308,682.15	308,682.15	308,682.15	308,682.15	308,682.15	308,682.15	308,682.15	308,682.15
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19
Classified Salaries	2000-2999		3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71
Employee Benefits	3000-3999		4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26
Books and Supplies	4000-4999		530,738.81	530,738.81	530,738.81	530,738.81	530,738.81	530,738.81	530,738.81	530,738.81
Services	5000-5999		3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72
Capital Outlay	6000-6999		15,663.67	15,663.67	15,663.67	15,663.67	15,663.67	15,663.67	15,663.67	15,663.67
Other Outgo	7000-7499		39,083.69	39,083.69	39,083.69	39,083.69	39,083.69	39,083.69	39,083.69	39,083.69
Interfund Transfers Out	7600-7629		175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	9200-9299	34,326,654.33	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	49,360.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	11.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		34,376,026.94	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	15,373,445.16	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,734,164.20	2,277,412.75	2,277,412.75	2,277,412.75
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	1,409,838.88	0.00	0.00	0.00	0.00	176,229.86	176,229.86	176,229.86	176,229.86
Deferred Inflows of Resources	9690	15,734,150.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		32,517,434.57	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,910,394.06	2,453,642.61	2,453,642.61	2,453,642.61
Nonoperating										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		1,858,592.37	5,763,724.13	(3,066,063.15)	(79,432.57)	(1,810,249.32)	2,567,266.38	2,024,017.83	2,024,017.83	2,024,017.83
E. NET INCREASE/DECREASE (B - C + D)			4,604,699.07	(4,225,088.20)	(1,238,457.62)	(2,969,274.38)	1,408,241.33	864,992.78	864,992.78	864,992.78
F. ENDING CASH (A + E)			40,499,821.42	36,274,733.22	35,036,275.59	32,067,001.22	33,475,242.54	34,340,235.32	35,205,228.10	36,070,220.88
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:	JUNE								
A. BEGINNING CASH		36,070,220.88	36,935,213.65	37,800,206.43	38,665,199.21				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	0.00	0.00	101,188,714.73	101,188,714.73
Property Taxes	8020-8079	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	0.00	0.00	73,666,334.27	73,666,334.27
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Federal Revenue	8100-8299	658,754.73	658,754.73	658,754.73	658,754.73	0.00	0.00	7,905,056.70	7,905,056.70
Other State Revenue	8300-8599	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	0.00	0.00	26,929,896.41	26,929,896.41
Other Local Revenue	8600-8799	308,682.15	308,682.15	308,682.15	308,682.15	0.00	0.00	3,704,185.74	3,704,185.74
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	0.00	0.00	213,394,187.86	213,394,187.86
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	0.00	0.00	83,753,630.23	83,753,630.23
Classified Salaries	2000-2999	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	0.00	0.00	40,629,440.49	40,629,440.49
Employee Benefits	3000-3999	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	0.00	0.00	53,220,195.11	53,220,195.11
Books and Supplies	4000-4999	530,738.81	530,738.81	530,738.81	530,738.81	0.00	0.00	6,368,865.78	6,368,865.78
Services	5000-5999	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	0.00	0.00	40,573,388.66	40,573,388.66
Capital Outlay	6000-6999	15,663.67	15,663.67	15,663.67	15,663.67	0.00	0.00	187,964.00	187,964.00
Other Outgo	7000-7499	39,083.69	39,083.69	39,083.69	39,083.69	0.00	0.00	469,004.25	469,004.25
Interfund Transfers Out	7600-7629	175,000.00	175,000.00	175,000.00	175,000.00	0.00	0.00	2,100,000.00	2,100,000.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	0.00	0.00	227,302,488.51	227,302,488.51
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Accounts Receivable	9200-9299	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44	0.00	0.00	34,326,654.33	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	49,360.70	0.00	0.00	49,360.70	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		4,477,660.44	4,477,660.44	4,477,660.44	4,527,021.14	0.00	0.00	34,376,015.03	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	2,277,412.75	2,277,412.75	2,277,412.75	2,277,412.75	1,858,580.46	0.00	17,232,025.62	
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	176,229.86	176,229.86	176,229.86	176,229.86	832,688.98	0.00	2,242,527.86	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	15,734,150.53	0.00	0.00	15,734,150.53	
SUBTOTAL		2,453,642.61	2,453,642.61	2,453,642.61	18,187,793.14	2,691,269.44	0.00	35,208,704.01	
Nonoperating									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		2,024,017.83	2,024,017.83	2,024,017.83	(13,660,772.00)	(2,691,269.44)	0.00	(832,688.98)	
E. NET INCREASE/DECREASE (B - C + D)		864,992.78	864,992.78	864,992.78	(14,819,797.05)	(2,691,269.44)	0.00	(14,740,989.63)	(13,908,300.65)
F. ENDING CASH (A + E)		36,935,213.65	37,800,206.43	38,665,199.21	23,845,402.16				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								21,154,132.72	

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Approval of the 2025-2026 Consolidated Application for Categorical Programs

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Background:
For over two decades, the California Department of Education (CDE) has required that school districts submit a Consolidated Application to receive funds for federal and State categorical programs. The application for these funds has been changed in several ways. First, the application is submitted online through the web-based Consolidated Application Reporting System (CARS). Second, the CARS system has two data collection reporting periods: Winter and Spring/Summer. Third, because of annual CDE changes to the application format, submission periods for the application are often delayed.

The Spring/Summer application is a collection of data about pupil participation and details regarding prior year expenditures of the prior year. The District qualifies for Title I, Part A, Basic Grant (Helping Disadvantaged Children), Title II, Part A (Teacher Quality and Professional Development), Title III, Part A (Program for English Learner (EL) Students), Title III Immigrant Education Program, and Title IV Student Support and Academic Achievement Program.

Federal guidelines also allow local non-profit private schools to receive federal funding, along with Burbank Unified programs. Historically, Burbank private schools have participated in the Title II program.

The next application, the winter data collection, includes budget information, scheduled to be submitted to the CDE in February 2026 after district funding entitlements are received from the CDE. The winter data reporting will indicate the number of pupil participants in each of these programs, the District allocation by program, and delineate planned District and school site funding allocations for each of the federal and State programs for the Consolidated Application.

Discussion and Issues:
At this time, the District does not have 2025-2026 allocations. However, during the 2024-2025 school year, the District received $2,529,327 in federal categorical funds. This breaks down to:

- $1,757,035 for Title 1, Part A: Helping Disadvantaged Children K-8;
- $291,540 for Title II, Part A: Teacher Quality K-12;
- $229,086 for Title III Limited English Proficient K-12;
- $125,522 For Title III Immigrant; and
- $126,144 for Title IV Student Support.

Burbank Unified School District qualifies for and will request funding in the following areas. (See Attachment):
For Qualifying Students:

- Title I, Part A, Helping Disadvantaged Children
- Title II, Part A, Teacher Quality and Professional Development
- Title III, Part A, Program for English Learner Students
- Title III, Immigrant Education Program
- Title IV, Student Support

The Superintendent's signature on the Consolidated Application serves as certification that the District will observe all the applicable rules and regulations and that all the assurances are accepted as the basic legal conditions for the operation of these programs.

Fiscal Impact:
Approval of this application by the California Department of Education will provide funding for the listed programs for the 2025-2026 school year.

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the submission of the 2025-2026 Consolidated Application for Funding Categorical Programs, June Submission, and the authority to sign and submit the application to the California Department of Education be exercised pursuant to BUSD—AR 3314, as presented.

Attachment A

2025-2026 Consolidated Application Program Descriptions

Program	Program Description
Title I, Part A, Helping Disadvantaged Children	Title I, Part A provides supplemental funds to be used to narrow the educational gap between disadvantaged children and other children in those areas where the highest concentration of children from low-income families attend school.
Title II, Part A- Teacher Quality and Professional Development	Title II focuses on upgrading the expertise of teachers and other school staff to enable them to be "highly qualified" so that they may teach all children in the core academic subjects. Funds support sustained, high-quality professional development directed to achieve high performance related to the State content standards. Funds under this section may be used to carry out effective approaches to reducing class size with highly qualified teachers to improve educational achievement for both regular and special needs children with particular consideration given to reducing class size in the early elementary grades.
Title III, Part A Program for English Learner (EL) Students	Title III authorizes funding for supplementary programs and services for EL students. Required activities include the provision of instruction and instructional support services related to English language development and academic progress in the core curriculum in a manner that allows EL students to meet grade level and graduation requirements. Programs also must provide staff development opportunities to school staff assigned to EL student populations. Title III funds may also be used for a variety of instructional support, curricular development, parental involvement, and related EL student program activities.
Title III, Immigrant Education Program	Title III Immigrant Education funding supplements instructional opportunities for immigrant students and their families. Allowable activities include family literacy, parent and family outreach, and training activities designed to assist parents and families to become active participants in the education of their children; interventions for immigrant children and youth; acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds; and allowable direct administration expenses for a fiscal year may not exceed two percent of such funds for the cost of administering this subpart.
Title IV, Student Support	Title IV provides funding to improve students' academic achievement by increasing school district capacity to provide all students with access to a well-rounded education; improve school conditions for students learning, and improve the use of technology to improve academic achievement and digital literacy of all students.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education and Superintendent
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Mariam Abdelhamid, Director of Fiscal Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Adoption of Resolution 55 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026

Background:

Temporary borrowing of cash from the Treasurer in the event of cash deficiencies allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer as permitted in Article XVI, Section 6, of the California Constitution. Temporary borrowing of cash from the Treasurer in the event of cash deficiencies is available through the last Monday of April.

Discussion/Issues:

The Treasurer cannot loan districts money after the aforementioned Monday and districts must be cash self-sufficient from that point on until the end of the year. Tax and Revenue Anticipation Notes (TRANs) repayment amounts must be set aside before borrowing from the Treasurer is permitted.

The temporary borrowing from the Treasurer may be made under the following restrictions:

- No more than 85 percent of the anticipated revenues accruing to the school district may be borrowed.
- Borrowing may not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
- Repayment from the revenues accruing to the school district shall be made before any other obligation is met from such revenue.

Fiscal Impact:

There is no fiscal impact in adopting this resolution.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 55 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

CASH BORROWING RESOLUTION

Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer

Burbank Unified School District

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer (Treasurer), and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: $ 85%
2. For fiscal year: 2025-2026
3. Shall not exceed 85 % of the anticipated revenues accruing to the district.
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be repaid from revenues accruing to the district before any other obligation of the district is met from such revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Burbank Unified School District hereby requests the Treasurer to make temporary transfers of funds.

Certification of the Clerk of the Governing Board

The agenda listing this item for action was posted as required by law.

This resolution was adopted by the Governing Board on: June 18, 2025
Date

Signature: _____
Clerk of the Governing Board

Attachment No. 3
Info Bul. No. 6981
SFS-A53-2024-2025

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			51,480,546.39	69,791,637.37	66,676,370.53	65,958,973.27	58,647,566.26	59,387,321.47	60,745,901.61	58,270,728.89
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92
Property Taxes	8020-8079		5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		27,731.09	423,983.93	0.00	692,079.80	671,476.22	426,787.28	(466,500.68)	388,836.79
Other State Revenue	8300-8599		1,104,011.05	1,285,438.71	3,567,504.93	1,555,044.82	2,705,369.26	3,176,811.65	2,208,009.74	2,051,905.09
Other Local Revenue	8600-8799		21,481.34	208,920.99	166,819.42	230,395.49	769,802.26	451,270.07	1,081,236.34	(467,354.15)
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			15,325,984.81	16,091,104.96	17,907,085.69	16,650,281.44	18,319,409.08	18,227,630.34	16,995,506.73	16,146,149.07
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		19,904.53	7,088,654.67	7,302,503.34	7,424,820.84	7,528,673.00	7,416,550.26	7,492,993.48	7,402,833.51
Classified Salaries	2000-2999		395,042.12	1,665,199.79	3,102,511.79	3,539,689.79	3,738,395.45	3,620,421.54	3,565,939.08	3,700,049.88
Employee Benefits	3000-3999		81,340.43	2,238,010.40	4,500,315.59	5,135,600.37	4,842,742.09	4,820,324.88	4,947,079.66	4,951,501.80
Books and Supplies	4000-4999		986,299.88	1,200,825.90	376,907.29	952,170.39	449,201.81	453,064.90	565,296.18	533,914.86
Services	5000-5999		1,126,255.56	3,700,216.49	3,083,458.50	4,824,611.14	3,383,045.63	2,276,668.88	4,675,003.93	3,447,005.43
Capital Outlay	6000-6999			5,905.55	3,746.02	1,156.89	1,310.91	2,178.58	11,225.25	37,782.97
Other Outgo	7000-7499		3,108.77	74,829.19	8,941.18	106,723.04	36,884.69	137,192.34	70,493.04	56,065.86
Interfund Transfers Out	7600-7629		166,666.67	166,666.67	166,666.67	166,666.67	166,666.67	166,666.67	166,666.67	166,666.67

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			2,778,617.96	16,140,308.64	18,545,050.38	22,151,439.13	20,146,920.25	18,893,068.04	21,494,697.28	20,295,820.99
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	9200-9299	34,326,654.33	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	49,360.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	11.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		34,376,026.94	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	15,373,445.16	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,734,164.20	2,277,412.75	2,277,412.75	2,277,412.75
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	1,409,838.88	0.00	0.00	0.00	0.00	176,229.86	176,229.86	176,229.86	176,229.86
Deferred Inflows of Resources	9690	15,734,150.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		32,517,434.57	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,910,394.06	2,453,642.61	2,453,642.61	2,453,642.61
Nonoperating										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		1,858,592.37	5,763,724.13	(3,066,063.15)	(79,432.57)	(1,810,249.32)	2,567,266.38	2,024,017.83	2,024,017.83	2,024,017.83
E. NET INCREASE/DECREASE (B - C + D)			18,311,090.98	(3,115,266.83)	(717,397.27)	(7,311,407.01)	739,755.22	1,358,580.13	(2,475,172.72)	(2,125,654.09)
F. ENDING CASH (A + E)			69,791,637.37	66,676,370.53	65,958,973.27	58,647,566.26	59,387,321.47	60,745,901.61	58,270,728.89	56,145,074.80
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:	JUNE								
A. BEGINNING CASH		56,145,074.80	50,448,012.89	48,133,035.39	50,785,764.01				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	8,201,784.92	8,201,784.92	8,201,784.92	8,201,784.92	0.00	0.00	98,421,419.00	98,421,419.00
Property Taxes	8020-8079	5,970,976.42	5,970,976.42	5,970,976.42	5,970,976.42	0.00	0.00	71,651,717.00	71,651,717.01
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	558,326.83	42,534.13	2,609,825.18	2,609,825.18	0.00	0.00	7,984,905.76	7,984,905.76
Other State Revenue	8300-8599	(2,210,963.18)	2,363,002.63	6,693,409.43	6,693,409.43	0.00	0.00	31,192,953.56	31,192,953.56
Other Local Revenue	8600-8799	161,569.76	354,965.06	575,959.71	575,959.71	0.00	0.00	4,131,026.00	4,131,026.00
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		12,681,694.75	16,933,263.15	24,051,955.65	24,051,955.65	0.00	0.00	213,382,021.32	213,382,021.33
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	7,679,984.21	7,427,173.74	8,299,579.59	8,299,579.59	0.00	0.00	83,383,250.76	83,383,250.76
Classified Salaries	2000-2999	3,621,611.91	3,630,746.52	4,784,522.66	4,784,522.66	0.00	0.00	40,148,653.19	40,148,653.17
Employee Benefits	3000-3999	4,973,760.23	4,961,924.99	5,455,584.31	5,455,584.31	0.00	0.00	52,363,769.06	52,363,769.13
Books and Supplies	4000-4999	670,566.80	1,357,198.08	911,362.17	911,362.17	0.00	0.00	9,368,170.42	9,368,170.41
Services	5000-5999	3,261,759.94	3,536,146.27	3,866,230.96	3,866,230.96	0.00	0.00	41,046,633.67	41,046,633.66
Capital Outlay	6000-6999	5,306.15	105,035.10	7,158.30	7,158.30	0.00	0.00	187,964.00	187,964.00
Other Outgo	7000-7499	23,118.59	87,367.12	(67,859.78)	(67,859.78)	0.00	0.00	469,004.26	469,004.26
Interfund Transfers Out	7600-7629	166,666.67	166,666.67	166,666.67	166,666.67	0.00	0.00	2,000,000.00	2,000,000.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		20,402,774.49	21,272,258.49	23,423,244.86	23,423,244.86	0.00	0.00	228,967,445.36	228,967,445.39
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Accounts Receivable	9200-9299	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44	0.00	0.00	34,326,654.33	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	49,360.70	0.00	0.00	49,360.70	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380	0.00	0.00	0.00	0.00		0.00	0.00	
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		4,477,660.44	4,477,660.44	4,477,660.44	4,527,021.14	0.00	0.00	34,376,015.03	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	2,277,412.75	2,277,412.75	2,277,412.75	4,135,993.21	0.00	0.00	17,232,025.62	
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	176,229.86	176,229.86	176,229.86	176,229.86	0.00	0.00	1,409,838.88	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	15,734,150.53	0.00	0.00	15,734,150.53	
SUBTOTAL		2,453,642.61	2,453,642.61	2,453,642.61	20,046,373.60	0.00	0.00	34,376,015.03	
Nonoperating									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		2,024,017.83	2,024,017.83	2,024,017.83	(15,519,352.46)	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		(5,697,061.91)	(2,314,977.50)	2,652,728.63	(14,890,641.66)	0.00	0.00	(15,585,424.04)	(15,585,424.06)
F. ENDING CASH (A + E)		50,448,012.89	48,133,035.39	50,785,764.01	35,895,122.35				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								35,895,122.35	

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			35,895,122.35	40,499,821.42	36,274,733.22	35,036,275.59	32,067,001.22	33,475,242.54	34,340,235.32	35,205,228.10
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89
Property Taxes	8020-8079		6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		658,754.73	658,754.73	658,754.73	658,754.73	658,754.73	658,754.73	658,754.73	658,754.73
Other State Revenue	8300-8599		2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03
Other Local Revenue	8600-8799		308,682.15	308,682.15	308,682.15	308,682.15	308,682.15	308,682.15	308,682.15	308,682.15
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19
Classified Salaries	2000-2999		3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71
Employee Benefits	3000-3999		4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26
Books and Supplies	4000-4999		530,738.81	530,738.81	530,738.81	530,738.81	530,738.81	530,738.81	530,738.81	530,738.81
Services	5000-5999		3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72
Capital Outlay	6000-6999		15,663.67	15,663.67	15,663.67	15,663.67	15,663.67	15,663.67	15,663.67	15,663.67
Other Outgo	7000-7499		39,083.69	39,083.69	39,083.69	39,083.69	39,083.69	39,083.69	39,083.69	39,083.69
Interfund Transfers Out	7600-7629		175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	9200-9299	34,326,654.33	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	49,360.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	11.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		34,376,026.94	444,453.47	(94,396.01)	0.00	(1,844,686.66)	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	15,373,445.16	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,734,164.20	2,277,412.75	2,277,412.75	2,277,412.75
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	1,409,838.88	0.00	0.00	0.00	0.00	176,229.86	176,229.86	176,229.86	176,229.86
Deferred Inflows of Resources	9690	15,734,150.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		32,517,434.57	(5,319,270.66)	2,971,667.14	79,432.57	(34,437.34)	1,910,394.06	2,453,642.61	2,453,642.61	2,453,642.61
Nonoperating										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		1,858,592.37	5,763,724.13	(3,066,063.15)	(79,432.57)	(1,810,249.32)	2,567,266.38	2,024,017.83	2,024,017.83	2,024,017.83
E. NET INCREASE/DECREASE (B - C + D)			4,604,699.07	(4,225,088.20)	(1,238,457.62)	(2,969,274.38)	1,408,241.33	864,992.78	864,992.78	864,992.78
F. ENDING CASH (A + E)			40,499,821.42	36,274,733.22	35,036,275.59	32,067,001.22	33,475,242.54	34,340,235.32	35,205,228.10	36,070,220.88
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:	JUNE								
A. BEGINNING CASH		36,070,220.88	36,935,213.65	37,800,206.43	38,665,199.21				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	8,432,392.89	8,432,392.89	8,432,392.89	8,432,392.89	0.00	0.00	101,188,714.73	101,188,714.73
Property Taxes	8020-8079	6,138,861.19	6,138,861.19	6,138,861.19	6,138,861.19	0.00	0.00	73,666,334.27	73,666,334.27
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Federal Revenue	8100-8299	658,754.73	658,754.73	658,754.73	658,754.73	0.00	0.00	7,905,056.70	7,905,056.70
Other State Revenue	8300-8599	2,244,158.03	2,244,158.03	2,244,158.03	2,244,158.03	0.00	0.00	26,929,896.41	26,929,896.41
Other Local Revenue	8600-8799	308,682.15	308,682.15	308,682.15	308,682.15	0.00	0.00	3,704,185.74	3,704,185.74
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		17,782,848.99	17,782,848.99	17,782,848.99	17,782,848.99	0.00	0.00	213,394,187.86	213,394,187.86
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	6,979,469.19	6,979,469.19	6,979,469.19	6,979,469.19	0.00	0.00	83,753,630.23	83,753,630.23
Classified Salaries	2000-2999	3,385,786.71	3,385,786.71	3,385,786.71	3,385,786.71	0.00	0.00	40,629,440.49	40,629,440.49
Employee Benefits	3000-3999	4,435,016.26	4,435,016.26	4,435,016.26	4,435,016.26	0.00	0.00	53,220,195.11	53,220,195.11
Books and Supplies	4000-4999	530,738.81	530,738.81	530,738.81	530,738.81	0.00	0.00	6,368,865.78	6,368,865.78
Services	5000-5999	3,381,115.72	3,381,115.72	3,381,115.72	3,381,115.72	0.00	0.00	40,573,388.66	40,573,388.66
Capital Outlay	6000-6999	15,663.67	15,663.67	15,663.67	15,663.67	0.00	0.00	187,964.00	187,964.00
Other Outgo	7000-7499	39,083.69	39,083.69	39,083.69	39,083.69	0.00	0.00	469,004.25	469,004.25
Interfund Transfers Out	7600-7629	175,000.00	175,000.00	175,000.00	175,000.00	0.00	0.00	2,100,000.00	2,100,000.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		18,941,874.04	18,941,874.04	18,941,874.04	18,941,874.04	0.00	0.00	227,302,488.51	227,302,488.51
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Accounts Receivable	9200-9299	4,477,660.44	4,477,660.44	4,477,660.44	4,477,660.44	0.00	0.00	34,326,654.33	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	49,360.70	0.00	0.00	49,360.70	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		4,477,660.44	4,477,660.44	4,477,660.44	4,527,021.14	0.00	0.00	34,376,015.03	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	2,277,412.75	2,277,412.75	2,277,412.75	2,277,412.75	1,858,580.46	0.00	17,232,025.62	
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	176,229.86	176,229.86	176,229.86	176,229.86	832,688.98	0.00	2,242,527.86	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	15,734,150.53	0.00	0.00	15,734,150.53	
SUBTOTAL		2,453,642.61	2,453,642.61	2,453,642.61	18,187,793.14	2,691,269.44	0.00	35,208,704.01	
Nonoperating									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		2,024,017.83	2,024,017.83	2,024,017.83	(13,660,772.00)	(2,691,269.44)	0.00	(832,688.98)	
E. NET INCREASE/DECREASE (B - C + D)		864,992.78	864,992.78	864,992.78	(14,819,797.05)	(2,691,269.44)	0.00	(14,740,989.63)	(13,908,300.65)
F. ENDING CASH (A + E)		36,935,213.65	37,800,206.43	38,665,199.21	23,845,402.16				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								21,154,132.72	

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Acting Superintendent
PREPARED BY:	Oscar Macias, Acting Superintendent
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Approval of Board Policy 5131.8 Mobile Communication Devices

Background:

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

Discussion/Issues:

This Board Policy aims to set the expectations for Mobile Communication Devices.

The proposed Board Policy revision includes revisions based on survey results, school-based piloting of proposed changes, and input from staff and families.

The proposed changes include updates stemming from Education Code 48901.7, which promotes more limited student access to smartphones and other mobile communication devices on school campuses.

Fiscal Impact:
None

Recommendation:
Oscar Macias, Acting Superintendent, recommends that the Board of Education approve the proposed revision to Board Policy 5131.8 Mobile Communication Devices, as presented.

Policy 5131.8: Mobile Communication Devices

Status: ADOPTED

Original Adopted Date: 02/06/2020 | Last Reviewed Date: 02/06/2020

The Board of Education recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive of the instructional program in some circumstances. **When on campus or when under the supervision of district employees, students may use smartphones and other mobile communication devices only as permitted under this policy.** The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

Mobile communication devices shall be turned off during instructional time.

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

The Superintendent or designee may undertake measures or strategies in accordance with law to limit student access to smartphones and other mobile communication devices on campus. (Education Code 48901.7)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfully issued warrant, when a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information, or when the search is otherwise permitted pursuant to Penal Code 1546.1.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses a mobile communication device in an unauthorized manner **while at a school site or under the supervision and control of a district employee,** the student may be disciplined, and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device, which is brought on campus or to a school activity and is lost, stolen, or damaged.

The Board shall review and, as necessary, update this policy at least once every five years. Any such review or update shall include significant stakeholder participation to ensure that the policy is responsive to the unique needs and desires of the school community.

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:	June 18, 2025
SUBJECT:	Acceptance of Notice of Completion, Dave Bang & Associates Inc., Furnish and Install Rubber Surfacing in Playground Areas, William McKinley Elementary School and Robert Stevenson Elementary School (Bond Fund)

Background:
Due to recent safety concerns, the District is in the process of installing rubber surfacing to two (2) playground areas at William McKinley Elementary School and one (1) playground area at Robert Stevenson Elementary School. The District received three (3) CMAS proposals for the project, with Dave Bang being the lowest responsible bidder.

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:
On October 9, 2024, the District received a proposal from Dave Bang to install new rubber surface in the playground areas at two sites.

These projects completed on January 13, 2025.

Fiscal Impact:
$59,751.92 Stevenson Elementary (Bond Fund)
$101,954.34 McKinley Elementary (Bond Fund)
$161,706.26 Grand Total (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Rubber Surfacing in Playground Areas at William McKinley Elementary School and Robert Stevenson Elementary School, PO #25002159 and #25002160, not to exceed $59,751.92 (21.3-00000.0-91006-85000-6250-2150000) and $101,954.34 (21.3-

00000.0-91006-85000-6250-2090000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Approval of Revised Board Policies and Administrative Regulations

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Background:

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

Discussion/Issues:

This Board Policy and Administrative Regulation aims to set the expectations for the Adult Education program.

The proposed changes in the attachments show the deletions of language that is outdated or no longer needed. New language is in bold print.

Special Education
- Board Policy and Administrative Regulation 0430 Comprehensive Local Plan for Special Education
- Board Policy 6146.4 Differential Graduation and Competency Standards for Students with Exceptional Needs
- Policy and Administrative Regulation 6159 Individualized Education Program
- Board Policy and Administrative Regulation 6159.2 Nonpublic Nonsectarian School and Agency Services for Special Education
- Board Policy and Administrative Regulation 6159.3 Appointment of Surrogate for Special Education Students

Student Services
- Board Policy 5141.5 Mental Health
- Board Policy and Administrative Regulation 5144 Discipline
- Board Policy and Administrative Regulation 5144.1 Suspension and Expulsion Due Process
- Administrative Regulation 6184 Continuation Education

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Board Policies and Administrative Regulations, as presented.

Policy 0430: Comprehensive Local Plan For Special Education Status: ADOPTED

Original Adopted Date: 10/19/2006 | Last Revised Date: 09/03/2020 | Last Reviewed Date: 09/03/2020

The Board of Education recognizes its obligation to provide a free appropriate public education to all individuals with **exceptional needs** ~~disabilities~~, aged 3 to 21 years, who reside in the district.

~~Districts that participate in a multi-district SELPA~~

In order to meet the needs of individuals with **exceptional needs** ~~disabilities~~, the district shall participate as a member of a multi-district Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with **exceptional needs** ~~disabilities~~. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the county office of education and the Superintendent of Public Instruction. (Education Code 56195.1, 56195.3)

Each year, the Superintendent or designee shall provide to the Board any data and/or information regarding the special education funding generated by the district as supplied by the California Department of Education (Superintendent of Public Instruction) and the SELPA in accordance with Education Code 56836.148.

The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. (Education Code 56195.9)

Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be used to identify and correct any program deficiencies.

Regulation 0430: Comprehensive Local Plan For Special Education Status: ADOPTED

Original Adopted Date: 10/19/2006 | Last Revised Date: 05/20/2021 | Last Reviewed Date: 05/20/2021

Definitions

Free appropriate public education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

Least restrictive environment means that, to the maximum extent appropriate, students with **exceptional needs** ~~disabilities~~, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with **exceptional needs** ~~disabilities~~ from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117)

Elements of the Local Plan

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to: (Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs, that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:

    a. Free appropriate public education

    b. Full educational opportunity

    c. Child find and referral

    d. Individualized education programs, including development, implementation, review, and revision

    e. Least restrictive environment

    f. Procedural safeguards

    g. Annual and triennial assessments

    h. Confidentiality

    i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program

    j. Children in private schools

    k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865

    l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)

    m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)

n. Performance goals and indicators

o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments

p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds

q. Maintenance of financial effort

r. Opportunities for public participation before adoption of policies and procedures

s. Suspension and expulsion rates

t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)

u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)

v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)

2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures

3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.

4. Beginning July 1, 2023, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:

   a. How the governing board of the SELPA will support participating agencies in achieving the goals, actions, and services identified in their local control and accountability plans

   b. How the governing board of the SELPA will connect participating agencies in need of technical assistance to the statewide system of support

   c. The services, technical assistance, and support the governing board of the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205

5. A description of programs for early childhood special education from birth through five years of age

6. A description of the method by which members of the public, including parents/guardians of individuals with **exceptional needs** ~~disabilities~~ who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205

7. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan

8. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 and that the committee had at least 30 days to conduct this review before submission

of the local plan to CDE

9. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303

10. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools, the method of ensuring that all requirements of each student's IEP are being met, and a method for evaluating whether the student is making appropriate educational progress

11. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, annual service plan, and annual assurances support plan shall be written in language that is understandable to the general public. They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing. (Education Code 56205)

Availability of the Plan

The Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the district office and shall be accessible to any interested party. (Education Code 56205.5)

Policy 6146.4: Differential Graduation And Competency Standards For Students With Exceptional Needs ~~Disabilities~~

Status: ADOPTED

Original Adopted Date: 06/17/2010 | Last Reviewed Date: 06/17/2010

The Board of Education recognizes that students with **exceptional needs** ~~disabilities~~ are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and districtwide assessments.

Exemption from District-Established Graduation Requirements

District students shall complete all course requirements for high school graduation as specified in Board Policy 6146.1 - High School Graduation Requirements. However, a student with a disability that entered the ninth grade in the 2022-23 school year and later may be exempted from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student's IEP provides for both of the following requirements: (Education Code 51225.31).

1. That the student is eligible to take the alternate assessment as described in Education Code 60640

2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

Any such exempted student shall receive a diploma and be eligible to participate in any graduation ceremony and school activity related to graduation in which a student of similar age without a disability would be eligible to participate. (Education Code 51225.31)

The district's responsibility to provide FAPE shall not terminate when a student with a disability who is exempted from district-adopted graduation requirements participates in graduation activities unless the student's IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education code 51225.31)

Certificate of Educational Achievement or Completion

Instead of a high school diploma, a student with **exceptional needs** ~~disabilities~~ may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements: (Education Code 56390)

1. Satisfactorily completed a prescribed alternative course of study approved by the board of the district in which the student attended school or the district with jurisdiction over the student as identified in his/her IEP

2. Satisfactorily met his/her IEP goals and objectives during high school as determined by the IEP team

3. Satisfactorily attended high school, participated in the instruction as prescribed in his/her IEP, and met the objectives of the statement of transition services

A student with **exceptional needs** ~~disabilities~~ who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate. (Education Code 56391)

Policy 6159: Individualized Education Program

Status: ADOPTED

Original Adopted Date: 06/14/2007 | Last Revised Date: 02/04/2021 | Last Reviewed Date: 02/04/2021

Governing Board desires to provide full educational opportunities to all students with **exceptional needs**. Students with **exceptional needs** shall receive a free appropriate public education (FAPE) and, to the maximum extent possible, shall be educated in the least restrictive environment with nondisabled students.

For each student with **exceptional needs**, an individualized education program (IEP) shall be developed which identifies the special education instruction and related services to be provided to the student. The Superintendent or designee shall develop administrative regulations regarding the membership of the IEP team, the team's responsibility to develop and regularly review the IEP, the contents of the IEP, and the development, review, and revision processes.

The district shall make FAPE available to individuals with **exceptional needs** ages 3-21 who reside in the district, including: (Education Code 56040; 20 USC 1412; 34 CFR 300.17, 300.101, 300.104)

1. Students who have been suspended or expelled from school
2. Students who are placed by the district in a nonpublic, nonsectarian school
3. Individuals age 18-21 years who are incarcerated in an adult correctional facility and were identified as being an individual with **exceptional needs** or had an IEP in their prior educational placement

Regulation 6159: Individualized Education Program Status: ADOPTED

Original Adopted Date: 03/07/2013 | Last Revised Date: 02/04/2021 | Last Reviewed Date: 02/04/2021

At the beginning of each school year, the district shall have an individualized education program (IEP) in effect for each student with **an exceptional need** ~~a disability~~ within district jurisdiction. The IEP shall be a written statement that is developed, reviewed, and revised by the IEP team to meet the unique educational needs of a student with **an exceptional need** ~~a disability~~. (Education Code 56344, 56345; 34 CFR 300.320, 300.323)

Members of the IEP Team

Unless excused by written agreement in accordance with Education Code 56341, the IEP team for any student with **an exceptional need** ~~a disability~~ shall include the following members: (Education Code 56341, 56341.5; 20 USC 1414; 34 CFR 300.321)

1. One or both of the student's parents/guardians and/or a representative selected by them

   To the extent permitted by federal law, a foster parent shall have the same rights relative to a foster child's IEP as a parent/guardian. (Education Code 56055)

2. If the student is or may be participating in the general education program, at least one of the student's general education teachers designated by the Superintendent or designee to represent the student's general education teachers

   The general education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of appropriate positive behavioral interventions, supports, and other strategies for the student, and supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320. (Education Code 56341; 20 USC 1414; 34 CFR 300.324)

3. At least one of the student's special education teachers or, where appropriate, special education providers

4. A representative of the district who is:

   a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with **exceptional needs** ~~disabilities~~

   b. Knowledgeable about the general education curriculum

   c. Knowledgeable about the availability of district resources

5. An individual who can interpret the instructional implications of assessment results

   This individual may already be a member of the team as described in items #2-4 above or in item #6 below.

6. At the discretion of the parent/guardian or the Superintendent or designee, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate

   The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team.

7. Whenever appropriate, the student **with an exceptional need** ~~a disability~~

   In the development, review, or revision of the IEP, the student shall be allowed to provide confidential input to any representative of the IEP team. (Education Code 56341.5)

8. When the student is suspected of having a specific learning disability, at least one individual who is qualified to conduct individual diagnostic examinations of the student such as a school psychologist, speech language pathologist, or remedial reading teacher

   In accordance with 34 CFR 300.310, at least one team member other than the student's general education teacher shall observe the student's academic performance and behavior in the areas of difficulty in the

student's learning environment, including in the regular classroom setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age.

In the following circumstances, the Superintendent or designee shall invite other specified individuals to an IEP team meeting:

1. When the student has been placed in a group home by the juvenile court, a representative of the group home shall be invited to attend IEP team meetings. (Education Code 56341.2)

2. Whenever the IEP team is meeting to consider the student's postsecondary goals and the transition services needed to assist the student in reaching the goals, the following individuals shall be invited to attend: (34 CFR 300.321)

   a. The student, regardless of the student's age

      If the student does not attend the IEP team meeting, the Superintendent or designee shall take other steps to ensure that the student's preferences and interests are considered.

   b. To the extent appropriate, and with the consent of the parent/guardian or adult student, a representative of any other agency that is likely to be responsible for providing or paying for the transition services

3. If the student was previously served under the Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004), and upon request of the student's parent/guardian, the Superintendent or designee shall invite the Infant and Toddlers with Disabilities Coordinator or other representative of the early education or early intervention system to the initial IEP team meeting to assist with the smooth transition of services. (Education Code 56341; 20 USC 1414; 34 CFR 300.321)

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian and the district agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. Even if the meeting involves a discussion of the IEP team member's area of the curriculum or related service, the member may be excused from the meeting if the parent/guardian, in writing, and the district consent to the excusal after conferring with the member and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting. (Education Code 56341; 20 USC 1414; 34 CFR 300.321)

Contents of the IEP

The IEP shall include, but not be limited to, all of the following: (Education Code 56345, 56345.1; 20 USC 1414; 34 CFR 300.320)

1. A statement of the present levels of the student's academic achievement and functional performance, including:
   a. The manner in which the **exceptional need** ~~disability~~ affects the student's involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled students)

   b. For a preschool student, as appropriate, the manner in which the **exceptional need** ~~disability~~ affects the student's participation in appropriate activities

   c. For a student with **an exceptional need** ~~a disability~~ who takes alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives

2. A statement of measurable annual goals, including academic and functional goals, designed to:
   a. Meet the student's needs that result from the disability in order to enable the student to be involved in and make progress in the general education curriculum

   b. Meet each of the student's other educational needs that result from the exceptional need ~~disability~~

3. A description of the manner in which the student's progress toward meeting the annual goals described in item #2 above will be measured and when the district will provide periodic reports on the progress the student is

making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards

4. A statement of the special education instruction and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided to enable the student to:

    a. Advance appropriately toward attaining the annual goals

    b. Be involved and make progress in the general education curriculum in accordance with item #1 above and to participate in extracurricular and other nonacademic activities

    c. Be educated and participate with other students with **exceptional needs** ~~disabilities~~ and nondisabled students in the activities described in the IEP

5. An explanation of the extent, if any, to which the student will not participate with nondisabled students in the regular class and in extracurricular and other nonacademic activities described in the IEP

6. A statement of any appropriate individual accommodations necessary to measure the academic achievement and functional performance of the student on state and districtwide assessments

    If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or districtwide assessment, the student's IEP also shall include a statement of the reason that the student cannot participate in the regular assessment and the reason that the particular alternate assessment selected is appropriate.

7. The projected date for the beginning of the services and modifications described in item #4 above and the anticipated frequency, location, and duration of those services and modifications

8. Beginning not later than the first IEP to be in effect ~~when the student is 16 years of age, or younger~~ **by the time the student begins high school rather than at the age of 16** if determined appropriate by the IEP team, and updated annually thereafter, the following:

    a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills

    b. The transition services, including courses of study, needed to assist the student in reaching those goals

9. A description of the means by which the IEP will be provided under emergency conditions, as described in Education Code 46392, in which instruction and/or services cannot be provided to the student either at the school or in person for more than 10 school days. The description shall take into account public health orders and shall include special education and related services, supplementary aids and services, transition services, and extended school year services.

10. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of the rights, if any, that will transfer to the student upon reaching age 18, pursuant to Education Code 56041.5

11. For a student in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards required for graduation

12. For a student whose native language is not English, linguistically appropriate goals, objectives, programs, and services

13. Extended school year services when the IEP team determines, on an individual basis, that the services are necessary for the provision of a free appropriate public education (FAPE)

14. If the student is to be transferred from a special class or nonpublic, nonsectarian school into a general education program in a public school for any part of the school day, provision for transition into the general education program including descriptions of activities intended to:

a. Integrate the student into the general education program, including the nature of each activity and the time spent on the activity each day or week

b. Support the transition of the student from the special education program into the general education program

15. For a student with low incidence disabilities, specialized services, materials, and equipment consistent with the guidelines pursuant to Education Code 56136

To assist a student who is blind, has low vision, or is visually impaired to achieve the student's maximum potential, the IEP team may consider instruction in the expanded core curriculum, including compensatory skills such as Braille, concept development, or other skills needed to access the core curriculum; orientation and mobility; social interaction skills; career technical education; assistive technology, including optical devices; independent living skills; recreation and leisure; self-determination; and sensory efficiency. When appropriate, such services may be offered before or after school. (Education Code 56353)

Development of the IEP

Within 30 days of a determination that a student needs special education and related services, the Superintendent or designee shall ensure that a meeting to develop an initial IEP is conducted. (Education Code 56043; 34 CFR 300.323)

Any IEP required as a result of an assessment of a student shall be developed within 60 days from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. Days between the student's regular school sessions, terms, or vacation of more than five school days shall not be counted. In the case of school vacations, the 60-day time limit shall recommence on the date that the student's school days reconvene. (Education Code 56043, 56344)

However, when the IEP is required as a result of an assessment of a student for whom a referral has been made 30 days or less prior to the end of the preceding regular school year, the IEP shall be developed within 30 days after the commencement of the subsequent regular school year. (Education Code 56344)

In developing the IEP, the IEP team shall consider all of the following: (Education Code **56040.6,** 56341.1, 56345; 20 USC 1414; 34 CFR 300.324)

1. The strengths of the student

2. The concerns of the parents/guardians for enhancing the education of their child

3. The results of the initial or most recent assessment of the student

4. The academic, developmental, and functional needs of the student

5. In the case of a student whose behavior impedes the student's learning or that of others, the use of positive behavioral interventions and supports and other strategies to address that behavior

6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP

7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille

   However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based upon an assessment of the student's reading and writing skills, needs, and appropriate reading and writing media, including an assessment of future needs for instruction in Braille or the use of Braille.

8. The communication needs of the student and, in the case of a student who is deaf or hard of hearing, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode

The team shall also consider the related services and program options that provide the student with an equal opportunity for communication access, as described in Education Code 56345.

9. Whether the student requires assistive technology devices and services

If, in considering the special factors in items #1-9 above, the IEP team determines that the student needs a particular device or service, including an intervention, accommodation, or other program modification, in order to receive FAPE, the team shall include a statement to that effect in the student's IEP. (Education Code 56341.1)

Provision of Special Education and Related Services

The district shall ensure that, as soon as possible following development of the IEP, special education services and related services are made available to the student in accordance with the IEP. (Education Code 56344; 34 CFR 300.323)

The Superintendent or designee shall ensure that the student's IEP is accessible to each general education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation. The Superintendent or designee also shall ensure that such teachers and providers are informed of their specific responsibilities related to implementing the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP. (34 CFR 300.323)

If an orientation and mobility evaluation is determined to be needed for a student who is blind, has low vision, or is visually impaired, the evaluation shall be conducted by a person who is appropriately certified as an orientation and mobility specialist and shall occur in familiar and unfamiliar environments, in varying lighting conditions, and in the home, school, and community, as appropriate. The Superintendent or designee may require annual written parent/guardian consent to provide orientation and mobility services when such services are provided before or after school and when they are provided away from the school site. (Education Code 56354; 5 CCR 3051.3)

If a student's IEP requires the provision of assistive technology devices or services, **including artificial intellidence services,** the district shall provide such devices or services and shall, on a case-by-case basis, provide for the use of school-purchased devices in the student's home or other settings if the IEP team determines that the student needs access to those devices in order to receive FAPE. If a student who requires the use of an assistive technology device **or services** transfers to another local educational agency, the district shall provide the student with continued access to that device or a comparable device for two months from the date the student ceased to be enrolled in the district or until alternative arrangements can be made to provide access to the device, whichever occurs first. (Education Code 56040.3; 34 CFR 300.105)

Review and Revision of the IEP

The Superintendent or designee shall ensure that the IEP team reviews the IEP periodically, but at least annually, in order to: (Education Code 56043, 56341.1, 56380; 20 USC 1414; 34 CFR 300.324)

1. Determine whether the annual goals for the student are being achieved

2. Revise the IEP, as appropriate, to address:

    a. Any lack of expected progress toward the annual goals and in the general education curriculum, where appropriate

    b. The results of any reassessment conducted pursuant to Education Code 56381

    c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 300.305 and Education Code 56381

    d. The student's anticipated needs

    e. Any other relevant matter

3. Consider the special factors listed in items #5-9 above under "Development of the IEP" when reviewing the IEP of any student with **an exceptional need** ~~a disability~~ to whom one of those factors may apply

The IEP team shall also meet at any other time upon request by the student's parent/guardian or teacher to review

or revise the IEP. (Education Code 56343)

When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. (Education Code 56043, 56343.5)

A regular education or special education teacher may request a review of the classroom assignment of a student with **an exceptional need** ~~a disability~~ by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year-round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction, and/or related services, the Superintendent or designee shall convene an IEP team meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.

If a participating agency other than the district fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service objectives set out for the student in the IEP. (Education Code 56345.1; 20 USC 1414; 34 CFR 300.324)

If a student with **an exceptional need** ~~a disability~~ residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the Superintendent or designee shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. (Education Code 56157)

To the extent possible, the Superintendent or designee shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student. (20 USC 1414; 34 CFR 300.324)

When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the Superintendent or designee may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the Superintendent or designee shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments. (Education Code 56380.1; 20 USC 1414; 34 CFR 300.324)

Audio Recording of IEP Team Meetings

Parents/guardians and the Superintendent or designee shall have the right to audio record the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the Superintendent or designee gives notice of intent to audio record a meeting and the parent/guardian objects or refuses to attend because the meeting would be audio recorded, the meeting shall not be audio recorded. Parents/guardians also have the right to: (Education Code 56341.1)

1. Inspect and review the audio recordings

2. Request that an audio recording be amended if they believe it contains information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights

3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights

Parent/Guardian Participation and Other Rights

The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with **an exceptional need** ~~a disability~~ are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall send parents/guardians notices of IEP team meetings that: (Education Code 56341.5; 34 CFR 300.322)

1. Indicate the purpose, time, and location of the meeting

2. Indicate who will be in attendance at the meeting

3. Inform them of:

    a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341

    b. The provision of Education Code 56341 relating to the participation of the Infant and Toddlers with Disabilities Coordinator at the initial IEP team meeting, if the student was previously served under Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004)

In addition, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with **an exceptional need** ~~a disability~~ who is 16 years of age or older, or younger than 16 if deemed appropriate by the IEP team, the Superintendent or designee's notice to the student's parents/guardians shall include the following: (Education Code 56341.5)

1. An indication that a purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to Education Code 56345.1, 20 USC 1414, and 34 CFR 300.320

2. An indication that the student is invited to the IEP team meeting

At each IEP team meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)

The parent/guardian shall have the right and opportunity to examine all of the student's school records upon request, before any IEP meeting, and in connection with any hearing or resolution session on matters affecting the student, including, but not limited to, initial formal assessment, procedural safeguards, and due process. Upon receipt of an oral or written request, the Superintendent or designee shall provide complete copies of the records within five business days. (Education Code 56043, 56504)

The parent/guardian shall have the right to present information to the IEP team in person or through a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning. (Education Code 56341.1)

If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (Education Code 56341.5; 20 USC 1414; 34 CFR 300.322)

An IEP team meeting may be conducted without a parent/guardian in attendance if the Superintendent or designee is unable to convince the parent/guardian to attend. In such a case, the Superintendent or designee shall maintain a record of the attempts to arrange a mutually agreed upon time and place for the meeting, including: (Education Code 56341.5; 34 CFR 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls

2. Copies of correspondence sent to the parent/guardian and any responses received

3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

The Superintendent or designee shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall give the parents/guardians of a student with **an exceptional need** ~~a disability~~ a copy of the IEP at no cost. (Education Code 56341.5; 34 CFR 300.322)

Parent/Guardian Consent for Provision of Special Education and Services

Before providing special education and related services to any student pursuant to 20 USC 1414, the Superintendent or designee shall seek to obtain informed consent of the student's parent/guardian. (Education Code 56346)

If the parent/guardian fails to respond or refuses to consent to the initiation of services, the district shall not use the due process hearing procedures pursuant to 20 USC 1415 to obtain agreement or a ruling that the services may be provided to the student. In such circumstances, the district shall not be required to convene an IEP team or develop an IEP for the student. (Education Code 56346)

If the parent/guardian consents in writing to the receipt of special education and related services for the student but does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student. If the Superintendent or designee determines that a part of a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with FAPE, a due process hearing shall be initiated in accordance with 20 USC 1415. While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the Superintendent or designee agree otherwise. (Education Code 56346)

If at any time subsequent to the initial provision of services, the student's parent/guardian, in writing, revokes consent for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The Superintendent or designee shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student. (Education Code 56346; 34 CFR 300.300, 300.503)

Prior to the discontinuation of services, the Superintendent or designee may offer to meet with the parents/guardians to discuss concerns for the student's education. However, this meeting shall be voluntary on the part of the parent/guardian and shall not delay the implementation of the parent/guardian's request for discontinuation of services.

When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

Transfer Students

To facilitate the transition of a student with **an exceptional need** ~~a disability~~ who is transferring into the district, the Superintendent or designee shall take reasonable steps to promptly obtain the student's records, including the IEP and the supporting documents related to the provision of special education services. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from another school district within the same Special Education Local Plan Area (SELPA) during the school year, the district shall continue to provide services comparable to those described in the student's existing IEP, unless the student's parent/guardian and the district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from a school district outside of the district's SELPA during the school year, the district shall provide the student with FAPE, including services comparable to those described in the previous district's IEP in consultation with the student's parent/guardian, for a period not to exceed 30 days. By the end of that period, the district shall either adopt the previous district's IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from an out-of-state district during the school year, the district shall provide the student with FAPE, including services comparable to the out-of-state district's IEP, in consultation with the parent/guardian, until such time as the Superintendent or designee conducts an assessment, if it determines that such an assessment is necessary, and develops, adopts, and implements a new IEP, if appropriate. (Education Code 56325; 34 CFR 300.323)

Policy 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education Status: ADOPTED

Original Adopted Date: 05/01/2014 | Last Revised Date: 02/04/2021 | Last Reviewed Date: 02/04/2021

The Governing Board recognizes its responsibility to provide a free, appropriate public education to students with **exceptional needs** ~~disabilities~~ in accordance with law. When the district is unable to provide direct special education and/or related services to students with **exceptional needs** ~~disabilities~~, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.

Prior to entering into a contract to place any student in an NPS/A, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with **exceptional needs** ~~disabilities~~ and complies with staff training requirements in accordance with Education Code 56366 and 56366.1. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any NPS/A with which the district has a contract to ensure that the certification has not expired.

Within 14 days of becoming aware of any change to the certification status of an NPS/A, including, but not limited to, receiving notification of a determination to suspend or revoke the certification of the NPS/A pursuant to Education Code 56366.4, the district shall notify, through email or regular mail, the parents/guardians of any district student who attends the NPS/A of the change in certification status, which includes a copy of procedural safeguards. The district shall maintain a record of such notice and make the notice available for inspection upon request by the California Department of Education. (Education Code 56366.45)

Additionally, the Superintendent or designee, such as the district's liaison for foster youth, shall verify that for any student served by an NPS/A who is a foster youth, the NPS/A agrees to serve as the school of origin of the foster youth and allow the foster youth to continue the foster youth's education in the NPS/A in accordance with Education Code 56366.1.

No district student **with exceptional needs shall be referred to, or placed in,** ~~shall be placed in~~ an NPS/A unless the student's individualized education program (IEP) team has determined that an appropriate public education alternative does not exist and that the placement is appropriate for the student. (Education Code 56342.1)

The district shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with **exceptional needs** ~~disabilities~~ who are enrolled in programs or receiving services provided by the NPS/A **pursuant to the contract**. (Education Code 56365)

In accordance with law, any student with **exceptional needs** ~~disabilities~~ placed in an NPS/A shall have all the rights and protections to which students with **exceptional needs** ~~disabilities~~ are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

During the period when any student with **exceptional needs** ~~disabilities~~ is placed in an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in the IEP.

The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with district policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve district students shall be made aware of, and trained in such policies, procedures, and practices.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

Regulation 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education

Status: ADOPTED

Original Adopted Date: 05/01/2014 | Last Revised Date: 02/04/2021 | Last Reviewed Date: 02/04/2021

Master Contract

Every master contract between the district and a nonpublic, nonsectarian school or agency (NPS/A) shall specify the general administrative and financial agreements for providing special education and designated instruction and services. The master contract shall be for a term not to exceed one year and shall be renegotiated prior to June 30. Provisions of the contract shall include, but not be limited to: (Education Code 56366; 5 CCR 3062)

1. Student-teacher ratios

2. Transportation specified in a student's individualized education program (IEP)

   The contract shall not include special education transportation provided through the use of services or equipment owned, leased, or contracted by the district for students enrolled in the NPS/A unless provided directly or subcontracted by that NPS/A.

3. Procedures for recordkeeping and documentation

4. The maintenance of school records by the district to ensure that appropriate high school graduation credit is received by any participating student

5. An individual services agreement for each student, which will be negotiated for the length of time for which NPS/A special education and designated instruction and services are specified in the student's IEP

6. A description of the process to be utilized by the district to oversee and evaluate placements in the NPS/A, including a method for evaluating whether each student is making appropriate educational progress

7. Procedures and responsibilities for attendance and unexcused absences

8. General provisions related to modifications and amendments to the contract, waivers, disputes, contractor's status, conflicts of interest, termination, inspection and audits, compliance with applicable state and federal laws and regulations, and indemnification and insurance requirements

9. Payment schedules, including, but not limited to, payment amounts, payment demand, right to withhold, and audit exceptions

The contract may allow for partial or full-time attendance at the NPS/A. (Education Code 56366)

With mutual agreement of the district and NPS/A, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's educational instruction, services, or placement as outlined in the student's individual services agreement. (Education Code 56366)

The master contract or individual services agreement may be terminated for cause if either party gives 20 days' notice. However, the availability of a public education program initiated during the period of the contract shall not give cause for termination unless the parent/guardian agrees to transfer the student to the program. (Education Code 56366)

Placement and Services

For any student to be placed in an NPS/A, the Superintendent or designee shall develop an individual services agreement based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the NPS/A services, not to exceed one year. Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)

At least once each year, the district shall: (Education Code 56366)

1. Evaluate the educational progress of each student placed in an NPS/A, including a review of state assessment

results

2. During the annual meeting held to review the student's IEP pursuant to Education Code 56343, consider whether the student's needs continue to be best met at the NPS/A and whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting

Prior to the annual review of a student's IEP, the Superintendent or designee shall notify any high school district to which the student may transfer of the student's enrollment in an NPS/A. (5 CCR 3069)

When a special education student meets the district requirements for completion of the prescribed course of study as designated in the student's IEP, the district shall award the student a diploma of graduation. (5 CCR 3070)

However, a student with exceptional needs who entered the ninth grade in the 2022-23 school year or later shall be exempted from all coursework and other requirements adopted by the Governing Board that are in addition to the statewide course requirements for high school graduation, if the student's IEP meets the criteria specified in law and Board Policy 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities. (Education Code 51225.31)

Additionally, the Superintendent or designee may, until July 1, 2031, exempt a student with exceptional needs who was enrolled in grade 10 or higher in the 2022-23 school year from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student meets the eligibility criteria specified in Education Code 51225.32.

Out-of-State Placements

Before contracting with an NPS/A outside California, the Superintendent or designee shall document the district's efforts to use public schools and/or to find an appropriate program offered by an NPS/A within California. (Education Code 56365)

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the costs of the special education and related services provided, and the district's efforts to locate an appropriate public school or NPS/A within California. (Education Code 56365)

If the district decides to place a student with an NPS/A outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code 56365)

On-Site Visits

The Superintendent or designee shall conduct an on-site visit to an NPS/A before the placement of a student at the school or agency, if the district does not have any other students currently enrolled at the NPS/A. (Education Code 56366.1)

At least once per year, the Superintendent or designee shall conduct an on-site monitoring visit to each NPS/A at which the district has a student attending and with which it maintains a master contract. The monitoring visit shall include, but is not limited to: (Education Code 56366.1)

1. A review of services provided to the student through the individual services agreement
2. A review of progress the student is making toward the goals set forth in the student's IEP
3. A review of progress the student is making toward the goals set forth in the student's behavioral intervention plan, if applicable
4. An observation of the student during instruction
5. A walkthrough of the facility

The district shall report the findings resulting from the monitoring visit to **California Department of Education** ~~CDE~~ within 60 calendar days of the on-site visit. (Education Code 56366.1)

Policy 6159.3: Appointment Of Surrogate Parent For Special Education Students

Status: ADOPTED

Original Adopted Date: 06/14/2007 | Last Reviewed Date: 06/14/2007

In order to protect the rights of students with **exceptional needs** ~~disabilities~~, the Superintendent or designee shall appoint a surrogate parent to represent a student with disabilities as necessary in accordance with law. He/she shall develop procedures for recruiting, training and assigning adults to serve as surrogate parents.

Regulation 6159.3: Appointment Of Surrogate Parent For Special Education Students Status: ADOPTED

Original Adopted Date: 06/14/2007 | Last Reviewed Date: 06/14/2007

Conditions Necessitating a Surrogate

The Superintendent or SELPA designee shall appoint a surrogate parent to represent a student with **exceptional needs** ~~disabilities~~ under one or more of the following circumstances: (Government Code 7579.5; 20 USC 1415(b)(2); 34 CFR 300.515)

1. No parent/guardian for the student can be identified.
2. The district, after reasonable efforts, cannot discover the location of a parent or legal guardian of the student.
3. The student is adjudicated a dependent or ward of the court pursuant to Welfare and Institutions Code 300, 601 or 602 and all of the following conditions are satisfied:
    a. The court has referred the student for special education and related services or the student has a valid individualized education program (IEP)
    b. The court has specifically limited the right of the parent/guardian to make educational decisions for his/her child
    c. The student has no responsible adult to represent him or her pursuant to Welfare and Institutions Code 361 or 726 or Education Code 56055
4. The student is an unaccompanied homeless youth not in the custody of a parent/guardian, as defined in 42 USC 11434a
5. The student has reached the age of majority but has been declared incompetent by a court of law

Appointment of Surrogate Parents

Upon a determination that a student needs a surrogate parent, the Superintendent or SELPA designee shall make reasonable efforts to ensure that the surrogate is appointed within 30 days. (20 USC 1412(b)(2)(B))

When appointing a surrogate parent, the Superintendent or SELPA designee shall give first preference to a relative caretaker, foster parent or court-appointed special advocate, provided any of these individuals exists and is willing and able to serve. If none of these individuals is willing or able to act as a surrogate parent, the Superintendent or designee shall select the surrogate parent of his/her choice. If the student is moved from the home of the relative caretaker or foster parent who was appointed as the student's surrogate parent, the Superintendent or designee shall appoint another surrogate parent if a new appointment is necessary to ensure adequate representation of the student. (Government Code 7579.5)

The Superintendent or SELPA designee shall ensure that individuals to be appointed as surrogate parents have passed a criminal background check and have demonstrated interest and skill in working with students with **exceptional needs** ~~disabilities~~.

Surrogate parents shall have no interests that conflict with the student's educational interests and shall have knowledge and skills that ensure adequate representation of the student. If a conflict of interest arises after the appointment of a surrogate parent, the Superintendent or designee shall terminate the appointment and appoint another surrogate parent. (34 CFR 300.515; Government Code 7579.5)

Duties of Surrogate Parent

The surrogate parent shall have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to 20 USC 1414-1482 and 34 CFR 300.1-300.756. The surrogate parent may represent the student in all matters relating to identification, assessment, instructional planning and development, educational placement, review and revision of the IEP, and in other matters relating to the provision of a free and appropriate public education. (Education Code 56050; Government Code 7579.5)

In addition, the representation of the surrogate parent shall include the provision of written consent to the IEP including nonemergency medical services, mental health treatment services, and occupational or physical therapy

services and any needed related services pursuant to Government Code 7570-7588. (Education Code 56050)

Surrogate parents shall volunteer their services to the district and serve without compensation. The district may reimburse them for mileage and other incidental expenses directly associated with their duties as surrogate parents.

Surrogate parents shall have access to the student's school records as necessary to fulfill their responsibilities as surrogate parents and in accordance with Board policy and administrative regulation.

Termination of Appointment

The Superintendent or SELPA designee shall terminate the appointment of a surrogate parent under the following conditions:

1. When the student is no longer in need of special education (Government Code 7579.5)
2. When the student reaches 18 years of age, unless he/she chooses not to make education decisions for himself/herself or is deemed by a court to be incompetent (Government Code 7579.5)
3. Another responsible adult is appointed to make educational decisions for the student (Government Code 7579.5)
4. The right of the parent/guardian to make educational decisions for the student is fully restored (Government Code 7579.5)
5. When the surrogate parent no longer satisfies the requirements for appointment as a surrogate parent, as specified above

Policy 5141.5: Mental Health

Status: ADOPTED

Original Adopted Date: 09/03/2020 | Last Reviewed Date: 09/03/2020

The Board of Education recognizes that students' emotional well-being and mental health contribute to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services **to reduce the stigma associated with mental illness, facilitate access to mental health services, and help students build resiliency skills, including digital resilience, increase social connections, and cope with life challenges** ~~build students' resiliency skills, help students cope with life challenges, and reduce the stigma associated with mental illness~~.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

Information and Training

The Superintendent or designee shall provide school staff with information and training to recognize the early signs of an emerging mental health condition **or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Additionally, such training shall provide instruction on how to maintain student privacy and confidentiality, and may be provided to parents/guardians and families. (Education Code 49428.15)**~~, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, and link students with effective services and supports. Such information may also be provided to parents/guardians and families~~.

The Superintendent or designee shall ensure that all certificated employees and 40 percent of classified employees who have direct contact with students in grades 7-12 receive youth behavioral training at least one time, in accordance with Education Code 49428.2.

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

Annually, the Superintendent or designee shall provide, and require all certificated employees serving students in grades 7 to 12 to participate in, at least one hour of cultural competency training to support lesbian, gay, bisexual, transgender, queer, and questioning individuals. The district shall maintain records documenting the date that each employee completed the training and the name of the entity that provided the training. (Education Code 218.3)

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification to parents/guardians and to students shall be in at least two of the following methods: (Education Code 49428)

1. **Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students**

2. **Including the information, at the beginning of the school year, in the parent/guardian handbook and in student orientation materials or a student handbook**

3. **Posting the information on the school's website or social media**

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. **Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes**
2. **A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors**
3. **A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers**
4. **A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy**
5. **A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating**

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall

be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each

school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

The district's referral protocols shall: (Education Code 49428.1)

1. **Address the appropriate and timely referral by school staff of students with behavioral health concerns**

2. **Reflect a multitiered system of support process and positive behavioral interventions and supports, to be used as an alternative to disciplinary action as appropriate**

   The protocols shall be accessible to students who may be the subject of disciplinary action.

3. **Be adaptable to varied local service arrangements for behavioral health services**

4. **Reflect evidence-based and culturally appropriate approaches to student behavioral health referral without disciplinary actions**

   "Evidence-based" means peer-reviewed, scientific research evidence, including studies based on research methodologies that control threats to both the internal and the external validity of the research findings.

5. **Address the inclusion of parents/guardians in the referral process**

6. **Be written to ensure clarity and ease of use by certificated and classified school employees**

7. **Reflect differentiated referral processes for students with exceptional needs and other populations for whom the referral process may be distinct**

8. **Be written to ensure that school employees act only within the authorization or scope of their credential or license**

   School employees are not authorized or encouraged to diagnose or treat youth behavioral health disorders unless they are specifically licensed and employed to do so.

9. **Be consistent with state activities conducted by the California Department of Education in the administration of federally funded behavioral health programs**

A student 12 years of age or older may consent to mental health treatment or counseling if the student, in the opinion of the attending mental health professional, is mature enough to participate intelligently in the services. Additionally, the student's parent/guardian shall consent to student's treatment, unless the mental health professional determines, after consulting with the student, that the involvement of the parent/guardian would be inappropriate. (Family Code 6924)

In delivering mental health and behavioral health services to students, the district may use telehealth or other information and communication technologies that facilitate the diagnosis, consultation, treatment, education, care management, and self-management of a student's health while the student is on campus and the health care provider is at a distant location. (Education Code 49429)

Prior to utilizing telehealth technology to manage a student's mental health or behavior, the mental health professional shall consult with the student, parent/guardian, and/or the student's individualized education program team, as required by law, unless the mental health professional determines that the involvement would be inappropriate pursuant to Family Code 6924.

In using telehealth technology to provide mental health services to students, the Superintendent or designee shall ensure that mental health professionals comply with applicable professional codes of ethics and legal authority. Additionally, space that affords privacy and confidentiality of telehealth sessions shall be provided for students and an emergency response plan shall be put in place that lays out all legally-mandated steps to take when a student suddenly begins to exhibit suicidal ideation or other potentially dangerous behavior during a telehealth session.

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

Policy 5144: Discipline

Status: ADOPTED

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

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

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

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

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

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

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

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

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

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

At all times, the safety of students and staff**,** ~~and~~ **providing interventions and supports to students, as well as** the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

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

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

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and

parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

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

Regulation 5144: Discipline Status: ADOPTED

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

Site-Level Rules

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

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

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

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

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

Disciplinary Strategies

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

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

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

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

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

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

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

15. Reassignment to an alternative educational environment

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

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

~~**Recess Restriction**~~

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

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

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

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

Detention After School

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

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

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

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

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may require a student to perform community service during non-school hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

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

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

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

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

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

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

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

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

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

Appropriate Use of Suspension Authority

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

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

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

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

On-Campus Suspension

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

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

Authority to Expel

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

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school

or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

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

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

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

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

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

Due Process

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

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

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

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

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

Definitions

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

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

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

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

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

Notice of Regulations

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

Grounds for Suspension and Expulsion: Grades K-12

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional Grounds for Suspension and Expulsion: Grades 4-12

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

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

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

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

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

the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

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

~~**Additional Grounds for Suspension and Expulsion: Grades 9-12**~~

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

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as items #1-~~18~~ **19** under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level~~, including grades K-8~~. (Education Code 48910)

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

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

A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

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

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

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

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

Suspension by Superintendent, Principal or Principal's Designee

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

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

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

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

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

Length of Suspension

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

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence. (Education Code 48911)

   This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, ~~both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school~~ **the student, the student's parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, shall be notified of the student's right to a conference and the right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school for the conference**. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian ~~by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension~~ **or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker, and, if applicable, the county social worker, in person, by email, or by telephone. Whenever a student is suspended, the parent/guardian, or, if applicable, the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, the county social worker, shall also be notified in writing of the suspension**. (Education Code 48911)

   This notice shall state the specific offense committed by the student. (Education Code 48900.8)

   In addition, the notice may state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with

the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian~~, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference~~ **a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, the notice may state that the law requires such individuals to respond to the request without delay. However, the student shall not be penalized for the failure of the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, to attend such a conference. The student may not be denied reinstatement solely because such individuals failed to attend the conference**. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

   a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

   b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

   c. If the student involved is a foster youth **or a child of Indian heritage**, the Superintendent or designee shall notify the ~~district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting~~ **district's educational liaison of the need to invite the foster youth's educational rights holder, attorney and county social worker, or the Indian child's tribal social worker or, if applicable, the county social worker, to attend the meeting**. (Education Code 48853.5, 48911, 48918.1)

   d. If the student involved is a homeless child or youth **experiencing homelessness**, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," **and** "Additional Grounds for Suspension and Expulsion: Grades 4-12," and ~~"Additional Grounds for Suspension and Expulsion: Grades 9-12"~~ above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.

2. The student shall have access to appropriate counseling services.

3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.

4. The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom **and the teacher(s) shall provide all assignments and tests that the student will miss while suspended**. **If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.**

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian ~~in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing~~ **or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student if an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, in person, by email, or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing**. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense

2. Possession of any knife or other dangerous object of no reasonable use to the student

3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, ~~or~~ (b) the student's possession of over-the-counter medication or other medication prescribed by a physician**, or medication prescribed for the student by a physician**

4. Robbery or extortion

5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days.

The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense **for which the student may be expelled,** the Superintendent, principal, or designee shall offer the student and parent/guardian**, or, when applicable, other person holding the right to make educational decisions for the student,** the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or parent/guardian**, or, when applicable, other person holding the right to make educational decisions for the student,** has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and parent/guardian**, or, when applicable, other person holding the right to make educational decisions for the student**. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and parent/guardian**, or, when applicable, other person holding the right to make educational decisions for the student,** shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, the Superintendent or designee shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)

1. Receive five days' notice of the scheduled testimony at the hearing

2. Have up to two adult support persons present at the hearing at the time the witness testifies

3. Have a closed hearing during the time the witness testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing

2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based

3. A copy of district disciplinary rules which relate to the alleged violation
   Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

   This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

4. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Non-attorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

5. The right to inspect and obtain copies of all documents to be used at the hearing

6. The opportunity to confront and question all witnesses who testify at the hearing

7. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth, ~~and Homeless~~ Students Experiencing Homelessness, and Child of Indian Heritage

If the student facing expulsion is a foster student **or a child of Indian heritage**, the Superintendent or designee shall also send notice of the hearing to the ~~student's attorney and a representative of an appropriate child welfare agency~~ **foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, county social worker,** at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a ~~homeless~~ student **experiencing homelessness**, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

   Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

   If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

   Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12~~,~~." ~~and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above.~~ (Education Code 48918(h))

   Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

   In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

   a. Any complaining witness shall be given five days' notice before being called to testify.

   b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony.

   c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.

   d. The person presiding over the hearing may remove a support person who is disrupting the hearing.

   e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

   f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

   g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

      i. The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

      ii. At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.

      iii. The person conducting the hearing may:

         a. Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

         b. Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours

         c. Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission

2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12," **and** "Additional Grounds for Suspension and Expulsion: Grades 4-12~~,~~**.**" ~~or "Additional Grounds for Suspension and Expulsion: Grades 9-12~~" (Education Code 48900.8)

2. The fact that a description of readmission procedures will be made available to the student and parent/guardian (Education Code 48916)

3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)

4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)

5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior

2. The seriousness of the misconduct

3. The student's attitude toward the misconduct and willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)

3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," **and** "Additional Grounds for Suspension and Expulsion: Grades 4-12~~,~~" ~~or "Additional Grounds for Suspension and Expulsion: Grades 9-12"~~ above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)

4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)

6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational

placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Appeal

If a student is expelled from school, ~~The~~ **the** student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems

2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these

3. Not housed at the school site attended by the student at the time of suspension.

   When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian**, or other person holding the right to make educational decisions for the student,** and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian **or other person holding the right to make educational decisions for the student** shall be asked to indicate in writing their willingness to comply with these regulations.

2. The Superintendent or designee shall transmit to the Board a recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian **or other person holding the right to make educational decisions for the student** or adult student, it shall be honored to the extent that privacy rights of other students are not violated.

3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian**, or other person holding the right to make educational decisions for the student,** by registered mail, of the Board's decision regarding readmission.

4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)

5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.

6. The Board shall provide written notice to the expelled student and parent/guardian**, or other person holding the right to make educational decisions for the student***,* describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

Regulation 6184: Continuation Education Status: ADOPTED

Original Adopted Date: 08/20/2015 | Last Reviewed Date: 08/20/2015

Program Components

The district's continuation education program shall include the following components:

1. Curriculum that prepares students to meet the course requirements for graduation prescribed in Education Code 51224-51225.3 (5 CCR 11004)
2. A plan to coordinate instruction and training in the continuation education program with students' parents/guardians, employment, and other agencies (5 CCR 11003)
3. Instruction based on individual student needs as determined by counseling and coordination services (5 CCR 11002)
4. Personal guidance in matters affecting students' personal, social, and educational adjustment (5 CCR 11001)
5. Occupational guidance to prepare students for future employment opportunities (5 CCR 11001)
6. Placement in suitable employment whenever students can benefit from such employment, and follow-up visitations at places of employment to determine the effectiveness of the guidance and placement services (5 CCR 11001)
7. Regular home contacts and parent conferences when students are not succeeding in the continuation program (5 CCR 11001)
8. Regular contacts with students enrolled for only four hours per week and all students suspended from continuation education, with the intent of eventually returning them to the full-time continuation education program (5 CCR 11001)
9. Regular communication with all parents/guardians regarding their child's progress in the educational program
10. Opportunities for parent/guardian and community involvement in school activities and program planning
11. Student support services that may include, but are not limited to, academic support services, health services or referrals, child care and development services for the children of enrolled students, and/or prevention and intervention services for alcohol or substance abuse
12. Professional development that includes opportunities for teachers to continually improve their instructional and classroom management skills
13. Efforts to ensure school safety and promote a positive school climate

Involuntary Transfer

A decision to transfer a student involuntarily into continuation education classes shall be based on a finding that the student meets either of the following conditions: (Education Code 48432.5)

1. The student committed an act enumerated in Education Code 48900.
2. The student has been habitually truant or irregular in attendance from instruction ~~he/she~~ **the student** is lawfully required to attend.

Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time ~~he/she~~ **the student** commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5)

Prior to an involuntary transfer, the student and parent/guardian**, or a foster youth's educational rights holder, attorney and social worker, or an Indian child's tribal social worker, and if applicable, county social worker,** shall be given written notice that they may request a meeting with the Superintendent or designee. (Education Code 48432.5)

At the meeting, the student or parent/guardian**, or, if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student is an Indian child, the Indian child's tribal social worker, or, if applicable, county social worker,** shall be informed of the specific facts and reasons for the proposed transfer. The student or parent/guardian**, or, if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student is an Indian child, the Indian child's tribal social worker, or, if applicable, county social worker,** shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting. (Education Code 48432.5)

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian**, or, if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student is an Indian child, the Indian child's tribal social worker, or, if applicable, county social worker**. It shall indicate whether the decision is subject to periodic review and the procedure for such review. (Education Code 48432.5)

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. (Education Code 48432.5)

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred. (Education Code 48432.5)

Voluntary Enrollment

As space permits, students who meet the eligibility criteria specified in Board policy may voluntarily enroll in a continuation school. A student may be considered for placement in the continuation school whenever ~~his/her~~ **the student's** parent/guardian submits a written request to the Superintendent or designee or the student is referred by a counselor or school administrator.

Approval of a student's voluntary transfer shall be based on a finding that the placement will promote the educational interests of the student. (Education Code 48432.3)

Voluntary enrollment shall be subject to the following conditions: (Education Code 48432.3, 48432.5)

1. A student's voluntary placement in continuation education shall not be used as an alternative to expulsion unless alternative means of correction have been attempted pursuant to Education Code 48900.5.

2. The district shall strive to ensure that no specific group of students, including a group based on race, ethnicity, language status, or special needs, is disproportionately enrolled in continuation education within the district.

3. The Superintendent or designee shall annually review disaggregated student enrollment data and report such data to the Board of Education. If it is determined that one or more student groups are enrolled in continuation education at a significantly higher level than their proportional enrollment in the district, the Superintendent or designee shall conduct a review of enrollment criteria and procedures to determine the reason for the disproportionate enrollment.

4. A copy of this administrative regulation and accompanying Board policy shall be provided to a student whose voluntary transfer to a continuation school is under consideration and to his/her parent/guardian.

5. Before a student is transferred and upon request by his/her parent/guardian, the parent/guardian may meet with a counselor, principal, or administrator from both the school that the student is currently attending and the continuation school to determine if transferring is the best option for the student.

6. To the extent possible, voluntary transfer to a continuation school shall occur within the first four weeks of each semester.

7. **The transfer is voluntary, and the student has a right to return to the student's previous school.**

8. A student who is voluntarily enrolled in continuation education may return to the regular high school at the beginning of the following school year, or at any other time with the consent of the Superintendent or designee.

Intake and Orientation

Upon voluntary or involuntary transfer to a continuation education program, an intake meeting shall be conducted

with each student and his/her parent/guardian. At this meeting, the principal or counselor shall provide information about each course and number of credits that the student needs to complete in order to graduate and shall develop an individualized academic plan for the student. The student, and his/her parent/guardian as appropriate, shall sign a contract indicating their commitment to these objectives.

In addition, at the beginning of each school year, the district coordinator for continuation education, school counselor(s), or other designee(s) shall provide an orientation session for all incoming students and their parents/guardians in order to help them understand the credit recovery process and establish expectations for student conduct and participation. As appropriate, extended orientation sessions may be provided to assist students in developing academic, social, communication, anger management, or other skills necessary to success in school.

Minimum Attendance Requirement

In continuation high schools and classes, a day of attendance shall be at least 180 minutes. (Education Code 46170)

Each student shall attend classes for not less than 15 hours per week. However, if a student gives satisfactory proof of regular employment, he/she may attend classes for not less than four hours per week for the regular school term. These requirements may be met by any combination of attendance in a continuation education class and/or regional occupational center or program. (Education Code 46170, 48402, 48400)

Leaves of Absence

A student enrolled in compulsory continuation education classes may take a leave of absence for up to two semesters for the purpose of supervised travel, study, training, or work in accordance with law, Board policy, and administrative regulation. (Education Code 48416)

Reenrollment

Any person age 16 or 17 years who terminated ~~his/her~~ enrollment in continuation school after obtaining a certificate of proficiency may reenroll in the district once without prejudice. If the student leaves a second time, the Superintendent or designee may deny reenrollment until the beginning of the next semester. (Education Code 48414)

825Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent of Administrative Services
PREPARED BY:	Andrew Cantwell, Assistant Superintendent of Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Surplus Property Procedure Update – Subject to the Board of Education's Acceptance of the Surplus Property (7-11) Advisory Committee Report

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Background:

Pursuant to the California Education Code and Government Code, there are certain procedural requirements that the District must follow in declaring any real property surplus and offering such property for sale or lease.

On November 7, 2024, Constance J. Schwindt, Partner at Atkinson, Andelson, Loya, Ruud & Romor, provided the Board of Education with an overview of the Surplus Property Procedure.

On November 17, 2024, Resolution 11 – Authorizing the Formation of the Surplus Property 7-11 Advisory Committee was adopted. The Committee members and Chair were appointed on February 6, 2025.

Discussion/Issues:

The committee has completed its evaluation and submitted a formal report with their recommendations.

Ms. Schwindt has returned to present the next steps in the surplus property process, subject to the Board's acceptance of the Committee's report.

Fiscal Impact:

None.

Recommendation:

Andrew Cantwell, Assistant Superintendent of Administrative Services, will introduce Constance J. Schwindt, Partner at Atkinson, Andelson, Loya, Ruud & Romo, who will present the next steps of the surplus property procedure subject to the Board of Education's acceptance of the Surplus Property (7-11) Advisory Committee report, as presented.

Burbank Unified School District
Surplus Property Procedures
Next Steps



aalrr

Atkinson, Andelson
Loya, Ruud & Romo

A Professional Law Corporation

Overview of Surplus Property Procedures

- 1. Advisory Committee Formation & Report (Completed)
- 2. Board Meeting to Consider Report (June 5, 2025)
- 3. Board Meeting Declare Property Surplus (Requires Resolution)
  - Authorize Disposition Process
  - Establish RFP or Bid Auction Process
- 5. Pursue Sale or Lease
- 6. Board Consideration of Final Agreement
- 7. Use of Funds

Potential Committee Recommendations

The Committee may recommend

1. **Uses**
   A. Keep “As Is”
   B. Pursue Lease
   C. Pursue Sale
   D. Pursue Exchange
2. **Process**
   A. Bid
   B. Waiver / RFP Process
3. **Board Accepts Reports but is not required to follow recommendations**

Board Meeting to Consider Report

- **Review and Accept 7-11 Final Report**
  - Board is not required to follow recommendation

Board Meeting to Declare Surplus

- **Requires a Resolution**
- **Declare Property Surplus**
  - Declare property is not needed for District purposes
  - Exempt from Surplus Lands Act
  - Authorize Staff to Take Action
  - Send statutory notices of availability of surplus property
  - Utilize “competitive bid process” or “waiver RFP process”

Competitive Bid Process

Features

- “Standard” process required by the Education Code
- Requires District to award an agreement to the highest bidder
- District cannot negotiate with interested parties but instead must establish the terms and conditions and assess bids based only on total price

Competitive Bidding (Continued)

General Process

- Prepare Bid Packet for Distribution
- Conduct Public Hearing
- Open Bids
- Call for Oral Bids / 5% of Highest Written Proposal
- Award to Highest Bidder
- Presented to Board for Consideration

RFP Process

- Request permission from State Board of Education (SBE) to waive bid process and use RFP Process
- District issues RFP asking interested parties to propose terms and conditions of lease
- Negotiate with interested parties to determine “most beneficial deal” for the District
- Can consider price and other factors such as length of lease term, use of Property, deposit structure, due diligence period, etc.
- Requires waiver from SBE

RFP Process (continued)

- Non-Waiveable Provisions
  - Offer to some public entities; Use of proceeds
- Consult Employee Collective Bargaining Units
- General Waiver Request
  - SBE two regular meetings to process waiver
- SBE must approve unless increase to State costs, or jeopardizes pupils, parental involvement, etc.
- “Un-Official” Requirements by Waiver Office:
  - RFP Process
  - Approve within 60 days of receipt of proposals
  - State reasons for “most beneficial” deal

Benefits of RFP Process

Versus Competitive Bid Process

- Bid is the “Standard” process required by the Education Code
- Bid requires District to award a lease or sale agreement to the highest bidder
- Bid process SBEs not allow negotiations with interested parties, but instead District must establish the terms of lease or sale and assess bids based only on total price
- RFP grants flexibility, ability to negotiate with interested parties, and option to consider both lease and sale (or exchange) concurrently to select best overall option

Traditional Bid vs. Request for Proposal Process

Traditional Bid	Request for Proposal
1. Required by Education Code	1. Requires Waiver from SBE
2. Notification to Public of Auction	2. Issue Request for Proposal
3. Conduct Bid Auction Hearing	3. Receive and Review Proposals
4. Award to Highest Bidder	4. Select Best Proposal

Traditional Bid vs. Request for Proposal Benefits

Traditional Bid	Request for Proposal
1. No Need for Waiver	1. Can Consider Proposed Uses & Improvements of Property
2. No Detailed Analysis of Bids Needed	2. Can Consider Different Lease Terms & Payment Structures
3. Potentially Reach More People with Public Auction	3. Can Target Specific Parties
4. Quicker Process If Rush to Lease	4. Can Negotiate with Proposing Parties

Pursue Both Options Concurrently

Process to Pursue Bid and RFP Process at same time

1. Start Competitive Bid Process for Lease
   a) Send Notice to required Public Agencies
   b) Issue “Bid Package” to solicit Bids at Bid Auction Date
2. Seek Waiver from SBE to use RFP process for Lease
   a) Gather information required for Waiver Application
   b) Submit Waiver Application and worked with SBE to guide waiver through process

Board Action

1. Final Agreement Presented to Board for Consideration
   A. RFP = Present Proposals & Negotiations
   B. Bid Auction =Present Highest Bidder
2. Board Can Accept or Reject
   A. If RFP, can discuss negotiations in closed session
   B. If Bid Auction, can “reject all bids” or approve highest bidder

Use of Proceeds

Sale Proceeds

1) Capital Outlay Expenses

2) Maintenance

- not recur within 5-year period

3) General Fund****

- Education Code 17462

Use of Sale Proceeds

General Fund Only If…

1) District and State Allocation Board
   - No anticipated need for additional sites or building construction
   - 10 year period following sale
2) One-Time Expenditure
3) Prohibition
   - Ongoing expenditures
   - Salaries operating expenses

Use of Sale Proceeds (Continued)

General Fund Drawbacks

1) Reduction in Apportionment of hardship assistance
   - Amount equal to amount of proceed uses for one-time expenditure

2) Ineligible for Hardship Funding
   - State School Deferred Maintenance Fund
   - Five years after deposit into general fund

Use of Lease Proceeds

- Lease Proceeds to be Held in General Fund (Education Code section 41002); Unless…
- Board Resolution Specifies Fund in Which Lease Proceeds Are to be Deposited (Education Code section 41003)
- Different than Property From Sale Proceeds
- Note: SAB and OPSC Opinion

Summary of Next Steps

- 1) Board may instruct staff to pursue disposal of properties discussed in Advisory Committee Report
- 2) Board Resolution to Declare Property Surplus
- 3) Utilize "competitive bid process" or "waiver RFP process"
- 4) Final Agreement Presented to Board for Consideration

Question & Answer Session

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	June 18, 2025
SUBJECT:	Approval of Job Description for Program Specialist II:Workability on Certificated Supervisors and Management Salary Schedule A, Range HH

Background

The Burbank Unified School District (BUSD) WorkAbility/We Can Work Program offers comprehensive transition services—including work-based learning experiences—for students with disabilities aged 16-22. This program is supported by grant funding from the California Department of Education's WorkAbility Program and the California Department of Rehabilitation (DOR).

BUSD's partnership with DOR began in 2016 through the We Can Work Program, which initially funded student work-based learning experiences and staff salaries. Effective July 1, 2025, BUSD will transition from the We Can work contract to the Transition Partnership Program (TPP). The TPP model provides expanded funding that covers student and staff wages and operating expenses. Under this contract, BUSD delivers three core services to students with disabilities: work-based learning experiences, workplace readiness training, and job exploration counseling.

Over the past three years, the program has seen significant growth in both scope and funding. In 2021-22, the program placed no students with 504 plans; by 2024-25. It successfully placed 40 such students. Placements for special education students increased from 96 in 2021-22 to 110 in 2024-25. Program funding has nearly doubled, from $410,400 in 2022-23 to $818,700 in 2024-25. In addition to annual funding, the DOR approved supplementary grant proposals totaling $72,500 over the past two years to support program goals.

To meet the demands of the expansion, significant procedural updates were implemented. Over the last three years, the program has digitized onboarding and timekeeping processes to increase efficiency. Student placements have also grown in duration, increasing from 100 to 300 hours. Recent legislation has introduced new requirements for job placements, which BUSD must follow to remain in compliance. These include additional training, signed parents site placement consents, more frequent worksite visits, and mandatory Livescan fingerprinting for worksite supervisors. Program management has become increasingly complex, with expanded human resources requirements and compliance protocols.

Discussion/Issues

The Program Specialist II: Workability assumes a more expansive and strategic role than the previous workability Program Specialist. Responsibilities now include fulfilling more rigorous state reporting requirements under the TPP, overseeing a substantially larger program with new digital infrastructure, and developing competitive grant proposals to secure additional funding.

The role also involves regular collaboration with district leadership on school-level operating budgets to enhance transition services, conducting detailed financial analysis and forecasting, and staying current with labor and education laws changes. The scope of supervisory duties has also increased due to program expansion and planned support staff growth.

Additionally, the reimbursement process for state-funded expenditures and student wages has evolved to include more complex documentation and procedural compliance. As business partnerships have expanded to support the growing number of student placements, the Program Specialist II, Workability must now manage stricter onboarding procedures to ensure district partners meet all required standards for approval.

Fiscal Impact
The position of Program Specialist II: Workability will be placed in Certificated Supervisors and Management Salary Schedule A, Range HH, Step 3, at $110,640 per year.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Job Description for Program Specialist II: Workability, on Certificated Supervisors and Managers Salary Schedule A, Range HH, effective July 1, 2025, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM SPECIALIST II: WORKABILITY

PRIMARY FUNCTION:

Under the direction of the Special Education Director, the **PROGRAM SPECIALIST II: WORKABILITY** oversees the implementation of and ensures compliance with the California Department of Education Workability (WAI) grant and the Department of Vocational Rehabilitation (DOR) **Transition Partnership Program (TPP)** contract.

The Coordinator assists in the planning, development, implementation, maintenance, and evaluation of career-related programs for individuals with disabilities, provides staff training, monitors program compliance, serves as a resource in the assessment and career-readiness-related instruction planning of students with disabilities, supervises and evaluates support staff, and works on other assignments as directed.

Duties and Responsibilities:

- Participates in the research, program development, and innovation of assigned programs and services to meet the needs of identified students.
- Coordinates and assesses career-readiness instructional materials
- Recruits, evaluates, and manages WAI and TPP staff
- Supervises and trains staff in the development and implementation of career-related planning/instruction for students with disabilities
- Monitors and ensures WorkAbility/Transition Partnership Program compliance in accordance with State and Federal law.
- Maintains accurate records on students with disabilities and monitors documentation of services provided through the program
- Oversees career-related workshops provided to students with special needs
- Attends selected IEP meetings as needed to support students in job placement
- Provides an array of services as outlined in the WAI grant to BUSD Special Education students in grades 9-12 and adult transition students
- Provides DOR services to BUSD Special Education students and students with 504 Plans as outlined in the scope of work in the TPP contract
- Ensures compliance with school district/employer of record, labor law, and **TPP**/WAI requirements
- **Collaborates with State of California agencies (DOR, CDE) personnel to craft contract renewals/augmentations, develop grant proposals, and manage contract deliverables.**
- **Manages program budget, including all program expenditures and student/staff wages.**
- In collaboration with BUSD Fiscal Services, maintains records of program expenditures and monitors the outflow of monies utilized for program implementation.
- **Completes and submits timely invoices to DOR/CDE for contract expenditures. Oversee reimbursement for all program expenditures from state agencies.**

- **Completes financial analysis,** develops **multi-year financial forecasts, and submits contract documents** for program contract renewals/**augmentations**/applications.
- Develops jobs/employer partnerships **with community businesses** based upon student interests/skills.
- Obtains student data **and vets student participants based on eligibility requirements**.
- Places, **monitors, and supports** eligible students in subsidized paid work experiences.
- **Works collaboratively with administrators at district schools and the SELPA to deliver services**
- **Supervises cross-training of team members to ensure the program runs smoothly in the absence of a staff member**
- **Approves personnel activity reports for all staff identified in program contracts.**
- **Oversees and provides direction to all student workers**
- Oversees and assists in the monitoring of the progress of students placed in paid experiences and the collection of timesheets (**both digital and hard copy**)
- **Supervises the completion of individualized monthly progress reports for all student workers. Reports on monthly student progress to DOR per grant requirements.**
- Oversees the **accurate** reporting of student payroll.
- Writes end-of-year reports required by the WAI grant/**TPP** contract.
- Facilitate meetings with exiting senior **TPP** students with open PE cases and the DOR counselor.
- **Schedules and coordinates all program field trips to community colleges/other post-secondary training options**
- Oversees the collection of follow-up data on school leavers one year following exit from the school district.
- Attends regional and statewide meetings as necessary and mandated.
- **Meets with DOR staff for quarterly meetings**
- **Manages the delivery of classroom workshops to serve Special Education students per the WAI contract**
- Develops and maintains relationships with district departments and community agencies that align with the WAI array of services and coordinate **TPP** activities.
- Navigates the WAI database/information collection system for all CDE reporting requirements.

Knowledge of:

- Special Education programs & services, particularly at the secondary level.
- **Laws, regulations, compliance, and education code pertaining to special education**
- **Labor law**
- Effective modifications/accommodations strategies in a variety of settings.
- Individualized Education Plans (IEPs)
- The diverse cultural backgrounds of the local community
- The requirements of the Americans with Disabilities Act (ADA)
- The Department of Rehabilitation system
- Local employment conditions, trends, and community resources
- Public and non-profit agency organizational structures
- Effective oral and written communication techniques
- **Strong classroom management and presentation skills**

Ability to:

- **Manage program budget and related expenses**
- Analyze jobs, working conditions, and requirements, and apply them to the program needs
- Develop and maintain a variety of records
- Effectively communicate orally and in writing
- **Stay abreast of changing legal mandates impacting the program and modify program policies/procedures accordingly**
- **Provide leadership, vision, and support for program staff and participants**
- Build community relationships and partnerships
- Establish positive working relationships and communicate effectively with teachers, parents, students, school district staff, and community members
- Navigate the K-12 IDEA system and the Postsecondary ADA systems
- Simultaneously prioritize current tasks and projected tasks
- Respond quickly to ongoing changes to grant and contract guidelines, expectations, procedures, legislation, and laws that govern both programs
- Create, update, and analyze budget projections, adjusting frequently based on continual status changes
- Operates various office equipment, including computers and assigned software;

Required qualifications:

- A valid California Special Education teaching credential, Clear or Preliminary
- **Administrative Services Credential or Certificate of Eligibility**

Desired qualifications:

- Secondary Special Education teacher by training and experience preferred

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, 2025

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
A	Director, Elementary Education and Diversity, Equity and Inclusion	220	138,841	145,442	152,372	159,651	167,293	175,318	183,742	192,589
	Director, Human Resources	Per Diem	631.10	661.10	692.60	725.69	760.43	796.90	835.20	875.41
	Director, Secondary Education and Diversity, Equity and Inclusion									
	Director, Special Education and Psychological Services									
	Director of Instructional Technology and Accountability									
	Director, Student and Health Services									
	Director, Adult School and FACTS									
	Director, Arts and Career Technical Education									
B	Principal. High School	220	132,028	138,634	145,561	152,841	160,483	168,507	176,932	185,777
	Principal, Alternative Education	Per Diem	600.13	630.16	661.65	694.74	729.47	765.95	804.24	844.45
C	Principal, Middle School	220	117,594	123,476	129,646	136,130	142,936	150,083	157,585	165,466
		Per Diem	534.52	561.26	589.30	618.78	649.71	682.20	716.30	752.12
D	Principal, Adult Education	220	114,806	120,547	126,574	132,901	139,546	146,522	153,848	161,538
		Per Diem	521.85	547.95	575.34	604.1	634.3	666.01	699.31	734.27
EE	No Position in this Classification	220	116,037	121,839	127,928	134,322	141,043	148,093	155,498	163,274
		Per Diem	527.45	553.82	581.50	610.56	641.11	673.15	706.81	742.16
E	Coordinator, Special Education	215	113,399	119,068	125,019	131,270	137,836	144,728	151,963	159,562
	Principal, Elementary	Per Diem	527.44	553.81	581.49	610.56	641.10	673.16	706.81	742.15
F	Assistant Principal, High School	218	111,161	116,717	122,554	128,680	135,114	141,871	148,961	156,413
		Per Diem	509.92	535.40	562.18	590.28	619.79	650.79	683.31	717.50
G	Assistant Principal, High School	215	109,629	115,112	120,864	126,909	133,255	139,920	146,914	154,260
	(hired after 7/1/13)	Per Diem	509.91	535.41	562.16	590.28	619.80	650.8	683.33	717.49

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, 2025

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
H	No Positions in this Classification	210	108,532	113,954	119,652	125,632	131,914	138,511	145,434	152,705
		Per Diem	516.82	542.64	569.78	598.25	628.17	659.58	692.55	727.17
HH	Program Specialist II	215	100,353	105,374	110,640	116,173	121,978	128,080	134,481	141,206
	Program Specialist II: Workability	Per Diem	466.76	490.12	514.61	540.34	567.34	595.73	625.50	656.78
I	No Positions in this Classification	220	102,687	107,826	113,212	118,873	124,817	131,057	137,609	144,491
		Per Diem	466.76	490.12	514.60	540.34	567.35	595.72	625.50	656.78
J	Psychologist II	215	102,145	107,251	112,615	118,243	124,155	130,362	136,878	143,722
		Per Diem	475.10	498.85	523.80	549.97	577.47	606.34	636.65	668.48
K	Administrator on Special Assignment	213	101,828	106,919	112,264	117,878	123,772	129,958	136,459	143,281
	Assistant Principal, Middle School	Per Diem	478.07	501.97	527.07	553.42	581.09	610.14	640.66	672.69
L	Assistant Principal, Middle School	210	100,394	105,413	110,684	116,217	122,028	128,128	134,536	141,262
	Assistant, Principal, Alternative Education (hired after 7/1/12)	Per Diem	478.07	501.97	527.07	553.42	581.09	610.14	640.65	672.68
M	Assistant Principal, Adult Education	220	98,388	103,309	108,473	113,896	119,592	125,569	131,849	138,441
	Coordinator, Child Development Programs	Per Diem	447.22	469.59	493.06	517.71	543.6	570.77	599.32	629.28
N	Assistant Principal, Elementary	205	97,394	102,267	107,380	112,746	118,380	124,302	130,517	137,042
		Per Diem	475.1	498.87	523.81	549.99	577.47	606.36	636.67	668.50
O	Program Specialist I	200	93,357	98,021	102,922	108,068	113,470	119,141	125,098	131,352
	Psychologist I	Per Diem	466.79	490.11	514.61	540.34	567.35	595.71	625.49	656.76

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, 2025

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
P	Educational Audiologist	187	90,360	94,874	99,619	104,597	109,827	115,317	121,082	127,137
		per diem	483.21	507.35	532.73	559.35	587.32	616.67	647.50	679.88
Q	Supervisor III, Child Development Centers Covering 2 Sites	220	74,985	78,737	82,672	86,805	91,144	95,705	100,487	105,514
		Per Diem	340.85	357.90	375.79	394.57	414.3	435.03	456.76	479.61
R	Supervisor III, Child Development Centers	220	71,472	74,987	78,736	82,672	86,805	91,147	95,703	100,487
		Per Diem	324.88	340.85	357.90	375.79	394.57	414.31	435.02	456.76
S	Supervisor II, Child Development Centers Covering 2 Sites	220	68,171	71,578	75,157	78,915	82,859	87,003	91,352	95,920
		Per Diem	309.87	325.36	341.63	358.71	376.64	395.47	415.24	436.00
T	Supervisor II, Child Development Centers	220	64,924	68,171	71,578	75,157	78,915	82,859	87,002	91,351
		Per Diem	295.11	309.87	325.36	341.63	358.71	376.64	395.47	415.24
U	Supervisor I, Child Development Centers	220	59,306	62,268	65,382	68,649	72,085	75,688	79,473	83,443
		Per Diem	269.58	283.04	297.20	312.05	327.66	344.04	361.25	379.29
V	Assistant Child Development Centers Supervisor	220	46,861	49,279	51,710	54,320	56,980	59,856	62,904	66,009
		Per Diem	213.01	224	235.05	246.91	259	272.08	285.93	300.05

* 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, 07/20/23, 8/03/23; 02/01/24; 12/19/24; 5/1/25; **6/18/25**

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 II
DATE:	June 18, 2025
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement to hire interpreters/translators for Deaf and Hard of Hearing (DHH) special education students through an agency because the District is unable to secure a full time, temporary or substitute to support special education students.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $750,000.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for DHH students, not to exceed $750,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 6, 2024 for a total not to exceed $150,000. There was a second amendment on December 12, 2024 which increased the agreement to $300,000. The second amendment added an additional $400,000 which increased the agreement to $700,000. Due to increased need, this amendment adds an additional $50,000 for a new not to exceed amount of $750,000.

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

AMENDED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 10th day of June 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Alpha Interpreting Agency, Corp. hereinafter referred to as "Consultant."

Payee's Name: Alpha Interpreting Agency, Corp. Daytime Phone Number: 310-220-9655

Mailing Address: 1136 Millbrook Rd., Corona, CA 92882

Email Address: roy@alphainterpreters.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~06/06/2024~~ ~~12/12/2024~~ ~~03/27/2025~~ 06/18/2025

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 total not to exceed ~~**$150,000**~~ ~~**$300,000**~~ ~~**$700,000**~~ **$750,000**

2. The term of the Agreement shall be the period commencing on: 07/01/2024 and terminating on: 06/30/2025.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Alpha Interpreting Agency, Corp. will provide interpreters/translators for DHH special education students. There will not be services needed on the following dates: July 4, September 2, November 11, 28 and 29, December 23 through January 3, January 20, February 10, March 17-21 and May 26. **ESY dates are June 2 - July 10. No school on June 13, 19, 20 and 27.**

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 Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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

Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp., its agents, subcontractors, employees or other representatives referred to in this Agreement, Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. demand.

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

Alpha Interpreting Agency, Corp.
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960032205 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 960032205 concerning services and/or school placement, a formal settlement agreement was offered on April 4, 2025 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 $22,966

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960032205, at a cost not to exceed $22,966, (01.0-65000.0-50010-36000-5813-7440000), June 6, 2025 through May 29, 2026, 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 II
DATE:	June 18, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960046316 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 960046316 concerning services and/or school placement, a formal settlement agreement was offered on May 12, 2025, 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 $36,216.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960046316, not to exceed $36,216, (01.0-65000.0-50010-36000-5813-7440000), May 12, 2025 through September 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	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 II
DATE:	June 18, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 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 May 20, 2025 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 $29,400

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, not to exceed $29,400, (01.0-65000.0-50010-36000-5813-7440000), May 20, 2025 through June 20, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	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 II
DATE:	June 18, 2025
SUBJECT:	Approval of Master Contract Renewal for Nonpublic, Nonsectarian Schools and Agencies

Background:

The Special Education Department requests the following master blanket purchase order be approved by the Board of Education to cover the Nonpublic Schools (NPS) and Nonpublic Agencies (NPA) listed below.

Discussion/Issues:

The attachment is a list of SELPA approved Master Contracts for special education services to be provided by Nonpublic Schools (NPS's) and Nonpublic Agencies (NPA's).

In order to expedite payments to Nonpublic Schools (NPS)/Nonpublic Agencies (NPA), it was decided that it would be more efficient to create a blanket purchase order to cover expenses for a one-year period rather than bringing individual requests to every Board meeting for specific schools and students.

The implementation of this procedure will not diminish the District's internal accounting controls. Each invoice will undergo the same audit procedure which verifies attendance and billing rates, and require the same documentation in order to issue payment to the NPS/NPA. The required documentation includes a master contract with the NPS/NPA, an Individual Service Agreement (ISA) approving detailed services to each student, and an audited and authorized invoice.

The District has agreements for special education services to be provided by the attached list of Nonpublic Schools (NPS)/Nonpublic Agencies (NPA) for the months of July 2025 through June 2026.

Fiscal Impact:

Estimated costs for the attached list of NPS/NPA for July 2025 through June 2026: $15,000,000.00

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve the Master Contracts and service agreements for special education students, to be provided by the indicated nonpublic, nonsectarian schools and agencies as follows:

01.0-65000.0-57601-11800-5810-7440000 = $2,500,000.00
01.0-65460.0-57601-11800-5810-7440000 = $1,200,000.00
01.0-65000.0-57601-11804-5810-7440000 = $10,800,000.00
01.0-33270.0-57601-11800-5810-7440000 = $500,000.00

Effective July 1, 2025 through June 30, 2026, and that authority to sign the contracts be exercised pursuant to BUSD-AR 3314, as presented.

Name	MC #
Academy for the Advancement of Children with Autism	PS002
Autism Spectrum Therapies	PS003
Valley High School & Learning Center DBA Dubnoff School	PS004
Villa Esperanza Services	PS007
HELP Group	PS013
Institute for the Redesign of Learning DBA Almansor Center/Westmoreland Academy	PS021
Hillside School and Learning Center	PS029
Hathaway-Sycamores	PS030
Oak Grove Center - Jack Weaver School	PS036
Glendale Adventist Medical Center/Pediatric Therapy Center	PS053
Center for Developing Kids	PS060
Heritage Schools, Inc.	PS070
Hillsides Education Center	PS088
Lehrhoff and Associates, Inc.	PS100
Speech, Language and Education Associates	PS104
Institute for Applied Behavior Analysis	PS111
Verdugo Hills Autism Project	PS112
Holding Hands Pediatric Therapy & Diagnostics	PS120
Lovaas Institute for Early Intervention	PS165
Staff Assistance, Inc.	PS195
The Speech Pathology Group, Inc. dba Child Counseling & Behavior Therapy Clinic	PS199
Pioneer Healthcare Services	PS200
Center for Vision Development Optometry, Inc.	PS201
Marianne Frostig Center of Educational Therapy (Frostig School)	PS202
Northpoint School - Child & Family Guidance Center	PS203
Speech and Language Development Center	PS204
Center for Autism and Related Disorders - Woodland	PS206
Copper Hills Youth Center	PS208
Behavioral Education for Children with Autism, LLC	PS209
Elliott Institute	PS210
Autism Behavior Intervention, Inc.	PS211
Pristine Rehab Care	PS212
Sunbelt Staffing, LLC	PS213
Center for Autism Spectrum Treatment, Inc.	PS215
Professional Tutors of America, Inc.	PS216
Invo HealthCare Associates, LLC	PS217
STAR of CA, Inc. dba Community Autism Services of California	PS218
Devereux Cleo Wallace	PS219
Soliant Health	PS220
360 Degree Customer Inc.	PS221
New Mediscan II, LLC dba Cross Country Education	PS222
Rosemary Johnson & Associates Clinic, Inc.	PS223
Point Quest Pediatric Therapies, LLC	PS224
Haynes Family of Programs - S.T.A.R. Academy	PS226
Heartspring School	PS227
Logan River Academy, LLC	PS228

Behavior and Education, Inc.	PS229
Amergis Healthcare Staffing Inc. - Los Angeles	PS230
Bayes Achievement Center, Inc.	PS232
The Stepping Stones Group LLC	PS233
Therapy in Action	PS234
Total Education Solutions	PS236
Working With Autism, Inc.	PS237
~~3 Chords, Inc. dba: Therapy Travelers~~	~~PS238~~
McRory Pediatric Services, Inc.	PS239
~~Ro Health Services~~	PS240
Provo Canyon School, Inc.	PS241
EdTheory	PS242
Speechcom, Inc.	PS243
~~Protocol Agency~~	~~PS244~~
Maya Borna Inc., dba Therapy Lounge Center	PS246
~~B.I.G. Solutions,LLC~~	~~PS247~~
Therapy Staff, LLC	PS249
Devereux Advanced Behavioral Health Georgia	PS250
~~Educational Based Services (EBS Healthcare)~~	~~PS251~~
Communications Solutions	PS253
The Speech Pathology Group, Inc. dba SPG Therapy & Education-Walnut Creek	PS254
Lakemary School	PS255
California Pyschcare, Inc.	PS256
Inclusive Education & Community Partnership	PS257
Devereux Texas Treatment Network	PS259
Genesis Group	PS260
In Touch Behavioral Group	PS261
Solstice RTC / Fernwood Academy	PS262
Positive Development of California	PS263
New Directions Solutions, LLC (ProCare)	PS264
AMN Allied Services, LLC	PS265
LA Speech Pathology Services, Inc.	PS266
ICAN-B	PS267
Sunny Kids Therapy, Inc.	PS268
Quest Therapy Group	PS269
Nurturing Nests Therapy Center	PS270
Learning and Behavioral Center, LLC	PS271
Discovery Ranch	PS272
Casa Pacifica	PS273
CALO	PS274
STAR of CA	PS275
Echo Horizon	PS276
Partners in Special Education	PS277
Maxim Healthcare Services Inc. Homecare	PS278
Atlas Behavior Services	PS279
Window LLC	PS280
Telos Academy Center Compus	PS281
Cornerstone Educatinal Solutions	PS282
Forward Behavior & Play	PS283
Comprehensive Therapy Associates	PS284

Covelo Group	PS285
Aequor Healthcare SErvices	PS286
Ascend Rehab Services	PS287
Behavioral Intervention Specialists of LA, LLC (dba Tilly Therapy)	PS288
Tiny Hands Therapy	PS289
~~Promise ABA LLC~~	~~PS290~~
Speech Improvement Center	PS291
VocoVision LLC aka Blazerworks	PS292
Aya Healthcare, Inc.	PS293
WayPoint Academy	PS294
RCM Health Care Services	PS295
Zen Educate	PS296
Hear Now dba Abramson Audiology	PS297
Behavioral Emotional & Academic Mentoring (BEAM), LLC	PS298
Accountable Healthcare Staffing (AHC)	PS299
Carestaff	PS300
Birch Agency	PS301
Club Xcite	PS302
Inclusive Learning Partners	PS303

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 II
DATE:	June 18, 2025
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement, hire a credentialed special education teacher through an agency because the District is unable to secure a credentialed teacher to assist with assessments and report writing for special education students.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $586,260.

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 Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $586,260 to the District (01.0-65000.0-57601-11804-5810-7440000), original effective date was August 5, 2024 through July 10, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was August 1, 2024 for a total not to exceed $407,925. The first amendment adds one additional special education teacher, for a total of four special education teachers, with an increase of $118,335 for a total not to exceed $526,260. This second amendment extends the assignment of one credentialed teacher to assist in assessments and report writing for special education students with an additional increase of $60,000 for a total not to exceed $586,260.

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

AMENDMENT #3 CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 27th day of May 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Aya Healthcare, Inc., hereinafter referred to as "Consultant."

Payee's Name: Aya Healthcare, Inc. Daytime Phone Number: 858-666-0294 X10439

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

Email Address: Christina.Alkhass@ayahealthcare.com and Grant.Vellucci@ayahealthcare.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~08/01/2024~~ ~~9/19/2024~~ ~~5/15/2025~~ 6/18/2025

Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $105 per hour, up to 7 hours per day for a total not to exceed ~~**$407,925.00**~~ ~~**$526,260.00**~~ **$586,260.00**

2. The term of the Agreement shall be the period commencing 08/05/2024 and terminating ~~05/23/2025~~ 07/10/2025

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Aya Healthcare, Inc. will provide credentialed special education teachers and one speech and language pathologist.

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

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

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

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

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

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

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

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

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Aya Healthcare, Inc.
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School
District Special Education
Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	June 18, 2025
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 for 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. This agreement allows the District to provide the mandated physical therapy services to all students with IEPs who require such services.

Fiscal Impact:

Not to exceed $184,000.

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 Kids Physical Therapy, Inc., to provide physical therapy services for Burbank special education students, not to exceed $184,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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 27th day of May 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Kids Physical Therapy, Inc. hereinafter referred to as "Consultant."

Payee's Name: Kids Physical Therapy, Inc. Daytime Phone Number: 818-383-0627

Mailing Address: 3667 Calle Jazmin Calabasas CA 91302

Email Address: kidspt01@yahoo.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 06/18/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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 $115 per hour for a total not to exceed **$184,000.**
2. The term of the Agreement shall be the period commencing on: July 1, 2025 and terminating on: June 30, 2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Kids Physical Therapy, Inc. will provide physical therapy services to special education students, up to 40 hours a week during the 2025-2026 school year including ESY.
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 Kids Physical Therapy, 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 Kids Physical Therapy, 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

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

District shall save and hold Kids Physical Therapy, Inc., harmless from and against and shall indemnify Kids Physical Therapy, 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 Kids Physical Therapy, 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, Kids Physical Therapy, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Kids Physical Therapy, Inc. may pay or incur in defending said action and the amount of any judgment which Kids Physical Therapy, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Kids Physical Therapy, Inc.
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: Oscar Macias, Acting Superintendent

PREPARED BY: Oscar Macias, Acting Superintendent

SUBMITTED BY: Stephanie Beauregard, Administrative Secretary II

DATE: June 18, 2025

SUBJECT: Ratification of Agreement for Instructional Consultant Services

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Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:
Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to delays out of their control, the site was unable to submit their consultant agreement before the agenda deadline on May 21, 2025. Therefore, the agreement below is being presented as a ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:
See attached.

Recommendation:
Oscar Macias, Acting Superintendent, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: June 18, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Edison Elementary	Cosette Grider	Paint light bulbs, the Edison Mascot, and a slogan for the newly updated Edison Garden	6/16/25 – 6/27/25	$1600	010-90201.0-11100-10000-5810-2028200

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 9th of June, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Cosette Cardiel hereinafter referred to as "Consultant."

Payee's Name [redacted] Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Nicole Cody

Board Approval Date June 18, 2025

Account String 010-90201.0-11100-10000-5810-2028200

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 $ 1600.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/16/25 and terminating on 6/27/25.
3. Payment Terms: on completion
4. Consultant will provide the following services:

   Consultant will paint light bulbs (school mascot) and slogan for the newly updated Edison 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.

_____		[signature]	6/9/25
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

Cosette Grider
[redacted]

Cosette is a local Artist and Mom of a BUSD student. She's lived in Burbank most of her life and received a degree in Fashion Design at Woodbury University in 2004.

Having worked several years in various apparel manufacturing companies, Cosette knew she was just wasting her artistic talents as a CAD Artist in the fashion industry. She started to believe in her own potential when posting her Art as a hobby on social media started to land her a couple of small commissioned paintings. After the tragic sudden loss of a close family member, followed by the covid pandemic, Cosette made the terrifying decision to leave her full time job to pursue her passion for painting on canvas.

Steady with commissioned work for a couple of years, Cosette then started to explore mural painting when she applied to her first of three utility box paintings with the Burbank Arts Association for the Burbank Beautification Program. This quickly grew to several mural jobs for local businesses, residences, and an elementary school in Glendale where she painted her largest mural yet, on a handball court wall.

Cosette works in her beautiful newly built art studio in the backyard she shares with her supportive husband and their 12 year old son. She has painted three complete collections all revolving around female empowerment and has had several gallery showings and solo shows.

Cosette focuses on using her gifts to help other enrich and enliven their spaces with beautiful meaningful Art. Whether it be a bold vibrant painting on canvas or mural, she aims to create an atmosphere for the viewer that brings them joy and a sense of calm.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Acting Superintendent
PREPARED BY:	Oscar Macias, Acting Superintendent
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Approval of Instructional Consultant Services

Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

Discussion and Issues:
Sites submit the required paperwork to Instructional 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 the student(s) during the contract period, the Consultant must provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:
See Attached

Recommendation:
Oscar Macias, Acting Superintendent, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: June 18, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Jefferson Elementary	Andrew Grueschow	Student workshops for 5th grade African drumming	9/2/25 – 10/28/25	$4800	01.0-90201.0-11100-10000-5810-2068700

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 23rd of May, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Andrew Grueschow hereinafter referred to as "Consultant."

Payee's Name Andrew Grueschow Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Ron Young, Principal - Thomas Jefferson Elementary

Board Approval Date June 26th 2025

Account String 01 0 90201 0 11100 10000 5810 206 8700 0000

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

Retired Employee: Please check if you belong to ____ calPERS ____ cal STRS Retirement Date ____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 120.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ $4,800.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 2nd 2025 and terminating on October 28th 2025.
3. Payment Terms: One payment
4. Consultant will provide the following services:

   Student workshops for 5th african drumming

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.

		Consultant	Andrew Grueschow	5/29/25
BUSD Authorized Signature/Title	Date			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

Andrew Grueschow is a Los Angeles based percussionist with an interest in music the world over. He has traveled to Ghana, West Africa several times, studying the music of the Ewe and the Dagombas, as well as recording traditional drumming for Zadonu Records. Andrew is a member of Hands On'Semble, an award winning World Percussion trio that has performed all over the world. He is also a long-time member of the Zadonu African Music and Dance Company (led by Kobla Ladzekpo), performing traditional music and dance from Ghana and Togo. Andrew has also performed with Adam Rudolph's Go: Organic Orchestra, Lian Ensemble, UCLA African Music and Dance Ensemble, and Vinny Golia's Large Ensemble, and can be heard on several movie soundtracks including Ali (with Zadonu), and Prince of Persia and Cowboys and Aliens (with Hands On'Semble).

Andrew is a faculty member at California Institute of the Arts Herb Alpert School of Music, where he teaches African Music and Dance, World Percussion, and Pedagogy. In addition to CalArts, he is also faculty at The Longy School of Music of Bard College in Los Angeles. For the last twenty years Andrew has been teaching percussion based workshops, often focusing on the music of Ghana and composition/performance of original works, in schools throughout Los Angeles for the Music Center Education Division. As a master teaching artist for the MCED, he has been involved with training and lesson plan development for other teaching artists, designing and leading training sessions for the Music Center of Los Angeles, and the Metropolitan Opera Guild in New York. Andrew is active in teacher professional development through special projects such as the Music Center Summer Institute and the LLSN Network (Music –In-Education National Consortium). He is a consultant for LACOE working on TEAL and TELA, and a teaching artist at the Segerstrom Performing Arts Center.

INVOICE

Andrew Grueschow
[redacted]
https://music.calarts.edu/faculty-and-staff/andrew-grueschow

Date: 5/29/2025
INVOICE # 68

To
Thomas Jefferson Elementary
1900 N. 6th St.
Burbank, CA 91504
(818) 558-4635

Consultant	Event Date	Payment Terms	Due Date
Andrew Grueschow	8/16/2025 - 10/28/2025	Due on receipt	

Qty	Event	Unit Price	Line Total
40	Student Workshops for 5th Grade– African Drumming	$120.00	$4,800.00
		Total	$4,800.00

Make all checks payable to Andrew Grueschow

Andrew Grueschow [redacted]

[redacted]

5/29/24

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 II
DATE:	June 18, 2025
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 interpreting and translation services for 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 $200,000.

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 LRA Interpreters, Inc., to provide interpreting and translation services for Burbank special education students, not to exceed $200,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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 28th day of May 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and LRA Interpreters, Inc. hereinafter referred to as "Consultant."

Payee's Name: LRA Interpreters, Inc. Daytime Phone Number: 818-861-7844

Mailing Address: 1608 W. Magnolia Blvd., Burbank, CA 91506 Email Address: org@lrausa.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 06/18/2025 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 not to exceed $200,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which LRA Interpreters, Inc. will provide interpreters/translators for special education students. Pursuant to LRA's 2025-2026 interpreting and translating fee schedule.
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 LRA Interpreters, 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 LRA Interpreters, 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

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

District shall save and hold LRA Interpreters, Inc., harmless from and against and shall indemnify LRA Interpreters, 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 LRA Interpreters, 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, LRA Interpreters, Inc. may defend the same and any expenses, including reasonable attorney's fees, which LRA Interpreters, Inc. may pay or incur in defending said action and the amount of any judgment which LRA Interpreters, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

LRA Interpreters, Inc.
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement for professional services to provide authorized signatures for occupational therapy medical logs. The Burbank Unified School District Special Education participates in the Local Education Agencies (LEA) Medi-Cal Billing Option Program. This program allows our school district to seek reimbursement for certain medically related Special Education Services.

Discussion/Issues:

Under this program, the Special Education Department can seek reimbursement for occupational therapy services documented in a student's Individual Education Plan (IEP). In order to be reimbursed for occupational therapy services, an authorization for the services by a physician is required. District will contract with Dr. Al Melaragno to provide this authorization. This physician will review the service logs submitted by the district's Occupational Therapists and provide signatures of his authorization. This will allow the District to then submit the service logs to Medi-Cal for reimbursement.

Fiscal Impact:

Not to exceed $2,000.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and Dr. Al Melaragno to provide authorized signatures for occupational therapy medical logs, as authorized by Education Code Section 17596, effective July 1, 2025 through June 30, 2026, not to exceed $2,000 (01.0-05640.0-57500-31400-5880-7448000), 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 28th day of May 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Albert J. Melaragno, M.D. hereinafter referred to as "Consultant."

Payee's Name: Albert J. Melaragno, M.D. Daytime Phone Number: 818-885-1062

Mailing Address: 9245 White Oak Ave. Northridge CA 91325

Email Address: amelaragno65@gmail.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 06/18/2025 Account Code: 01.0-05640.0-57500-31400-5880-7448000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **$2,000**
2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Albert J. Melaragno, M.D. will authorize signatures to offer our students with OT services and submit the OT treatment logs for those students receiving individual OT services for MediCal reimbursements.
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 Albert J. Melaragno, M.D. 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 Albert J. Melaragno, M.D. 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

Albert J. Melaragno, M.D. 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 Albert J. Melaragno, M.D. 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 Albert J. Melaragno, M.D., its agents, subcontractors, employees or other representatives referred to in this Agreement, Albert J. Melaragno, M.D. 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 Albert J. Melaragno, M.D. 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 Albert J. Melaragno, M.D. demand.

District shall save and hold Albert J. Melaragno, M.D., harmless from and against and shall indemnify Albert J. Melaragno, M.D. 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 Albert J. Melaragno, M.D. 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, Albert J. Melaragno, M.D. may defend the same and any expenses, including reasonable attorney's fees, which Albert J. Melaragno, M.D. may pay or incur in defending said action and the amount of any judgment which Albert J. Melaragno, M.D. 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:

Albert J. Melaragno, M.D.
Consultant/Company

[redacted]

Albert J. Melaragno, M.D.
Print Representative Name

[redacted]

Title M.D

Albert J. Melaragno, M.D.
CA License: G35394

[redacted]

Signature

[redacted]

Date 5/29/25

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 II
DATE:	June 18, 2025
SUBJECT:	Ratification of Reimbursement to Parent for Transportation (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for reimbursement to parents of Special Education Student 960032256 for compensatory education during the 2022-2023 school year.

Discussion/Issues:

The District has agreed to reimburse Student's Parent(s) for compensatory education. There was no staff available to provide the services so the parent paid out-of-pocket for the services. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parent(s).

Fiscal Impact:

Total not to exceed $495.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education Student 960032256, not to exceed $495, effective May 29, 2025 through June 30, 2025, (01.0-65000.0-50010-36000-5813-7440000), 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 II
DATE:	June 18, 2025
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 hire an outside Speech-Language Pathologist (SLP) (as a consultant) to provide support and assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports, supporting students 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 $202,450.

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 Sarah Knauff Speech-Language Pathology, Inc., to provide a Speech-Language Pathologist (SLP), not to exceed $202,450 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
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CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 30th day of May 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Sarah Knauff Speech-Language Pathology, Inc. hereinafter referred to as "Consultant."

Payee's Name: Sarah Knauff Speech-Language Pathology, Inc. Daytime Phone Number: 803-760-9464

Mailing Address: 12334 Huston Street Valley Village, CA 91607

Email Address: saraheknauff@gmail.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 06/18/2025 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 $120.50 per hour for a total not to exceed **$202,450.**

2. The term of the Agreement shall be the period commencing on: July 1, 2025 and terminating on: June 30, 2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Sarah Knauff Speech Therapy will provide assessments and speech and language services to special education students, up to 40 hours a week during the 2024-2025 extended school year (July only), 2025-2026 regular school year and extended school year (June only).

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 Sarah Knauff Speech Therapy 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 Sarah Knauff Speech 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.

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

Sarah Knauff Speech 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 Sarah Knauff Speech 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 Sarah Knauff Speech Therapy, its agents, subcontractors, employees or other representatives referred to in this Agreement, Sarah Knauff Speech 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 Sarah Knauff Speech 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 Sarah Knauff Speech Therapy demand.

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

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Sarah Knauff Speech-Language Pathology, Inc.
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	June 18, 2025
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 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 $113,980.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Service, recommends that the Board of Education approve an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $113,980 (01.0-65000.0-57602-11901-5850-7440000), effective August 12, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

CONSULTANT AGREEMENT -
CHRISTIAN VIRTUCIO

TERM OF AGREEMENT

This Agreement, made and entered into this 30th day of May 2025 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: 110 Gleason Street, Unit 303 Delray Beach, FL 33483

Email Address: louis@strombergassociates.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 06/18/2025 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 $69.50 per hour for a total not to exceed **$113,980**

2. The term of the Agreement shall be the period commencing on: 08/12/2025 and terminating on: 06/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide a COTA for support and assessments for special education students. Should the district find a full time employee for the COTA position, the district will give Gary D Stromberg & Associates, LLC two weeks notice of termination of this contract.

   Regular School Year - August 13, 2025 - May 28, 2026. 185 days X 8 hours per day = 1,480 hours X $69.50 per hour = $102,860.

   ESY - Approximately 20 days in June 2026. 20 days X 8 hours per day = 160 hours X $69.50 per hour = $11,120

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

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gary D Stromberg & Associates, LLC
Consultant/Company

[redacted]
Louis Stromberg
Print Representative Name

[redacted]
Title Director

[redacted]
Signature 5/3/25

[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 II
DATE:	June 18, 2025
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement for professional services to provide interpreters and translators for deaf and hard of hearing 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. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services. This agency is used as a back-up, emergency service when District employees are unable to provide the services required.

Fiscal Impact:

Not to exceed $175,000.

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 Linguabee LLC, to provide interpreting and translation for Burbank students, not to exceed $175,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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 29th day of May 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Linguabee LLC hereinafter referred to as "Consultant."

Payee's Name: Linguabee LLC Daytime Phone Number: 855-546-4822

Mailing Address: 1550 Larimer Street #503 Denver, CO 80202

Email Address: ryan@linguabee.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 06/18/2025 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 total not to exceed **$175,000**
2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Linguabee LLC will provide interpreters/translators for DHH special education students.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

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

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

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

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Jennifer Nicholson
Print Representative Name

[redacted]

Director, Special Education
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Linguabee LLC
Consultant/Company

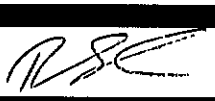
[redacted]

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 II
DATE:	June 18, 2025
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 $50,000.

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 Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2025 through June 30, 2026, not to exceed $50,000 (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

June 2, 2025

Burbank Unified School District
Dr. Peter Knapik, Assistant Superintendent of Educational Services
1900 W. Olive Ave
Burbank, CA 91506

Re: Legal Services Agreement

Dear Dr. Knapik:

Please find our legal services agreement for the 2025-2026 school year. You will notice that we have raised our rates again this year. It is not a decision we take lightly; we understand that rising costs have impacted every aspect of our personal and professional lives. We value and appreciate the relationship we have built within Burbank Unified School District over the many years we have provided the District with legal services. We sincerely look forward to continuing our relationship with the District and the provision of our legal services.

If you have any questions or concerns regarding the attached agreement, please do not hesitate 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, trainings/professional development, 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 appeal-related 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/Of Counsel	$300.00-$340.00
Sr. Associates	$295.00
Associates	$285.00
Law Clerk	$220.00
Education Consultant	$230.00
Paralegal	$195.00

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/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

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

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, 2025 through June 30, 2026 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

Peter Knapik

Dr. Peter Knapik, Assistant Superintendent of Educational Services

Date: 6/3/2025

Hatch & Cesario, Attorneys-at-Law

Melissa Hatch, Partner

Date: June 2 2025

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 II
DATE:	June 18, 2025
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 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 $25,000.

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 SpedEx Consulting, to provide consultative services and Credentialed Teachers, not to exceed $25,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPECIAL EDUCATION SERVICES 2025-26 SY

This document is an agreement between SpedEx Consulting, LLC (hereinafter referred to as the "Consultant") and the Burbank Unified School District (hereinafter referred to as "BUSD").

GENERAL INFORMATION

Statement of Work:

Consultant shall provide services upon request of the district Department of Special Education. These services may include but shall not be limited to staff/program/compliance consultation, project development, psychoeducational assessments, academic assessments, and IEP meeting participation during the 2025-26 school year

Scope of Work:

Through mutual agreement, the Consultant, or a member of the Consultant's team shall perform duties, as requested by the Special Education Director.

The Consultant and the Consultant's team member(s) shall be qualified, experienced, and competent within the scope of requested services.

SCHEDULE

The Consultant will collaborate with BUSD staff regarding the scheduling of any agreed upon services to be provided.

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 Consultant businesses including reasonable legal fees due to any act or failure to act by BUSD based upon the recommendations provided by the Consultant.

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 Consultant.

CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that the Consultant and the member(s) of the Consultant's team shall not discuss any information regarding any student or students' family other than with the appropriate BUSD staff.

COMPENSATION FOR SERVICES

Consultation Rate	$135./hour, or fraction thereof
Psychoeducational Assessment	$1300/assessment
Teacher Support Services	$100/hour
Academic Assessments	$500/assessment
IEP Team Meeting Participation	$100/hour, or fraction thereof
Independent Educational Evaluation (IEE)	$5,500/student

Includes student observations, assessment, parent and teacher interviews, comprehensive report, IEP participation, and presentation of report.

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 II
DATE:	June 18, 2025
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement to hire interpreters/translators for Deaf and Hard of Hearing (DHH) special education students through an agency because the District is unable to secure a full time, temporary or substitute to support special education students.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $700,000.

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 Alpha Interpreting Agency, Corp., to provide interpreters/translators for DHH students, not to exceed $700,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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 3rd day of June 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Alpha Interpreting Agency, Corp. hereinafter referred to as "Consultant."

Payee's Name: Alpha Interpreting Agency, Corp. Daytime Phone Number: 310-220-9655

Mailing Address: 1136 Millbrook Rd., Corona, CA 92882

Email Address: roy@alphainterpreters.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 06/18/2025 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 total not to exceed **$700,000**
2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Alpha Interpreting Agency, Corp. will provide interpreters/translators for DHH special education students. There will not be services needed on the following dates: July 4, September 1, November 11, 27 and 28, December 22 through January 2, January 19, February 13 and 16, March 16-20 and May 25. There may be other days where it's pupil free days but those will be communicated with staff.
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 Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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

Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp., its agents, subcontractors, employees or other representatives referred to in this Agreement, Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. demand.

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

Alpha Interpreting Agency, Corp.
Consultant/Company

[redacted]
Roy McCrory
Print Representative Name

[redacted]
Title CEO

[redacted]
Signature

[redacted]
Date Jun 4, 2025

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 II
DATE:	June 18, 2025
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement for professional services to provide interpreters and translators for deaf and hard of hearing 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. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services. This agency is used as a back-up, emergency service when District employees are unable to provide the services required.

Fiscal Impact:

Not to exceed $50,000.

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 Sorenson Communications, LLC, to provide interpreting and translation for Burbank students, not to exceed $50,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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 3rd day of June 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Sorenson Communications, LLC hereinafter referred to as "Consultant."

Payee's Name: Sorenson Communications, LLC Daytime Phone Number: 916-230-9013

Mailing Address: 4192 S. Riverboat Road Salt Lake City, UT 84123

Email Address: dmahoney@sorenson.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 06/18/2025 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 total not to exceed **$50,000**
2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Sorenson Communications, LLC will provide interpreters/translators for DHH special education students. There will not be services needed on the following dates: September 1, November 11, 27 and 28, December 22 through January 2, January 19, February 13 and 16, March 16-20 and May 28. There may be other days where it's pupil free days but those will be communicated with staff.
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 Sorenson Communications, 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 Sorenson Communications, 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

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

District shall save and hold Sorenson Communications, LLC, harmless from and against and shall indemnify Sorenson Communications, 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 Sorenson Communications, 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, Sorenson Communications, LLC may defend the same and any expenses, including reasonable attorney's fees, which Sorenson Communications, LLC may pay or incur in defending said action and the amount of any judgment which Sorenson Communications, LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Sorenson Communications, LLC
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement to escort and transport 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 $10,000.

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 West Shield Adolescent Services, to escort and transport special education students to out of or in state residential facilities, not to exceed $10,000 (01.0-07240.0-50010-36000-5812-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 3rd day of June 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and West Shield Adolescent Services hereinafter referred to as "Consultant."

Payee's Name: West Shield Adolescent Services Daytime Phone Number: 800-899-8585

Mailing Address: 16835 Algonquin Street, Ste. 439 Huntington Beach CA 92649

Email Address: contactus@westshield.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 06/18/2025 Account Code: 01.0-07240.0-50010-36000-5812-7440000

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 **$10,000**
2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which West Shield Adolescent Services will provide escort transportation services to special education students being placed at out of state/in state residential facilities.
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 West Shield Adolescent 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 West Shield Adolescent 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

West Shield Adolescent 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 West Shield Adolescent 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 West Shield Adolescent Services, its agents, subcontractors, employees or other representatives referred to in this Agreement, West Shield Adolescent 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 West Shield Adolescent 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 West Shield Adolescent Services demand.

District shall save and hold West Shield Adolescent Services, harmless from and against and shall indemnify West Shield Adolescent 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 West Shield Adolescent 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, West Shield Adolescent Services may defend the same and any expenses, including reasonable attorney's fees, which West Shield Adolescent Services may pay or incur in defending said action and the amount of any judgment which West Shield Adolescent Services may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

West Shield Adolescent Services
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960026513 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 960026513 concerning services and/or school placement, a formal settlement agreement was offered on May 30, 2025 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 $83,250

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960026513, total not to exceed $83,250, (01.0-65000.0-50010-36000-5813-7440000), July 31, 2023 through July 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	June 18, 2025
SUBJECT:	Approval of the Classified School Employee Association (CSEA) Reclassifications on Classified Monthly Salary Schedule B and Salary Range Allocations

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Background
In accordance with Article 21-Reclassification, in the Contract Agreement between the Classified School Employees Association (CSEA) and Burbank Unified School District (BUSD), the Joint Reclassification Committee met to review all requests for reclassification. The Joint Reclassification Committee is composed of CSEA members and District management personnel.

Discussion/Issues
The joint committee meets beginning in February of each year and evaluates the following factors in its recommendations for reclassification:

1. A gradual accretion in the kind and/or level of required duties or required responsibilities, including the factors of knowledge, complexity, accountability, and working conditions;
2. comparison of external salary data;
3. efficient of any salary range changes on the internal salary range hierarchy; and
4. other pertinent factors

The Joint Reclassification Committee recommends that the attached positions for reclassification, including all recommended commensurate salary range adjustments on the uniform classified salary schedule. These salaries will be effective July 1, 2025.

Fiscal Impact
The financial implication to this Agreement is approximately $163,124.00

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Classified School Employee Association (CSEA) Reclassifications on Classified Monthly Salary Schedule B and Salary Range Allocations, effective July 1, 2025, as presented.

LIST OF CLASSIFIED EMPLOYEE RECLASSIFICATIONS

PREVIOUS JOB TITLE	NEW JOB TITLE	PREVIOUS SALARY RANGE	NEW SALARY RANGE	EMPLOYEE NAME
Senior Secretary	Administrative Secretary II	42	56	Powell, Cheryl Thomlison
Lead Custodian	Custodial Foreman	43	51	Ayala, Jose Rigoberto
Grounds Leadsperson	Grounds Leadsperson	57	62**	Sanchez, Hugo
Information Technology Systems Analyst	Information Technology Systems Analyst	63	67	Vazirani, Archana
Office Assistant – Adult Education	Office Technician – Adult Education	37	42	Tejeda, Liliana
Paraeducator – Severely Impaired	Paraeducator – Severely Impaired	41	45	Agazaryan, Taline Aldaoud Sahar Arpon, Maria Aurea Atienza, Karol Cosio, Teresa Crispi, Whitney Allyn Emirzian, Viktoriya Ermino, Gilda Encinares Fragoso, Leticia R. Gibson, Ryan Elizabeth Jimenez, Christina Michell Knoop, Nicole Marie Lange, Erin E. Lewis, Victoria Gay Luizzi, Lydia Yvonne Madrigal, Mariah Arrianna Mansourian, Verjineh Mirabal, Tiffany Arlene Muros, Rosa Helena Naghiyev, Jasmine Ann Oliver, Allison Marie Pallera, Loquias Sheryl Salas, Mercedes Rivero Sanchez, Bonnie Karina

				Tait, Holly Beth Valenzuela, Eliana Vasquez, Rita
Senior Attendance Technician	Senior Attendance and Data Technician	39	43	Thomas, Jill Maureen
User Support Specialist	User Support Specialist	54	59	Yee, Theresa Yuk Kung

** Side Letter Agreement – Temporary Reclassification will sunset when an Integrated Pest Control/Grounds Technician is hired

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY II

BASIC FUNCTION:

Under the direction of an assigned supervisor, take responsibility for a variety of advanced-level secretarial and administrative assistant duties; organize and coordinate office workflow and communications in support of complex District programs; train and provide work direction to clerical personnel as assigned. This position requires independent judgment and responsibility; knowledge of state and federal programs; and coordination between multiple departments.

REPRESENTATIVE DUTIES:

Organize and manage the day-to-day activities of an administrative office ensuring efficiency of the office operations; coordinate communications; assist the administrator with administrative details; independently perform a wide variety of specialized secretarial, budgetary and administrative duties.

Maintain an understanding of the programs and functions of the department and their relation to the District operation as a whole; establish and assess work priorities to assure the timely completion of projects and assignments.

Compose independently or from oral instructions a variety of written materials such as, but not limited to, letters, emails and memos requesting or providing information. Take and transcribe using any form of dictation or notetaking skills, letters and memoranda, including material of a confidential nature.

Independently research and compile information and compute statistical information for Federal, State and District reports and special projects.

Using independent judgement, maintain a wide variety of complex financial, statistical and narrative records and reports.

Originate and independently prepare material for the approval of the administrator; prepare and revise a variety of documents, reports, catalogs and other materials.

Maintain the confidentiality of sensitive and personal information and materials.

Proofread and edit reports, records and other data for accuracy, completeness and compliance with established standards; revise forms and other materials as needed.

Initiate and answer telephone calls; schedule appointments and interview callers; screen and refer calls as appropriate.

Coordinate communications and provide information to administrators, employees, students, parents and the public; explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures.

Make decisions within the scope of responsibility in accordance with laws and regulations and apply them to problem situations.

Prepare and assemble Board agenda items, including calculating fiscal impact and assigning appropriation numbers assuring the inclusion of required background materials; uploading into the District agenda management system; follow up with processing orders, hiring consultants or obtaining signatures and processing contracts.

Schedule, direct and oversee tasks of necessary additional clerical personnel as required by job assignments and work load; provide guidance and monitor clerical workflow to assure efficient and effective office operations.

Prepare School Business Agreements and Extra Duty Assignments in the District HR Reporting System.

Prepare Personnel Transaction Requests.

Management of District memberships and software licenses for Instructional Services.

Arrange meetings, workshops or conferences by letter or telephone as required.

Operate a variety of office equipment.

Arrange for and send out notices of meetings; schedule and coordinate meeting rooms on District calendar; prepare agenda items from notes received from several sources; maintain records and prepare drafts of minutes for distribution to appropriate personnel.

Maintain financial records for assigned programs or functions and assist in the budget process as directed. Create and maintain complex spreadsheets for a variety of programs.

Open, sort and distribute U.S. and District mail. Maintain calendar for administrator; schedule appointments and maintain the master calendar for the office.

Maintain a master professional development calendar of the high volume sub days for the entire District.

Management of inventory system for multiple programs.

Maintain accurate inventory records for several programs, including a physical inventory every other year.

Prepare and maintain a variety of confidential information, files and records including, but not limited to, time sheets and personnel records. Process payroll.

Order, receive, inventory, store and distribute supplies and forms for department personnel; assure adequate supplies to support office functions and activities.

Maintain confidentiality of information, including Board, District, personnel, pupil or controversial matters.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Department organization, rules and programs.
- Secretarial, clerical and administrative assistant duties required to support an administrator.
- Coordination of office aspects of diverse programs and activities.
- Organizational skills and public relations techniques.
- Financial and statistical record-keeping.
- Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.
- Record-keeping filing and proofing 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.
- Health and safety regulations.
- District organization, operations, policies and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Basic arithmetic skills.
- Student and personnel confidentiality laws.

Ability To:

- Perform secretarial and administrative assistant duties for a District administrator.
- Type at 30 words per minute from clear copy.
- Compose independently or from oral instructions, letters, memos, bulletins or other material.
- Make arrangements for meetings, workshops and conferences.
- Maintain a variety of filing systems.
- Make arithmetic calculations with speed and accuracy.
- Attend meetings, conferences and workshops.

- Organize, coordinate and prioritize a wide variety of clerical and secretarial activities and functions in the administrative office.
- Assist in administrative detail and respond to routine inquiries.
- Organize, schedule and maintain the Master Calendar for diverse activities, programs and events.
- Coordinate and facilitate communications between District and site personnel, students, parents, community organizations and the general public.
- Coordinate workflow, duties, assignments and clerical personnel to accomplish goals effectively and efficiently.
- Understand and follow oral and written directions.
- Communicate effectively with students, parents, staff and administration.
- Read, interpret, apply and explain rules, regulations, policies and procedures pertaining to position.
- Complete work with many interruptions.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Take and transcribe from notes or any form of dictation accurately.
- Work cooperatively and effectively with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.
- Train and provide work direction to others.

EDUCATION AND EXPERIENCE:
Graduation from high school or high school equivalency and five years of increasingly responsible secretarial experience, preferably in a school district

WORKING CONDITIONS:
School or District office environment subject to demanding timelines and constant interruptions. Subject to exposure to communicable diseases.

Job Study 01/2025
Reclassification 06/03/25

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ~~LEAD CUSTODIAN~~ CUSTODIAL FOREMAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, maintain assigned school site and related facilities in a clean and orderly manner; perform a variety of diverse duties with minimal supervision assuring that buildings and grounds are maintained properly and effectively; communicate with school administrators, teachers and other staff regarding custodial matters and related activities; train and provide work direction to custodial staff as assigned.

REPRESENTATIVE DUTIES:

Maintain assigned school site and related facilities in a clean and orderly manner.

Perform a variety of diverse duties with minimal supervision assuring that buildings and grounds are maintained properly and effectively.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, urinals, showers, floors and related areas; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, windows.

Unclog drains, toilets, sinks and drinking fountains as needed.

Evaluate and assign work orders.

Evaluate, monitor, and order supplies and supply order requests for school and District locations.

Onboard and train substitute custodians

Update Custodial schedule and reassign custodians as needed.

Maintain and repair custodial equipment as needed.

Open/Unlock and Close/Lock school sites and district office departments, as needed.

Assist with providing site and district office custodial coverage for custodial vacancies and reported absences.

Clean classrooms, cafeterias, lounges, offices and facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles, clean white boards, blinds and window sills, empty pencil sharpeners, spot mop spills; remove gum, bird droppings, debris and graffiti as needed.

Communicate with school administrators, teachers and other staff regarding custodial matters and related activities; provide assistance and resolve problems as directed.

Perform preventative or minor maintenance to buildings and fixtures as time allows; report other repair and maintenance needs.

Move furniture and equipment; set up meeting rooms, classrooms and other school facilities for special events and meetings.

Turn lights on and off; unlock and lock doors and gates; raise and lower flags.

Maintain security of assigned areas according to established guidelines. Arm and disarm alarms as appropriate.

Wash walks and eating areas as directed; make emergency clean-ups in cafeteria or other areas as needed.

Sweep and hose sidewalks and grounds; pick up or deliver school supplies, furniture or equipment as directed.

Order and maintain restroom and custodial supplies and equipment used in the course of work; receive, distribute and store school supplies; maintain related records and files.

Inspect school plant and other facilities to assure that safety and cleanliness standards are met and work completed according to instructions.

Operate, maintain and provide work direction for the operation and maintenance of custodial equipment; demonstrate the proper and safe use of materials and equipment to assigned personnel.

Check doors, windows and assigned areas for vandalism, report safety, fire hazards and vandalism as appropriate.

Maintain records and prepare reports as required.

Operate power sweeper and other related equipment as needed.

Follow State and Federal regulations regarding chemical and material usage, storage and disposal.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Proper methods, materials, tools and equipment used in custodial work.
- Cleaning materials and disinfectants used in custodial work.
- Safety practices and work methods; Basic fire, safety and security regulations for school facilities.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Basic principles of training and providing work direction to others.

Ability To:

- Use cleaning materials, equipment and methods according to pre-determined standards.
- Maintain tools and equipment assigned in clean working order.
- Perform minor, non-technical, unskilled preventative maintenance on equipment, buildings, and fixtures to facilities as assigned.
- Observe and report need for maintenance and repair.
- Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.
- Move objects weighing over 50 pounds using safe and proper methods and/or equipment.
- Understand and follow oral and written directions.
- Work cooperatively and effectively with others.
- Communicate effectively with school administrators, teachers and other staff.
- Work independently with little direction, and Meet schedules and time lines.
- Maintain records and prepare reports.
- Perform manual labor.
- Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years of custodial experience; lead capacity experience desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid driver license required. Must obtain First Aid and CPR certification within six months of employment and keep certification up-to-date.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to lifting, climbing, carrying, pushing and pulling; exposure to dust; fumes from cleaning chemicals.
Subject to exposure to communicable diseases.

Job Study-1/2020
Reclassification 06-26-25

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: GROUNDS LEADPERSON

BASIC FUNCTION:

Under the direction of an assigned supervisor, schedule, coordinate, and perform grounds and field work in the maintenance, alteration, repair, and construction of District grounds and various athletic fields; perform application and handling of pesticides; conduct District-wide pesticide spraying program; provide work direction to a staff of grounds personnel as assigned.

REPRESENTATIVE DUTIES:

Schedule, assign, and participate in grounds and field maintenance and construction activities performed by assigned personnel at District sites.

Confer with an assigned supervisor regarding maintenance problems, projects, and activities.

Operate a variety of power-driven equipment such as but not limited to tractors, trucks with trailers, large power mowers, synthetic turf sweepers and groomers, weed eaters, trencher, edger, blowers, power pressure sprayers, and other equipment used in grounds maintenance work; operate aerial lift and/or forklift as required; move grounds maintenance equipment as needed; utilize standard gardening hand tools.

Provide work direction to assigned grounds personnel; assist in the selection, testing and interviewing of grounds candidates; provide initial and ongoing training of employees.

Coordinate the activities of assigned grounds personnel; coordinate activities with other Facilities Services employees.

Assist with the scheduling and coordinating of labor and materials required for specific work orders; monitor progress of work performed.

May provide input regarding employee performance.

Perform grounds and field work as needed to prepare and maintain District grounds and various athletic fields in a clean and safe condition.

Maintain routine records and reports related to assigned activities.

Order materials and supplies for assigned projects.

Attend job related meetings and training sessions as assigned.

Perform application and handling of pesticides and conduct District-wide pesticide spraying program as needed.
Control and oversee Integrated Pest Management (IPM) program throughout the District; maintain related IPM records; prepare mandated reports related to chemicals applied at District sites.

Assist Senior Grounds Technician and Irrigation staff in performing grounds, irrigation and field maintenance as needed.

~~Manage the District's fire extinguisher program.~~

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITY:

Knowledge Of:

- Methods, equipment and materials used in gardening and grounds keeping work.
- Proper irrigation techniques.
- Proper application of herbicides, pesticides, and other chemicals used in grounds maintenance.
- Record keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Basic principles of providing work direction to others.
- Safety practices and work methods.
- Communicate effectively both orally and in writing.
- District organization, operations, policies and procedures, and objectives pertaining to position.
- Health and safety regulations pertaining to position.
- Federal, State, and local laws, codes, and regulations governing herbicides and pesticides and fire extinguisher maintenance.
- Irrigation plans and layouts.
- Cleaning and maintenance of artificial fields, playgrounds and tracks.
- Minor power equipment maintenance and repair.

Ability To:

- Work independently with little direction.
- Perform a variety of grounds keeping duties.
- Properly apply herbicides, pesticide, fertilizer and other chemicals used in grounds maintenance.
- Plan and coordinate the work of assigned skilled and semi-skilled personnel.
- Prioritize, schedule, assign and review work.
- Coordinate activities with other Facilities Services employees.
- Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.
- Move objects weighing over 50 pounds using safe and proper methods and/or equipment.

- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Read, apply and explain rules, regulations, policies and procedures pertaining to positions.
- Interpret blueprints, specifications, and work orders.
- Work cooperatively and effectively with others.
- Plan and organize work.
- Provide work direction to others.
- Maintain records and prepare reports.
- Order and maintain supplies and materials.
- Perform manual labor.
- Adjust work schedules to meet unusual conditions.
- Perform basic math and measurements.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency including or supplemented by course work or training in a related field and three years increasingly responsible experience in grounds maintenance and tree trimming.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid driver license required.
- Must obtain Qualified Applicator Certificate (QAC) categories A and B;
- Must obtain First Aid and CPR certification within six months of employment and keep certification up-to-date.
- Valid aerial lift certification obtained within one year from date of hire.

WORKING CONDITIONS:

- Outdoor environment where children may be present
- Subject to adverse weather conditions
- Climbing tall trees,
- Lifting, bending, pushing, pulling,
- Exposure to noise, dust, fumes, and chemicals.
- Driving from site to site.
- Subject to exposure to communicable diseases.

Job Study-1/2020
Reclassification 06/03/2025

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INFORMATION TECHNOLOGY SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist with the maintenance and administration of computer and network systems; provide troubleshooting of computer and network systems issues; provide support and basic training to users on software; resolve user email system issues; support the District website; perform a variety of system administration functions.

REPRESENTATIVE DUTIES:

Assist with the maintenance and administration of computer and network systems; provide troubleshooting of computer and network systems issues; provide support and basic training to users on software.

Diagnose and troubleshoot computer and network connectivity issues, login problems, network drive mapping issues and network resource access issues; assure physical connectivity, network availability, server issues, user group access and user properties.

Resolve user email system issues, including login, **Multi-Factor Authentication (MFA),** spam, calendar sharing, access, offline mailbox, address book synchronization, forwarding and distribution list issues; track emails; troubleshoot email queues and database consistency; archive emails as required.

Support the District website; maintain content and provide training; provide appropriate user access and required documentation and training; troubleshoot user access and other issues regarding website access and modification; communicate with vendors to resolve complex issues; categorize websites and maintain user groups and policies.

Perform a variety of system administration functions; troubleshoot access and availability for file servers; assure drive health and accessibility; assure the availability of file sharing, backup, restore, home and application directory and file archive functions; review and analyze event viewer logs; restore files and emails; maintain global email distribution lists as required.

Perform special assignments, including but not limited to, applications development, data conversion, data collection, specialized reports, computer spreadsheet design and database design and reporting.

Back up network data; monitor back up jobs and assure consistency and reliability; restore data as required.

Prepare and maintain a variety of records, files and reports. Maintain confidentiality of information related to students and personnel.

Provide technical user support regarding the installation and support of operating systems, software, hardware, networking and other third-party applications; maintain related documentation as required; generate and revise user instructions, procedures and manuals.

Manage and maintain the District content / web filtering systems to ensure secure and compliant internet usage within the organization. This includes configuring filters, monitoring web traffic, categorizing websites ad maintaining user groups and policies.

Install and configure systems and related equipment (For example, but not limited to servers, UPS, routers, switches, wireless systems, firewalls **(local and Districtwide)**, network security systems, VOIP and collaboration systems, content filters, server virtualization systems, storage appliances, backup and archive appliances and security camera and access control systems).

Configure and manage Voice Over Internet Phones (VOIP) and collaboration systems, including but not limited to Emergency 911, voicemail, and phone communication software applications. This involves setting up, maintaining, and troubleshooting these systems to ensure seamless communication and collaboration within the organization.

Troubleshoot and support Google Mobile Device management (DM) for users and devices.

Provide user support and monitor compliance with organizational policies.

Communicate with staff to exchange information, resolve issues or concerns and coordinate activities; assist staff and others in the proper operation of the system. Provide support to administration and staff.

Operate a computer and assigned office equipment; troubleshoot equipment or software malfunctions and perform minor maintenance as needed.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- WAN and LAN components and protocols.
- Hardware and software diagnostics.
- Programming functions.
- Microsoft servers, related software and functions.
- Network security functions and programs.
- Operation of a computer and assigned software.
- Operation of a variety of standard office equipment.
- Interpersonal skills including tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, punctuation, spelling and grammar.
- Statistical record-keeping and report-writing techniques.

- Federal and State laws along with Districts policies related to information access and confidentiality.

Ability To:

- Work independently with little or no direction.
- Analyze problems accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare comprehensive statistical reports.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Verify accuracy of data input and output.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Lift objects weighing up to 30 pounds using safe and proper methods and/or equipment.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: graduation from high school or high school equivalency supplemented by college-level coursework in computer science or related field and two years increasingly responsible network systems experience.
- Microsoft Certified Solutions Associate (MCSA) and Cisco Certified Entry Networking Technician (CCENT) or equivalent network certification with District approval, required within 24 months of hire.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid driver license required

WORKING CONDITIONS:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Reclassification 03/2017
Reclassification 06/03/2025

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE ~~ASSISTANT~~ TECHNICIAN - ADULT EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records. Record-keeping duties relating to the enrollment, graduation of adult students according to established policies and procedures; evaluate, process, maintain and record course work and credits, test scores, G.E.D. scores, prepare transcripts to be sent out. Typing of diplomas and printing them. **Provide official documentation to alumni and outside entities. Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; receive, greet and direct visitors.**

~~**DISTINGUISHING CHARACTERISTICS:**~~

~~Incumbents in the Typist Clerk II class provide clerical support to other clerical or secretarial staff and may perform some assignments independently.~~

REPRESENTATIVE DUTIES:

Maintain a variety of logs, records and files related to students, and staff attendance and other school or District activities and programs. Review incoming records to assure that course work completed meets State requirements for graduation: confer with counselors regarding deficiencies and credit problems.

Assist with analyzing foreign, domestic and out-of-district transcripts. Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft. Prepare permanent records for incoming students; record grades in computer file.

Review incoming transcripts for grade and course deficiencies; assure course work meets State requirements for graduation; verify accreditation; confer with counselors regarding deficiencies and credit problems; forward incoming academic information to site teachers; disseminate student information to appropriate personnel in accordance with District policies and procedures; prepare and facilitate distribution of progress reports and report cards.

Prepare transcripts as requested by other schools and employers, collect transcript fees as appropriate. **Prepare and maintain student permanent records files** Type and perform other clerical duties for the assigned supervisor, classroom teachers and other staff members as directed. **Collect transcript fees as appropriate; balance transcript monies and maintain accurate and auditable records of monetary transactions.**

Administer the **high school equivalency** ~~G.E.D~~. test weekly. Type reports for testers and reports for Sacramento on **high school equivalency** ~~G.E.D~~. results monthly and annually. Assist

with clerical duties related to specific campus activities such as classroom support and organization support.

Maintain current knowledge of District and State graduation requirements and applicable codes and laws and assure compliance with established regulations and timelines.

~~Update~~ **Act as quality control for** student records regarding credits and courses needed for graduation; discuss credits and grades with counselors. **Prepare and type a variety of lists, such as, but not limited to, graduates, non-graduates, senior failure, unsatisfactory and deficiency reports and disseminate the data to appropriate personnel.**

Distribute various forms and provide information and assistance to the public and staff regarding their completion in an accurate and timely manner. Register students for classes and collect tuition fees.

Compile a list of potential graduates and submit to appropriate District administrators; make list of graduates and type diplomas on computer; prepare diploma covers for graduation.

Respond to inquiries regarding student grades and attendance from other schools, insurance companies, employers, authorities: verify and provide information contained in permanent students records as appropriate~~.~~ **, and complete education verifications in a timely manner.**

Submit lists of graduates for printing; order, process, and proofread diplomas and related graduation materials as required; assist with coordinating graduation activities and preparation of graduation programs.

Review senior records and prepare deficiency lists; obtain final information for teachers regarding graduation status; advise administrators and counselors of non-graduates.

Initiate correspondence and maintain student permanent records files.

Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.

Perform clerical work such as posting records, making math computations and securing information from clearly indicated sources. Prepare and maintain a variety of detailed statistical records, files and reports related to student enrollment and eligibility for graduation; maintain confidentiality of records and information.

Assist in collecting fees, **cash, credit card payment** and receipt of monies: maintain records of monies received and spent. **Verify all transactions with office staff for deposit of funds.**

Assist with sales and rentals of books, supplies, materials, and special events.
Schedule appointments and meetings; maintain various schedules and calendars.

Answer phones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person of office; make phone calls to request, provide of verity information as directed.

Operate a variety of office equipment including typewriter, calculator and copy machine; may operate computer and/or word-processing hardware, scanner, **etc.**

Throughout the year, maintain the list of students requesting an ID card, operate ID Card camera and software, take pictures, create and laminate ID cards.

Maintain supply and material inventory of assigned area; order, receive and distribute materials, equipment and supplies as directed.

Sort and distribute incoming U.S. and inter-district mail.

Perform related duties as assigned pertaining to job description.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Analyzing foreign and domestic transcript evaluation.
- State regulations regarding competency tests, health records and confidentiality.
- State and District requirements for graduation.
- Modern office practices, procedures and equipment.
- Computer hardware/ software.
- Record-keeping techniques.
- District organization, operations, policies and objectives related to job.
- Oral and written communication skills.
- Applicable sections of State Education code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability To:

- Organize, compile and evaluate data pertaining to student course work, grades and enrollment.
- Learn District policies and procedures related to registration and permanent student records.
- Operate a variety of office machines such as computer hardware/software, adding machine, typewriter, duplicating equipment and scanner.
- Work independently with little direction.
- Analyze and coordinate effective course of action with appropriate supervisor.
- Meet schedules and time lines.
- Learn and apply rules, regulations, laws and policies pertaining to job.
- Make arithmetic calculations quickly and accurately.

- Understand and follow oral and written directions.
- Type at 30 words net per minute from clear copy.
- Maintain complex records and prepare reports.
- Communicate effectively both orally and in writing.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and four years of increasingly responsible clerical experience, including at least one-year experience maintaining student records.

WORKING CONDITIONS:
Adult school office environment.

Reclassification 06/03/2025

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR - SEVERELY IMPAIRED

BASIC FUNCTION:

Under the direction of an assigned supervisor assist a certificated teacher in reinforcing instruction to individuals or small groups of special education students with a variety of severe mental, emotional and physical handicaps in a learning environment; assist assigned teacher(s) and certificated personnel with the implementation of Individual Education Plans (IEP's); monitor and report student progress regarding behavior and performance; assist in the preparation of instructional materials and perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of students, reinforcing instruction as directed by the teachers.

Prepare for lessons as directed by the teacher.

Set up instructional and therapy equipment, assist in therapy sessions with implementing motor activities, and maintain safety in the classroom.

Clean and sanitize indoor and outdoor equipment across educational settings, as needed or assigned.

Cross-train and communicate classroom motor activities as assigned by instructors, and work with other classroom staff in carrying over activities with students.

Perform a variety of clerical duties such as charting performance, preparing instructional and behavior modification materials, scoring papers, recording grades, maintaining records and files, and duplicating classroom materials and order supplies as needed.

Confer and review with teachers, instructional personnel, behavior specialists and psychologists regarding collected data, programs, and materials to meet student needs.

Observe and assist the teacher and instructional staff in controlling the behavior of students in the classroom or other learning environments according to approved procedures; report progress regarding student performance and behavior; assure student understanding of classroom rules and procedures.

Assist the instructional staff in supervising students inside and outside the classroom as assigned. May assist students in specific activities related to Occupational and/or Physical Therapy sessions under the direction of certificated personnel. Escort students to and from designated locations as assigned; may accompany students to recess, lunch and on field trips as assigned.

Assist with administering and scoring a variety of tests as assigned; may proctor state exams as assigned.
Assist assigned teacher and certificated personnel with the implementation of Individual Education Plans (IEP's).

Explain and assure student understanding of classroom assignment and homework instructions; assist students in completing classroom assignments, homework and projects in various subject areas.

Supervise students and maintain proper classroom decorum during a brief absence of the teacher.

Perform a variety of clerical duties such as preparing instructional materials, scoring papers, maintaining records and files and duplicating classroom materials.

Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, **mobility equipment,** operating educational training equipment and distributing and collecting paper and supplies.

Confer with teachers concerning programs and materials to meet student needs. May communicate with faculty, staff and administrators to exchange information and resolve issues or concerns.

Assist students by providing proper examples, emotional support and general guidance in the school setting.

Assist certificated personnel to protect the health and safety of students by following health and safety practices and procedures.

Direct group activities of students as assigned.

Participate in meetings and in-service training programs as assigned.

Operate a variety of classroom and office equipment including a copier, fax machine, computer and assigned software.

Assist students with personal hygiene including bathing, brushing teeth and grooming as required; assist students with eating activities; toilet students and change diapers and soiled clothing as required.

Assist students with performing and developing independent living and self-help skills such as shopping, washing clothes and dishes, counting money and cleaning; assist students with the development of social, vocational and job searching skills as assigned.

Provide routine first aid to injured students according to established procedures as needed; may administer medication according to prescribed instructions as required.

May accompany or assist students to and from school, or school sponsored event via bus or other district approved transportation.

Operate a variety of office and classroom equipment including, but not limited, to a copier, printer/scanner, washing machine and dryer, cutting board, binding machine, computer and assigned software; operate a two-way radio as required.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Child guidance principles and practices, especially as they relate to students with various special needs.
- Basic subjects taught in the district schools, including, but not limited to, arithmetic, grammar, spelling, language and reading.
- Individual Education Program (IEP) goals and objectives.
- General needs, learning styles, and behavior of students with special needs. Safe practices in classroom and playground activities.
- Health and safety regulations pertaining to position.
- Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communications skills.
- Interpersonal relations skills using tact, patience and courtesy. Record-keeping techniques.
- Behavior modification techniques and strategies associated with the severely impaired.
- Basic first aid and CPR techniques.

Ability To:

- Assist with the instructional and related activities of a special education learning environment.
- Demonstrate an understanding, patient and receptive attitude toward children with special needs.
- Perform clerical duties such as filing, duplicating and maintaining simple records. Print and write legibly.
- Learn the procedures, functions and limitation of assigned duties. Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Communicate effectively orally and in writing with children and adults. Learn and follow rules, regulations, policies and procedures.
- Work cooperatively and effectively with others.
- Supervise and discipline students according to approved policies and procedures.
- Operate a variety of instructional and office equipment. Enlist the support, interest and participation of students.
- Work independently with little direction.
- Provide instruction to, supervise, and discipline students according to approved

District policy and procedures.
- Lift and move students with physical impairments.
- Assist special needs students with personal care and activities.
  Administer basic first aid and CPR as needed.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: graduation from high school or high school equivalency and on- year experience working with school age children in an organized setting.
- Paid or unpaid experience working with handicapped individuals is desirable.

LICENSES AND OTHER REQUIREMENTS:

- Must obtain de-escalation techniques training and keep certification up--to--date.
- Successful completion of the District mandated proficiency examination.
- A valid First Aid and CPR Certificate will be required within six months of employment.

WORKING CONDITIONS:

Special education learning environment; subject to bending, lifting and restraining children as needed to prevent them from harming themselves or others and working with children with various severe mental, emotional and physical handicaps; subject to exposure to communicable diseases.

Job Study 01/2020
Reclassification 06/03/2025

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ATTENDANCE AND DATA TECHNICIAN

BASIC FUNCTION:

~~Under the direction of an assigned supervisor, provide accurate accounting and record-keeping of attendance and student enrollment at assigned school site; provide technical training and work direction to attendance staff and student assistants concerning student attendance functions, according to established procedures; perform a variety of clerical duties related to student attendance and enrollment at an assigned school site; communicate with students, staff and parents concerning student attendance; produce specialized reports as needed; maintain and account for Average Daily Attendance (ADA) and other attendance records and reports for submittal to local and State agencies.~~

Under the direction of an assigned supervisor, work independently and use judgement to produce and provide and account for the accurate accounting of student enrollment and attendance at a comprehensive adult school in accordance with provisions of the California State Education Code and California Adult Education Program (CAEP): communicate with students, staff concerning student enrollment and attendance, produce specialized reports as needed, keep accurate records of students for reporting purposes; train and provide work direction to attendance staff as assigned.

REPRESENTATIVE DUTIES:

~~**ESSENTIAL DUTIES:**~~

~~Perform a variety of duties related to providing accurate attendance and record-keeping of student enrollment and attendance an assigned school site involving frequent and responsible public contacts; revise and implement office procedures to assure accurate and timely attendance activities.~~

~~Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies according to established time lines; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations.~~

~~Serve as a liaison between students, parents, staff and outside agencies regarding student attendance and related policies, procedures, rules and regulations; initiate and receive phone calls; take and relay messages; respond to inquiries and provide information.~~

~~Process and verify student absence information from parents, teachers and others; operate and maintain the automated attendance calling system on a daily basis to assure parents are informed of student absences.~~

~~Prepare and maintain a variety of lists, logs, records and reports regarding student attendance and enrollment.~~

~~Greet and assist students, staff and visitors in the attendance office; take and relay messages to and from parents and students; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.~~

~~Verify absences with parents and/or guardians; review notes and letters from parents and/or guardians to determine reason for absence; confirm suspected forgeries and refer to designated administrator; prepare, print and mail monthly tardy and truancy letters to parents.~~

~~Communicate with students, parents, faculty, administrators and authorities regarding attendance, truancy and suspension; initiate and receive phone calls and notes regarding student absences; receive and relay messages to students, parents, and others; receive phone calls from concerned parents.~~

~~Distribute, collect, code and process a variety of attendance and other forms required for accurate record-keeping; review forms for accuracy and completeness; duplicate materials as needed.~~

~~Enroll students and process drops and withdrawals as appropriate; verify and update addresses; request or send out student records; prepare, update, maintain and file forms, cards, folders and other documents in permanent student records; prepare enrollment packets as needed.~~

~~Perform a variety of clerical duties such as typing and distributing correspondence, lists, bulletins and notices as assigned.~~

~~Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems.~~

~~Supervise the students sent to the office as assigned; may assist students in the health office in the absence of health personnel; may assist with reception and other front office duties in the absence of the school personnel.~~

~~Inventory and determine stock needs related to position and submit to appropriate office personnel for processing.~~

~~Train and provide work direction to student assistants according to established procedures.~~

Guide and instruct ~~teachers~~ **instructors** on proper attendance procedures **and reporting**.

Oversee the administrative and student information software program (i.e. ASAP). The software program is a database that supports various Adult Education programs.

Generate general and course information for the Adult Education Course Catalogs published throughout the year.

Manage the enrollment processes for students interested in Career Technical Education, English as a Second Language, Parent Education, and Personal Enrichment programs, which address diverse educational needs.

Assist students with both online and in-person registration.

Maintain up-to-date ESL Software templates and rosters for the ESL classes, enabling students to access interactive or online courses designed for adult learners.

Create and distribute the ESL Promotion/Retention template to instructors. The gathered information is then entered into the student information system and set up for the following semester.

Greet and assist adult learners, visitors andstaff in the main office; take and relay messages from students to teachers or administrators following the proper guidelines of the district.

Assist with the fiscal cash and credit card transactions for student registration, books, materials, supplies, and special events sales and rentals.

Monitor, inventory and distribute staff keys, fobs, and alarm codes for Burbank Adult School facility.

Assist adult learners with completing Federal, State, andCounty Forms (i.e. GAIN, CalWORKs, AJCC, Social Services, Child Care, and Housing, etc.).

Provide verification letters for Adult School Students who require them for government, social, or court agencies.

Monitor and generat reports to ensure proper record keeping to generate Adult School funds (i.e Cal-Works, CAEP, Tops-Pro, etc.).

Assist with student communication with administration and teachers.

Participate in the Data Analysis Team for the Adult School Consortium

Enter and transfer data from the student information system to the State information reporting system.

Assist with WASC preparation.

Support staff in activating student email accounts across all programs (i.e. Academic, ESL, CTE, Parent Education, etc.) .

Keep current with changes at the Federal, State, and County level adult education program regulations (i.e. WIOA and CAEP) to ensure proper data reporting during each fiscal year.

Create promotion/retention forms for all ESL teachers to ensure that adult learners progress is reported to help the ESL office generate certificates of completion or retention for each adult learner.

Support CTE teachers at the end of each course to properly complete student records in the career training program to attest that adult learners are meeting the required competencies to obtain a certification.

Operate a variety of office equipment.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- District attendance policies, procedures, terminology and attendance accounting methods.
- Applicable sections of State Education Code and other applicable laws, contracts, rules, regulations, policies and procedures.
- Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.
- Record-keeping, filing and proofing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic First Aid.
- Telephone techniques and etiquette.
- Principles and practices of providing training and work direction.

Ability To:

- ~~Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site involving frequent and responsible public contacts.~~ The Adult School.
- Prepare, maintain and account for ~~ADA and other~~ attendance records and reports for submission to local and State agencies.
- ~~Serve as a liaison between students, parents, staff and outside agencies regarding student attendance.~~
- ~~Verify excused and unexcused absences.~~
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Train and provide work direction to others.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic math calculations with speed and accuracy.
- Answer telephones and greet the public courteously.
- Type at 30 words per net minute from clear copy.
- Establish and maintain effective working relationships with others.
- Meet schedules and timelines.
- Administer basic First Aid.
- Maintain a variety of records, logs and files.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.

- Learn and follow rules, regulation, policies and procedures pertaining to job.
- Operate a variety of office equipment, a computer and assigned software.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and two years clerical experience including one year maintaining student records.

LICENSES AND OTHER REQUIREMENTS:

Must obtain a valid First Aid certificate and CPR certification within the first six months of employment and keep up-to-date.

WORKING CONDITIONS:

School office environment subject to frequent interruptions and subject to exposure to communicable diseases.

Job Study 01/2020
Reclassification 06-03-2025

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: USER SUPPORT SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Information Technology and Education Support or assigned administrator, this individual will provide: first-level hardware and non- Student Information Systems (SIS) software; technical and user support to school sites and administrative personnel; the ability to work independently with little supervision; and the ability to provide user support and training to staff.

REPRESENTATIVE DUTIES:

Provides basic desktop support services for non-Student Information System Programs, to users (i.e. students, parents, staff), in a high-volume help desk to maintain optimum system operations.

Effectively communicate step-by-step instructions via the telephone and site visits for hardware, and non- SIS software.

Utilize a variety of software applications to prepare documents incorporating text, graphs, charts, database-driven information, scanned objects, and graphics.

Maintains and updates minor software and hardware issues.

Maintains and updates work order system.

Assists with the computer installation process.

Assists with the receiving, inventory and asset database process

Organizes and prepares software application documentation.

Assist users with the use of hardware, and non- SIS software, and updates.

Prepares user support documentation.

Troubleshoots computer and printer problems via the phone, site visit, and remotely.

Works with vendors on initial software and hardware troubleshooting, administration and maintenance.

Prioritizes and completes work within required deadlines.

Provides helpdesk support with District technology rollouts as needed.

Remotely diagnose and resolve end-user non-SIS software issues as it relates to the server.

Keep abreast of new software, hardware and networking products as it pertains to the development of desktop systems.

Provide users with technical server and diagnostic support; respond to the needs and questions of users concerning their access of resources of servers on the network.

Prepare and maintain a variety of records, files and reports; maintain confidentiality of information related to students and personnel.

Ensure compliance with federal, state and local electronic codes and appropriate safety procedures.
Perform duties as related to the job description.

Maintain, update, create and manage content and layout of district website as needed; support editors and their ability to maintain their pages; provide assistance as needed for emergency situations.

Provide training and support documentation for editing of district website by authorized editors.

Knowledge of coding (HTML, CSS, etc.) to allow for customized editing of pages.

Keep current of ever-changing updates to constantly evolving digital environment of the website, learn new modules/programs, prepare training and documentation for end users and disseminate new information to editors.

Source images, videos, graphics for content, edit and modify to fit the layout of pages. Ensure content is accurate, relevant and aligns with California Dept. of Education and BOE guidelines.

Check the ADA compliance of our website and implement best practices to allow for usability for persons with disabilities.

Ensure the protection of privacy of our students, providing a safe, secure and supportive educational experience.

Maintain the webmaster account, forward messages to appropriate schools/departments, implement suggestions and correct fixes to website.

Assist editors with emergency notifications (i.e., pop-ups) as needed.

Ensure the website is easy to navigate and provide a positive user experience.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Methods, tools and equipment used in the support and service of hardware and software; Windows and Macintosh computer operating systems
- Microsoft Office suite or other word processing, spreadsheet, desktop publishing and database management software
- Modem office methods, practices, and procedures; current computer technology
- Basic industry-standard networking principles; current help desk principles.
- Telephone technique and etiquette; Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Organizational skills and public relations techniques.
- Methods, equipment and materials used in installation and repair or hardware and software systems, networks and the peripheral components;
- Federal and State laws, along with District's policies related to information access and confidentiality. Safety measures and precautions;
- Methods, equipment and materials used in the maintenance and repair of technology equipment.
- Proper methods of storing equipment, materials and supplies
- Basic purchasing procedures including but not limited to cost comparison research, terminology and inventory control, warehousing methods and procedures;

Ability To:

- Ability to work with a project timeline and work flow for timely completion.
- Analyze first-level and mid-level technical problems, evaluating alternatives, and recommending effective courses of action.
- Read, analyze, interpret, apply and explain rules, regulations, policies and procedures related to position. Gather, assemble, organize and prepare data from various sources.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Work cooperatively and effectively with others or independently under time constraints.
- Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.
- Move objects weighing over 50 pounds using safe and proper methods and/or equipment.
- Operate equipment used in the repair and service of computer equipment.
- Read and use network maps and diagrams for the purpose of diagnosis.
- Meet schedules and timelines.
- Plan and organize work.
- Directs work to proper resources.
- Work confidentially with discretion.
- Add, subtract, multiply, divide and perform algebraic and geometric calculations quickly and accurately.
- Understand and follow oral and written directions.
- Complete work with many interruptions. Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from a two-year college or university or at least three years of experience in first-level technical support and end-user support.

LICENSE AND OTHER REQUIREMENTS:

- A+ Certification or equivalent with District approval required within twelve months of employment and must be maintained
- Network+ Certification or equivalent with District approval required within twelve months of employment and must be maintained
- Microsoft Certification in Microsoft Windows or equivalent with District approval required within twelve months of employment and must be maintained
- Possession of a valid California drivers' license required.

WORKING CONDITIONS:

Office, shop environment, and school site; subject to lifting, climbing, noise and exposure to fumes and chemicals; seldom travel throughout the district.

Formatted 2022
Reclassification 06/03/2025

SALARY RANGE ALLOCATIONS FOR CLASSIFIED BARGAINING UNIT MEMBERS

CLASSIFICATION	RANGE	BASIS
Accounting Series		
Project and Accounting Analyst	66	A
Account Analyst	60	A
Financial Analyst	60	A
Benefits Analyst	56	A
Lead Payroll Technician	51	A
Payroll Technician/ Benefits Assistant	49	A
Budget/Accounting Technician	48	A
Project Accounting Technician	48	A
Accounting Assistant IV	47	A
Payroll Technician	47	A
Employee Benefits Technician	47	A
Accounting Assistant III	45	A
Accounting Assistant II	42	A
Senior School Finance Technician	40	A, B, E
Accounting Assistant I	33	A
Clerical Series		
Use of Facilities Coordinator/ Senior Administrative Assistant	60	A
Assessment and Accountability Technician	56	A
Administrative Secretary II	56	A
Special Education Data Systems Technician	52	A
Human Resources Analyst - Certificated	50	A
Human Resources Analyst Classified	48	A
Facilities Operations and Construction Technician	48	A
District Attendance and Fundraising Technician	46	A
Budget/Program Technician	45	A
Special Education Technician	45	A
Administrative Secretary I	45	A
Food Service Operations Technician	44	A
Facilities Service Assistant	44	A
Guidance/Program Technician II	44	B,C
School Office Manager- High School	43	A
School Office Manager- Middle School	43	A
School Office Manager- Elementary	43	C

CLASSIFICATION	RANGE	BASIS
Clerical Series (continued)		
School Office Manager-Cont.	43	B, C
School Office Manager – Adult School	43	A
School Office Manager- Children's Center	43	A
School Office Manager- Alternative School	43	C
School Office Manager- Independent Learning Academy	43	C
Senior Attendance and Data Technician- Adult School	**43**	**A**
Human Resources Technician	43	A
Senior Secretary	42	A, B
Registrar	42	A
Office Technician- Adult Education	**42**	**A**
Construction & Operations Secretary	41	A
Guidance/Program Technician I	41	B, C
College/Career Center Technician	41	B, C
School Office Manager- Satellite School	40	C
Senior Attendance Technician	39	A,B
CTE Technician	38	B,C
Office Technician Continuation	37	C
Counseling Assistant	37	B
Secretary III	37	A,C,D
Office Assistant- Adult Education	37	C
Personnel Clerk	37	A
Office Assistant Elementary	36	C
Office Occupations – Adult Ed	36	D
Attendance Technician	35	C
Secretary II	35	A,C,D
Secretary I	33	A
Food Service Series		
Food Service Utility Driver	42	A,C
Food Service Cook- Central Kitchen	41	D
Serving Kitchen Operator	40	D
Food Service Cook	38	A,D
Food Service Assistant	37	D
Barbecue Cook	37	D
Food Service Cashier-Elementary	37	D
Instructional Series		
Educational Interpreter II Deaf and Hard of Hearing	62	D

CLASSIFICATION	RANGE	BASIS
Instructional Series (continued)		
Educational Interpreter I- Deaf and Hard of Hearing	55	D
Paraeducator–Severe Behavioral II	47	D
Assistive Technology Technician	47	B
Paraeducator- Environmental Science Park	45	D
Educational Reader- Visually Impaired	45	D
Paraeducator-Severe Behavioral I	45	D
Behavior Intervention Assistant	45	D
Paraeducator-Health Care	41	D
Paraeducator-Severely Impaired	41	D
Paraeducator- At Risk Youth	39	D
Paraeducator -Children's Center II	39	D
Paraeducator- Deaf and Hard Of Hearing (DHH)	39	D
Paraeducator – Special Education	38	C,D
Paraeducator – English Language Learner	37	D
Paraeducator – Adult English Language Development	37	E
Paraeducator – Children's Center	37	A,C,D
Paraeducator – Primary Language Support	37	D
Instructional Resources Assistant	37	D
Paraeducator- Parent Education	36	E
Elementary Physical Education Assistant	36	D
Community Resource Assistant	37	D
Paraeducator	36	D
Volunteer Coordinator	36	D
Paraeducator – Adult Education/ Learning Center	36	E
Auxiliary Services		
Wellness and Behavior Specialist	60	D
Student Services and Attendance Specialist	57	A,C
Student Services and Attendance Specialist for Homeless and Foster Youth	57	A
Certified Occupational Therapy Assistant	53	C
Intervention Specialist for At-Risk Students	53	C,D
Speech-Language Pathology Assistant	53	D
Health Services Assistant-LVN/RN	48	D
Children's Center Health Technician	45	A

CLASSIFICATION	RANGE	BASIS
Auxiliary Series (continued)		
Career Vocational Assistant	40	D
Adult School ELL/ Office Specialist III	39	A,B,E
Library Coordinator	39	C
Senior Textbook Coordinator	38	A
Adult ELL/Office Specialist II	37	A,E
Library Coordinator - Elementary	36	C,D
*Health Services Assistant	38	D
Campus Supervisor	36	A,D,E
District Office Receptionist	36	A
Adult School ELL/ Office Specialist I	35	E
ELD Office Specialist I	35	D
Adult School Learning Center Technician	35	E
Campus Supervisor - Elementary School	35	D
Purchasing Series		
Lead Buyer	60	A
Buyer	47	A
Purchasing Technician	45	A
Purchasing Clerk	40	A
Operations Series		
1- Grounds Group		
Grounds Leadperson	57	A
Irrigation Specialist	50	A
Integrated Pest Control/ Grounds Technician	48	A
Grounds Technician	43	A
2- Custodian Group		
Custodial Foreman	**51**	**A**
Swimming Pool Custodian	44	A
Lead Custodian	43	A
Senior Custodian/Campus Supervisor Monterey High School/CDS	39	A
School Safety/Utility Custodian	39	A,C
Custodian	38	A
Utility Custodian	38	A
Children's Center Service Worker	38	A
3-Warehouse Group		
Print Reproduction/Warehouse Worker	47	A
Reprographics Technician	46	A
Lead Warehouse Worker	42	A
Utility Driver	41	A
Warehouse Worker	41	A

CLASSIFICATION	RANGE	BASIS
Maintenance Series		
Facilities Services Leadperson	62	A
Maintenace Leadperson	62	A
Electrician	58	A
HVAC Mechanic	57	A
Plant Engineer	57	A
Low-Voltage Electrician	56	A
Plumber	55	A
Glazier/Carpenter	53	A
Vehicle & Equipment Mechanic	53	A
Locksmith	53	A
Carpenter	52	A
Painter	52	A
Sheet Metal Mechanic	52	A
Senior Facilities Worker-Plaster/Cement	53	A
Facilities Worker	46	A
Roof Repair Technician	52	A
Technology Series		
Lead Information Technology Systems Analyst	72	A
Network Analyst	67	A
Systems Analyst	67	A
Information Technology Systems Analyst	63	A
Lead Technology Support Specialist	61	A
Technology Support Specialist II	60	A
Student Information Systems Analyst	59	A
System Support Specialist	57	A
Adult School Technology Support Specialist II	57	B
User Support Specialist	54	A
Technology Support Specialist I	49	A
Instructional Media Specialist-Middle School	46	B,C
Instructional Technology Media Specialist -Elementary	42	A,C,D

Addendum: The probationary period for a promoted employee shall be six (6) months after the effective date of promotion.

*Effective 8/1/23

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Acting Superintendent
PREPARED BY:	Oscar Macias, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	June 18, 2025
SUBJECT:	Approval of Designation of High School Representatives

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Background:
The California Interscholastic Federation (CIF) governs high school interscholastic athletics, promoting equity, quality, character and academic development. Burbank High School and John Burroughs High School have been member schools in the CIF Southern Section for many years. Within each of the sections of the CIF are leagues to which member schools are assigned. In past years, Burbank High School and Burroughs High School have been part of the Foothill League. Beginning in 2006-2007, the sports programs at the two high schools became part of the CIF Pacific League. The CIF Pacific League includes eight high schools: Arcadia High School, Burbank High School, John Burroughs High School, Crescenta Valley High School, Glendale High School, Hoover High School, Pasadena High School, and Muir High School.

Discussion/Issues:
Education Code 33353 (a) (1) gives the authority for high school athletics to the Board of Education. This Education Code and CIF require that the Board annually approve the CIF representatives for the two high schools. This officially allows the representatives voting privileges in the CIF league. Steven Hubbell, Principal, and Edwin Taylor, Assistant Principal, alternative representative, are designated as the CIF representatives for Burbank High School in the Pacific League. Kenneth Knoop, Principal, and Victor Ledesma, Assistant Principal, are designated as the CIF representatives for John Burroughs High School in the Pacific League.

Fiscal Impact:
Designating the principals at the high schools as the CIF representatives will not impose costs to the District.

Recommendation:
Oscar Macias, Acting Superintendent, recommends that the Board of Education approve the designation of principals, Steven Hubbell and Kenny Knoop as the representatives of Burbank High School and John Burroughs High School; and Edwin Taylor, Assistant Principal and Victor Ledesma, Assistant Principal, serving as the designated alternative representative from Burbank High School, and John Burroughs High School, respectively, to the California Interscholastic Federation (CIF) Southern Section, Pacific League, 2025-2026 school year, and to require such representatives to immediately notify the Superintendent of any proposed or pending actions that financially impact the Burbank Unified School District, as presented.

Burbank Unified School District
2025-2026 Designation of CIF Representatives to League

Burbank High School
Steven Hubbell, Principal
902 N. Third Street
Burbank, CA 91502
818-729-5100
818-845-6122 (FAX)
stevenhubbell@burbankusd.org

Burbank High School
Edwin Taylor, Assistant Principal
902 N. Third Street
Burbank, CA 91502
818-729-5100
818-845-6122 (FAX)
edwintaylor@burbankusd.org

John Burroughs High School
Kenny Knoop, Principal
1920 Clark Avenue
Burbank, CA 91506
818-729-6900
818-846-9268 (FAX)
kennethknoop@burbankusd.org

John Burroughs High School
Victor Ledesma, Assistant Principal
1920 Clark Avenue
Burbank, CA 91506
818-729-6900
818-846-9268 (FAX)
victorledesma@burbankusd.org

Oscar Macias, Acting Superintendent
1900 West Olive Avenue
Burbank, CA 91506
818-729-4451
818-729-4550 (FAX)
oscarmacias@burbankusd.org

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Acting Superintendent
PREPARED BY:	Oscar Macias, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	June 18, 2025
SUBJECT:	Approval of the Motor Vehicle Network (MVN) Agreement with Burbank Adult School

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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:

Oscar Macias, Acting Superintendent, 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, 2025 through July 26, 2026, as presented.

mvn MOTOR VEHICLE NETWORK
A division of RNS Communications, Inc.

200 Connecticut Avenue, Suite 402
Norwalk, CT 06854
1-800-922-9933
Facsimile: (203) 899-1701
E-mail: info@mvnetwork.com

12-Month Extension Agreement

ADVERTISER:

COMPANY NAME:
Burbank Adult School

ADDRESS, CITY, STATE, ZIP:
3811 W Allan Avenue
Burbank, CA 91505

CONTACT NAME:
Juan Noguera

PHONE # (818) 729-5950 ext. 33901

E-MAIL ADDRESS:
JuanNoguera@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: 7/27/25
NUMBER OF LOCATIONS: 1
12 MONTH TOTAL AMOUNT DUE: $8,550.00 net

Office Use Only

Source:_____

RNS COMMUNICATIONS, INC.

Jim Costa 6/4/25
Company Representative Signature **DATE**

Jim Costa
Print Name

CLIENT APPROVAL

Client Representative Signature **DATE**

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: _____ Date: _____

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
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Acting Superintendent
PREPARED BY:	Juan Noguera, Director, Adult Education
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	June 18, 2025
SUBJECT:	Approval of Agreement between Burbank Unified School District (Burbank Adult School) and AABC TV

Background:

Burbank Adult School is committed to informing the community about all the programs offered at the adult school. Reaching out to different members in the community is one of the objectives that BAS has as part its mission. To disseminate information about the programs more efficiently, it is critical that BAS expands its ways to communicate and share with more members in the community to continue bringing opportunities to all adult learners.

Discussion/Issues: Burbank Adult School has promoted its programs through mailers and radio ads; however, it is evident that something else is needed to continue expanding and recruiting more adult learners who are looking to learn new skills to improve their living standards.

In order to expand and reach out to more members in the community, BAS plans to advertise its programs on AABC TV to ensure that the Armenian community obtains information and has access to BAS programs that are offered for free or at very low cost. Utilizing an Armenian channel will certainly make a difference to continue supporting all members in the community.

Fiscal Impact:

Not to exceed $8,500.00 paid from California Adult Education Program funds.

Recommendation:

Oscar Macias, Acting Superintendent, recommends that the Board of Education approve the agreement between Burbank Unified School District and AABC TV to promote the adult education programs in the Armenian community, effective July 1, 2025, not to exceed $ 8,500.00 (25% each 41101, 41104, 41104, 41106 = 11.0-63910.0-XXXXX-27000-5850-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

AABC TV

Charter Cable Channel 384

Spectrum 1623

Digital Channel 10.4

www.aabc.tv

ADVERTISING AGREEMENT

This agreement is made as of 6-6-25 **between AABC and** BURBANK ADULT SCHOOL **hereinafter called the Advertiser.**

NEW ✓ **RENEWAL** _____

1- **The Advertiser agrees to purchase advertising space on AABC at the rate of** #6000.00 _____ **per month.**
2- **The duration of this agreement shall be for** 30second **commencing** 7-1-25 **and ending** 6-30-26
3- **The Advertisement will air on** 720 **spots per month plus** min of 20 _____ **live host announcements.**
4- **AABC may cancel this agreement at any time if Advertiser fails to make timely payments for advertisement pursuant to this agreement. At such time AABC may re-bill the Advertiser for the outstanding balance due and any additional adjustment of rates to accrual earned at time of cancellation.**
5- **If the agreement is entered into by an Agency on behalf of Advertiser, Advertiser and the Agency shall be jointly and severally liable for payment and for compliance with all terms of this agreement.**
6- **None of the terms and conditions of this agreement may be altered except in writing signed by an authorized representative of AABC.**
7- **In the event that it becomes necessary for any party to this contract to bring action for relief against the other, declaratory or otherwise, arising out of this contract, the unsuccessful party shall pay to prevailing party a reasonable sum for attorney's fees, which shall be deemed to have accrued on the commencement of such action and shall be paid whether or not such action is prosecuted to judgment.**
8- **The cost of Video Production will be $** 2000.00 will be waived in lieu of 12 month Contracts
9- **Special terms & conditions if any:** NONE

Accepted By: Vrej Aghajanian **Advertiser:** _____

This Contract is NOT valid unless signed by Vrej Agajanian for AABC.

monthly $2500.00 for recording Teachers or students Twice a month for 25 minutes

AABC TV

CHARTER CHANNEL 384
SPECTRUM 1623
DIGITAL CHANNEL 10.4
www.aabc.tv

Mr. Juan Noguera, Director
Burbank Adult School
BYRBANK UNIFIED SCHOOL DISTRICT
3811 W. Allan Avenue
Burbank, CA 91505
Tel.: 818-729-5950

ADVERTISING PROPOSAL

ON AABC TV:

30 Second Ads – 24 Times Daily -540 spots per month	**$6,000.00**
T.V. Interview with Faculty & Staff – twice a month	**$2,500.00**
TOTAL PACKAGE	**$8,500.00**

1110 Sonora Avenue, #207, Glendale, CA 91201
Tel.: 818-468-6666; E-mail: abctvlive@sbcglobal.net

Burbank Unified School District Memberships for 2025-2026

Organization	Type of Membership	Estimated Cost 2025-26	Funding Source	String
Amazon Capital Services	District-Wide	$ 3,858.00	Purchasing	01.0-00000-0-00000-72000-5310-7531000
America's Battle of the Books	School Site	$ 50.00	Emerson	01.0-00000.0-11100-10000-4310-2031000
Association for California School Administrators (ACSA)	Individual	$ 1,950.00	Superintendent	01.0-00000.0-00000-71500-5310-7411000
Association for California School Administrators (ACSA)	Individual	$ 1,800.00	Business Office	01.0-00000.0-00000-72000-5310-7471000
Association for California School Administrators (ACSA)	Individual	$ 3,600.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
Association for California School Administrators (ACSA)	Individual	$ 1,800.00	Human Resources	01.0-00000.0-00000-72000-5310-7551000
Association for Supervision and Curriculum Development (ASCD)	Individual	$ 150.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
CA Career Development Association	School Site	$ 35.00	BHS	01.0-06350.0-38000-10000-5310-7910000
California Art Education Association	School Site	$ 35.00	Muir	01.0-00000.0-17001-10000-5310-3221000
California Association of School Business Officials(CASBO)	Institutional	$ 5,250.00	District Office	01.0-00000.0-00000-72000-5310-7401000
California Association of School Business Officials(CASBO)	Individual	$ 300.00	Business Office	01.0-00000.0-00000-72000-5310-7471000
California Career Development Association	Individual	$ 35.00	BHS	01.0-06350.0-38000-10000-5310-7910000
California Coalition for Adequate School Housing (CASH)	Individual	$ 209.00	Facilities	01.1-81500.0-00000-81100-5310-7523100
California Consortium for Independent Study	School Site	$ 60.00	Independent Learning	01.0-00000.0-00000-27000-5310-5750000
California Council for Adult Education (CCAE)	School Site	$ 750.00	Adult Education	11.0-63900.0-41100-27000-5310-5330000
California School Board Association (CSBA)	Board	$ 14,500.00	Board of Education	01.0-00000.0-00000-71100-5310-7561000
California School Nutrition Association	District	$ 2,700.00	Food Services	13.0-53100.0-00000-37000-5310-7490000
Collaborative for High Performance Schools (CHPS)	District	$ 50.00	Districtwide	01.0-00000.0-00000-71500-5310-7411000
Costco	District	$ 110.00	Districtwide	01.0-00000.0-00000-72000-5310-7471000
Edjoin/San Joaquin County of Education	District	$ 2,189.85	Human Resources	01.0-00000.0-00000-72000-5310-7401000
Los Angeles County School Trustees Association (LACSTA)	Board	$ 150.00	Board of Education	01.0-00000.0-00000-71100-5310-7561000
National Academy Foundation Program	BHS/JBHS	$ 14,000.00	CTE	01.0-06350.0-38000-10000-5310-7910000
National Association for Gifted Children (NAGC)	Individual	$ 119.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421300
National Association of Secondary School Principals	School Site	$ 215.00	Luther Burbank MS	01.0-62640.0-00000-21503-5310-7429000
National Council of Teachers of Mathematics (NCTM)	School Site	$ 165.00	Edison	01.0-00000.0-11100-10000-5310-2021000
National Honor Society (NASSP)	School Site	$ 385.00	JBHS	01.0-00000.0-11100-10000-5310-4321000
National Student Clearinghouse	School Site	$ 1,200.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
San Gabriel Valley Purchasing Association (SGVPA)	Individual	$ 30.00	Purchasing	01.0-00000.0-00000-72000-5310-7531000
School Employers Association of California (SEAC)	District	$ 2,350.00	Human Resources	01.0-00000.0-00000-72000-5310-7401000
SKILLS USA (JBHS/BHS)	JBHS/BHS	$ 3,500.00	CTE	01.0-06350.0-38000-10000-5310-7910000
Southern California School Nutrition Association (CSNA)	Institutional	$ 500.00	Food Services	13.0-53100.0-00000-37000-5310-7490000
Student Television Network	Individual	$ 125.00	JBHS	01.0-00000.0-18005-10000-5310-4321000
Super Co-Op Lodi USD (Lead Agency)	District	$ 2,200.00	Food Services	13.0-53100.0-00000-37000-5310-7490000

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	June 18, 2025
SUBJECT:	Approval of Contracts with American Outdoor Education, Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Los Angeles County Outdoor Science School, and Pali Institute.

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

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

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

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

Discussion/Issues:
This contract is for fifth graders attending Disney, Edison, Emerson, Harte, Jefferson, McKinley, Miller, Providencia, Roosevelt, Stevenson, and Washington Elementary Schools to participate in the outdoor science school offered by American Outdoor Education, Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Los Angeles County Outdoor Science School, and Pali Institute. Parents of the elementary schools will fundraise to finance OSS through direct parent donations and fundraising activities from the Elementary school's fundraising parent groups.

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

- Disney Elementary $8,800 (High Trails)
- Edison Elementary $30,600 (Pali Institute)
- Emerson Elementary $17,500 (High Trails)
- Harte Elementary $42,075 (American Outdoor Education)
- Jefferson Elementary $51,250 (Los Angeles County Outdoor Science School)
- McKinley Elementary $14,300 (High Trails)
- Miller Elementary $21,250 (High Trails)
- Providencia Elementary $23,680 (Los Angeles County Outdoor Science School)
- Roosevelt Elementary $38,675 (Pali Institute)
- Stevenson Elementary $ $16,138.60 (Emerald Cove Outdoor Science Institute)
- Washington Elementary $24,750 (American Outdoor Education)

This cost does not include transportation.

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

Fiscal Impact:
No direct fiscal impact.

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

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

Outdoor Science School Contract

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

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

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

PALI INSTITUTE

Date: 2/25/2025
PO Box 2237
Running Springs, CA 92382
Phone (909) 939-0888

Contract #: 12112

Dates of Attendance: 10-15-2025 to 10-17-2025

SITE RESERVATION AGREEMENT

This is an agreement between Pali Institute, Inc. and Thomas Edison Elementary Burbank for the use of Pali Institute's Outdoor Education program.

Thomas Edison Elementary Burbank

2110 Chestnut Street, Burbank, California
8185584700

Trip Details: 3-day Trip

Attendee Type:	Quantity:	Price:	Total:
Student Payee	72	$425.00	$30,600.00
Student Scholarship	3	$0.00	$0.00
Teacher Scholarship	3	$0.00	$0.00
		Total Cost:	$30,600.00

Reservations & Deposits

Initials _____

Pali Institute does not guarantee your reserved dates until the deposit and signed agreement are received. The deposit amount must be paid by the date outlined below and will be deducted from the final bill. There is a 25-student minimum to reserve site facilities. Full payment is due no later than 30 days prior to check-in. Failure to make full payment by the 30-day deadline, will result in automatic cancellation of your trip. The standard due dates and payment structures outlined below are strictly enforced by Pali Institute. In exchange for the timely receipt of your total payment listed, Pali Institute will provide your students and staff meals starting with Lunch on 10-15-2025 through Lunch on 10-17-2025, approximately a ten (10) to one (1) student to staff ratio, as well as instruction and supervision provided by Pali Institute Staff.

Unpaid Balances & Late Payment Fees

Initials _____

All payments are due by the dates listed in your payment schedule. Full payment is due no later than 30 days prior to your scheduled check-in date. In the event your deposits are not received by the date outlined in this agreement, Pali will not be able to guarantee the reserved dates of your trip. Full payment is due no later than 30 days prior to your scheduled check-in date. If the full payment due is not received by this date your trip will be automatically cancelled and no refund will be provided. Past due accounts not paid in full within 15 days following the date of your originally scheduled trip is still entitled to collection of the balance owed. Pali Institute shall be entitled to recover the past due balance and associated fees, such as attorney fees related to the collection of the overdue invoices. In addition, your account 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	04-02-2025
2	$13,800.00	08-15-2025
3	$15,300.00	09-15-2025

Please note that all payments made by credit card will include a 1.25% fee.
Checks should be made out to Pali Institute, and mailed to:

Pali Institute Attn: Relationship Director
PO Box 2237, Running Springs, CA 92382

Contract Additions Within 30-days of Arrival

Initials _____

Any proposed increase in student numbers is contingent upon availability and must be approved by Pali Institute. Any last-minute contract changes increasing the amount of your invoice (ie: Adding students or teachers) will be submitted to Thomas Edison Elementary Burbank, with payment due upon receipt. Contract increases are not permitted if previous balances are past due at the time of your request, Pali Institute can only approve student or teacher increases on your reservation if your account payments are current.

If your account is already paid in full for your original invoice amount at the time you request to add attendees, you will be required to provide a credit card over the phone to cover the full payment of any new balance created. If you cannot pay by credit card you will be required to overnight a check to Pali and provide a check number along with a tracking number so we can confirm the check has been sent. The check must be received within 72 hours of your request.

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 and program supervisor in writing via e-mail (Bridgette@paliinstitute.com and supervisor@paliinstitute.com).

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 & Adjustments

Initials _____

The last day to reduce the number of students on your invoice is 8/31/2025 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. **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 billing@paliinstitute.com. Any proposed increase in student numbers is contingent upon availability and must be approved by Pali Institute.

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.

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.

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:

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

Outdoor Science School Contract

School:	Emerson Elementary	**Address:**	720 E Cypress Ave
District:	Burbank USD	**City, State, Zip:**	Burbank, CA 91505
Number of Students:	70	**Phone:**	818-729-1200
Dates:	10/29-10/31/25	**Email:**	jenniferalmer@burbankusd.org
Price per Student:	$250	**Contact Person:**	Jen Almer-Johnson
Contract Due Date:	**May 30, 2025**	**Deposit Status:**	deposit needed, **$500 due**

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

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

AMERICAN OUTDOOR EDUCATION
P.O. BOX 3288, CRESTLINE, CA 92325

PROGRAM CONTRACT

Issued:
April 16, 2025

Bret Harte Elementary
3200 W. Jeffries
Burbank, CA 91505

Jackson Warner
Email - jacksonwarner@burbankusd.org
Phone - (818) 558-5533

CONFERENCE INFORMATION

Conference Dates — **Beginning:** Tuesday, January 13, 2026
Ending: Friday, January 16, 2026

Conference Duration — **Nights:** 3
Meals: 9

First Meal: Tuesday Lunch
Last Meal: Friday Breakfast

	ESTIMATED	RATE
4 Day Student	85*	$495.00
TOTAL	**85**	

**Requests to increase student registration will be based upon availability and is subject to approval by American Outdoor Education.*

We, Bret Harte Elementary do agree to use American Outdoor Education, LLC at the facilities of Thousand Pines from 1/13/2026 to 1/16/2026, and agree to the following:

A. ATTENDANCE

initial

We guarantee 85 guests in full time attendance. Any number of guests above the guaranteed number will be accommodated based on availability. We will notify American Outdoor Education of the actual number of students (# of boys and # of girls) to attend at least two weeks before arrival.

B. FEES

Registration fees for early departures are non-refundable.
This rate will include:

initial

- 3 nights lodging, arriving at 11:00 am and departing at 10:00am.
- 9 meals, starting with Tuesday Lunch and ending after Friday Breakfast.
- We will do our best to ensure the following ratio: 1 qualified program instructor for every 20-30 students to guide students through the program elements.
- American Outdoor Education requires every group attending a retreat at American Outdoor Education to provide a certificate of insurance listing American Outdoor Education as additionally insured.
- American Outdoor Education requires every person attending a retreat to complete an online registration, medical history, and activity release form. This will be the only registration form accepted by American Outdoor Education.

We agree to pay a minimum guarantee of **$41,262.75** for **85** full-time guests. A non-refundable deposit of **$2,500.00** is due no later than **Monday, May 19, 2025** along with the signed contract. Dates will not be confirmed/secured until both the contract and deposit are received. You will receive a final invoice reflecting your balance two weeks prior to your arrival. All fees are due and payable before leaving camp. Any additional fees accrued due to increase in attendance, damages, etc. will be charged on an additional invoice submitted to the school upon departure.

C. CANCELLATIONS & REBOOKING

initial

Should your School/District cancel its reservation 180 days (6 months) in advance, all monies but the deposit amount will be refunded.
Fewer than 180 days (6 months), the School/District is obligated to meet the full financial requirements of this contract. Should the School/District desire to change its reservation dates, the school shall be assessed no additional fees or penalties if it contracts for a date within the same fiscal year. If the re-booking date falls in the subsequent fiscal year, the full, contracted fees due shall be paid by the end of the originally contracted fiscal year. The School/District may decrease its guaranteed minimum by no more than 20% without restrictions until 90 days before the program date. If the school needs to decrease its guaranteed numbers and their beginning fiscal year is within the 90 day (3 month) period of their program date, the school has 30 days from the beginning of schools fiscal year to decrease its numbers by 20% without penalty. In the event that a reservation is canceled by American Outdoor Education due to uncontrollable acts of nature, neither the School/District nor American Outdoor Education will be held responsible or penalized in any way, all monies except the deposit will be refunded to the School/District. The non- refundable School/District deposit will be applied to a rebooking.

On or before Tuesday, December 30, 2025, we agree to inform American Outdoor Education of our anticipated count and pay the full amount of the contract guarantee less the pre-paid deposit. We will be invoiced for any balance due. If our group falls below the minimum guarantee, we will meet our entire financial obligation to American Outdoor Education for the full amount of the guarantee.

D. HOLD HARMLESS

School and/or District shall hold harmless, defend and indemnify American Outdoor Education, its officers, agents and employees from any and all claims for damages resulting from the acts or omissions of the School District, its officers, agents, employees and pupils with the respect to the American Outdoor Education Program. American Outdoor Education shall hold harmless, defend, and indemnify the School/District, its officers, agents, and employees from any and all claims for damages resulting from the acts or omissions of American Outdoor Education, its officers, agents, and employees with respect to the American Outdoor Educationl Program. American Outdoor Education has performed background checks and fingerprinting of their staff members.

_____ initial

E. REGULATIONS

We agree to comply with the following American Outdoor Education's policies:

_____ initial

1. The School shall provide, two weeks prior to arrival, the School Arrival Details, Cabin Grouping Form and Student Care Worksheet. We also request all schools to submit an Endorsed Liability Insurance certificate naming American Outdoor Education as an additional insured.
2. The School shall administrate the online registration, medical history, and activity release form provided by American Outdoor Education to be completed by each person attending the camp before the arrival date.
3. All medications (prescription and non-prescription) shall be collected by the School from the students and submitted to the Thousand Pines Health Specialist upon arrival to camp.
4. Prior to students boarding buses or travel vehicles, all students need to have their temperature checked. Any student whose temperature is 100 or above will need to stay at school until temperature is normal and all symptoms of illness are gone.
5. The School/District shall retain responsibility for its students from the time of departure from home school to the time of return to the home school.
6. The School/District shall provide certified employees to participate and take an active role in the program and supervision of students and must remain on camp premises throughout the program.
7. Minimum of 2 teachers/school staff.
8. Teachers will be required to supervise all sick students until they are sent home or they are feeling better.
9. All Schools are required to bring a transport vehicle to Thousand Pines. Transportation would be used to transport non-life threatening emergencies to urgent care.
10. Students' medical prescriptions will be handled by the Thousand Pines Health Specialist; the AOE staff will have the primary responsibility in first aid situations. The Leadership staff will remain in communication with school staff regarding status and disposition of any accident/illness.
11. School staff and Camp staff are to work cooperatively involving students in activities that promote appropriate environmental ethics and social behavior. The American Outdoor Education Leadership shall be involved in the final determination regarding any student's behavioral infractions.
12. FIREARMS, WEAPONS, B-BGUNS, ARCHERY EQUIPMENT shall not be brought to American Outdoor Education programs.
13. ALCOHOLIC BEVERAGES, TOBACCO AND ILLEGAL DRUGS will not be permitted at any time during the American Outdoor Education program or on camp property.
14. Pets are not permitted at the outdoor science school.

Authorized School Signature: _____ Date _____

Typed or Printed Name: _____ Title/Position _____

AOE Signature: _____ Date _____

American Outdoor Education reserves the right to update program curriculum and activities, based on state standards, current resources and/or availability.

American Outdoor Education - PO Box 3288 Crestline, CA. 92325
909-338-8900 phone - 909-338-3511 fax – registration@AmericanOutdoorEd.com - www.AmericanOutdoorEd.com/

Los Angeles County Office of Education
Serving Students ▪ Supporting Communities ▪ Leading Educators

Los Angeles County Outdoor Science School

2025-2026 Registration Confirmation

RETURN TO: Shaun Hawke, Outdoor & Marine Science
EMAIL TO: OMSFS Team outdooreducation@lacoe.edu
Los Angeles County Office of Education
9300 Imperial Highway, ECW3138 Downey, CA 90242-2890

District Name and Address: Burbank Unified 1900 West Olive Ave. Burbank CA 91506		OSS Site Location: Camp Wrightwood	
School Name and Address: Thomas Jefferson Elementary 10027 East Rose St. Bellflower CA 90706		Week of: Oct 20-24	# of Days: 5-day
No. of Students: 125	Grade Level: 5th	School Principal Name: Ron Young Email: Ronyoung@burbankusd.org	
Advanced Reservation Fee: $30 per student= $3750.00		Main Contact Person Name: Julie Barnhart Email: juliebarnhart@burbankusd.org	
Purchase Order # (if available):		District Contact Signing the Contract Name: Peter Knapik Email: peterknapik@burbankusd.org	

School Responsibilities/ Terms and Conditions

- You will be responsible for the cost of 80% of the registered number unless changes are made with this office *at least* **90 days prior to attendance**.
- If you choose to cancel or change your numbers, please email our team at outdooreducation@lacoe.edu. A contract allowing your participation will be sent to each district represented. Please verify with your district office that the contract has been processed to receive board approval. If you would like a copy, please contact us. **The contract must be fully executed** before the trip takes place.
- It is the school's responsibility to process the request for a Purchase Order (PO). **PO must be received by our office at least 30 days before the trip.**
- The school must provide **one certificated teacher** for every class attending. The school must provide **one cabin leader** for each **8-10** students attending
- **Ten** days before attendance, please email the outdoor school with your updated number of participants by gender (boys, girls, male cabin leaders, female cabin leaders). This is necessary for the food orders and for planning cabin groups.
- A **non-refundable** advance registration fee of **$30** per registered student is due upon registration. The amount will be deducted from the final invoice.
- The cost for 2025/2026 is $410 per student for a 5-day week, $370 per student for a 4-day week, and $290 per student for a 3-day week.

Contact Teacher _____ Date _____

Principal _____ Date _____

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

Outdoor Science School Contract

School:	William McKinley Elementary	**Address:**	349 W. Valencia Ave.
District:	Burbank USD	**City, State, Zip:**	Burbank, CA 91506
Number of Students:	65	**Phone:**	818-729-2000
Dates:	10/27-10/29/25	**Email:**	lizcostella@burbankusd.org
Price per Student:	$220	**Contact Person:**	Liz costella
Contract Due Date:	**May 30, 2025**	**Deposit Status:**	deposit needed, $500 due

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

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

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

Outdoor Science School Contract

School:	Joaquin Miller Elementary	**Address:**	720 E Providencia Ave
District:	Burbank USD	**City, State, Zip:**	Burbank, CA 91501
Number of Students:	85	**Phone:**	818-515-8694
Dates:	10/29-10/31/25	**Email:**	melissapamperin@burbankusd.org
Price per Student:	$250	**Contact Person:**	Melissa Pamperin
Contract Due Date:	**May 30, 2025**	**Deposit Status:**	deposit on file, $0 due

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

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

Los Angeles County Office of Education
Serving Students ▪ Supporting Communities ▪ Leading Educators

Los Angeles County Outdoor Science School

2025-2026 Registration Confirmation

RETURN TO: Shaun Hawke, Outdoor & Marine Science
EMAIL TO: OMSFS Team outdooreducation@lacoe.edu
Los Angeles County Office of Education
9300 Imperial Highway, ECW3138 Downey, CA 90242-2890

District Name and Address: Burbank Unified 1900 West Olive Ave. Burbank CA 91506		OSS Site Location: Camp Wrightwood	
School Name and Address: Providencia Elementary 1919 North Ontario St. Burbank CA 91505		Week of: Feb 17-20	# of Days: 4-day
No. of Students: 64	Grade Level: 5th	School Principal Name: Kennelyn Celeste Email: kennelynceleste@burbankusd.org	
Advanced Reservation Fee: $30 per student= $1920.00		Main Contact Person Name: Katherine Colvin Marvin Email: katherinecolvin@burbankusd.org	
Purchase Order # (if available):		District Contact Signing the Contract Name: Peter Knapik Email: peterknapik@burbankusd.org	

School Responsibilities/ Terms and Conditions

- You will be responsible for the cost of 80% of the registered number unless changes are made with this office *at least* **90 days prior to attendance**.
- If you choose to cancel or change your numbers, please email our team at outdooreducation@lacoe.edu. A contract allowing your participation will be sent to each district represented. Please verify with your district office that the contract has been processed to receive board approval. If you would like a copy, please contact us. **The contract must be fully executed** before the trip takes place.
- It is the school's responsibility to process the request for a Purchase Order (PO). **PO must be received by our office at least 30 days before the trip.**
- The school must provide **one certificated teacher** for every class attending. The school must provide **one cabin leader** for each **8-10** students attending
- **Ten** days before attendance, please email the outdoor school with your updated number of participants by gender (boys, girls, male cabin leaders, female cabin leaders). This is necessary for the food orders and for planning cabin groups.
- A **non-refundable** advance registration fee of **$30** per registered student is due upon registration. The amount will be deducted from the final invoice.
- The cost for 2025/2026 is $410 per student for a 5-day week, $370 per student for a 4-day week, and $290 per student for a 3-day week.

Contact Teacher _____ Date _____

Principal _____ Date _____

PALI INSTITUTE

Date: 5/14/2025
PO Box 2237
Running Springs, CA 92382
Phone (909) 939-0888

Contract #: 12114

Dates of Attendance: 10-15-2025 to 10-17-2025

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 for **PALI MOUNTAIN** in Running Springs, CA.

Roosevelt Elementary - Burbank
850 N. Cordova Street, Burbank, California 91505-2923

Trip Details: 3-day Trip

Attendee Type:	Quantity:	Price:	Total:
Student Payee	91	$425.00	$38,675.00
Student Scholarship	3	$0.00	$0.00
Teacher Scholarship	3	$0.00	$0.00
		Total Cost:	$38,675.00

Reservations & Deposits

Initials _____

Pali Institute (Pali) 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'ss approval. In exchange for the total payment listed, Pali will provide your students and staff with meals starting with Lunch on 10-15-2025 through Lunch on 10-17-2025, a ten (10) to one (1) student to staff ratio, as well as instruction and supervision administered by Pali Staff.

Full Payment Deadline

Initials _____

Full payment is required no later than 30 days prior to the arrival date. Without exception, the final payment deadline for the last payment is three (3) business days prior to the arrival date. If payment is not received by the deadline, the trip shall be deemed cancelled and amounts on deposit shall be governed by the Cancellations provisions below. No arrivals shall be permitted at Pali for payments made after the three (3) day deadline.Any last-minute contract changes incurring additional fees will be submitted to Roosevelt Elementary - Burbank, with payment due upon receipt.

DEPOSIT SCHEDULE		
Payment Number	**Amount Due**	**Due Date**
1	$1,500.00	06-20-2025
2	$17,837.50	08-22-2025
3	$19,337.50	09-15-2025

All payments should be made out to Pali Institute, and mailed to:
Pali Institute Attn: Relationship Director
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.
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 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 full refund of all monies paid without offset. 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 following 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 (Post) Insurance described below.)

Reductions

Initials _____

The last day to reduce the number of students on your invoice is 8/31/2025 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. **All refund requests are subject to the approval of Pali. 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 approves a refund, it will be submitted to the school or financially responsible organization. Refund requests may be submitted to billing@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.

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. If a student violates the behavior policy of Pali and/or the attending school, administrators from Pali 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.

Pali is not responsible for lost or stolen articles, and there will be a charge for any damage to the 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 etween 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 Customer to reach Pali for scheduled programming. If the Customer is unable to reach the site due to the weather conditions when Routes 18 and 330 are open, no refund will be issued , 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, or Pali may implement a venue change to Pali's Sister Camp, recognizing that it will be dependent on Pali's remaining availability and may include weekend dates. If rescheduling or change of venue 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 provided .

Emergency Situations

Initials _____

If a trip must be cancelled due to a declared emergency condition such as fire, flood, earthquake, or other cause, Pali shall communicate with the appropriate governmental agency(ies) having jurisdiction over Pali'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 or Pali may implement a venue change to Pali's Sister Camp. 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 Pali 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.

Overstay at Pali

Initials _____

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.

Force Majeure

Initials _____

It is always possible that an event or circumstances will occur beyond the control of Pali, including but not limited to, acts of God, natural disasters, government regulations, labor shortages, supply chain disruptions, pandemics, or any other events that materially affect construction progress delaying safe access or occupancy to the site. In the event that Pali is unable to accommodate a scheduled trip due to such delays, Pali shall provide the Customer with written notice as soon as practicable and offer alternative solutions, which may include rescheduling the reservation to a later available date or a venue change. If Pali determines rescheduling or a venue change is not feasible, Pali shall issue a full refund of any amounts paid, which shall be the sole and exclusive remedy available to the Customer. Pali shall not be liable for any additional costs, damages, or losses incurred by the Customer as a result of such delays, and the Customer expressly waives any claims arising therefrom.

Venue Change

Initials _____

In the event that Pali determines, in its sole discretion, it is necessary to relocate a scheduled trip due to unforeseen circumstances such as dual road closures, operational needs, or other considerations, Pali reserves the right to transfer the group to its Sister Camp if there is adequate space. Notice of such relocation will be provided as soon as reasonably practicable. The relocated camp will offer a similar program experience, and no refunds or adjustments will be provided solely due to a change in venue.

Late Payment Fees

Initials _____

For any additional charges, if accounts are not paid in full within 15 days following the trip, Pali shall be entitled to recover all expenses 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.

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:

AGREEMENT FOR USE OF EMERALD COVE OUTDOOR SCIENCE INSTITUTE
FACILITIES, SUPPLIES, EQUIPMENT, AND SERVICES
PUBLIC SCHOOL DISTRICTS
SCHOOL YEAR 2025-2026

This AGREEMENT is entered into this 1st day of July 2025 (the "Effective Date"), by and between the Emerald Cove Outdoor Science Institute, hereinafter referred to as ECOS, and **Burbank Unified School District**, hereinafter referred to as DISTRICT.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1.0 Under the authority of Section 8760, et seq. of the California Education Code, DISTRICT wishes to contract with ECOS to provide a program and classes in Outdoor Science and Environmental Education for students of DISTRICT.

1.1 ECOS shall make available to DISTRICT one (1) or more of its Outdoor Science Institute sites (hereinafter referred to as the "OUTDOOR PROGRAM"), to be determined in the discretion of ECOS based upon the number of DISTRICT students participating in the program.

1.2 DISTRICT agrees to cooperate with ECOS in every reasonable way to enable ECOS as Lessee to carry out its obligations to the Lessor(s) of the OUTDOOR PROGRAM site.

2.0 This AGREEMENT shall be in full force and effect for the period commencing July 1, 2025 and ending June 30, 2026. **This AGREEMENT must be fully executed by the Parties and be on file with ECOS prior to DISTRICT participating in the OUTDOOR PROGRAM.**

3.0 The authority and responsibility with respect to the conduct of the OUTDOOR SCHOOL and its program shall rest with ECOS, acting through its authorized representative, the OUTDOOR PROGRAM Administrator or his/her designee.

4.0 DISTRICT shall leave the OUTDOOR PROGRAM site in the same condition as when DISTRICT arrived, reasonable wear and tear excepted. DISTRICT agrees to bear the expense of repair or replacement of Lessor's or ECOS's property or equipment due to damage and/or unreasonable wear to such property or equipment by DISTRICT'S students and/or staff.

5.0 Hold Harmless/Insurance coverage shall be as follows:

A. To the extent that ECOS and its, officers, agents, and employees (collectively, "ECOS Parties") are responsible, liable or at fault for such Claims, ECOS shall hold harmless, defend, and indemnify DISTRICT, and its Governing Board

officers, agents, employees, and students (collectively, “DISTRICT Parties”), against any and all claims, demands, liability, judgments, awards, fines, liens, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (“Claims”), which arise out of or are in any way connected to the services covered by this AGREEMENT, either directly or indirectly from any act, error, omission, active or passive negligence of ECOS Parties.

B. To the extent the DISTRICT Parties are responsible, liable, or at fault for any such Claims, DISTRICT shall likewise hold harmless, defend, and indemnify the ECOS Parties for all Claims which arise out of or are in any way connected to the services covered by this AGREEMENT, either directly or indirectly from any act, error, omission, active or passive negligence of DISTRICT Parties.

C. In the event of a Claim caused by the concurrent negligent act, error or omission of either party, each party, and/or any third party, a determination of the percentage of fault and or liability will be made by agreement between the parties hereto or by a court of competent jurisdiction, and, to the fullest extent permitted by law, a party’s total liability to the other party and anyone claiming by, through, or under the other party for any Claim caused in part by the act, omission, or negligence of such party and in part by the act, omission, or negligence of any other party, entity, or individual, shall not exceed the percentage share that such party’s responsibility, fault or liability bears to the total responsibility, fault or liability of all parties, entities and individuals determined to be responsible, liable, or at fault.

D. DISTRICT must furnish to ECOS a certificate of insurance evidencing all coverages and additional insured endorsements required **no less than fourteen (14) business days, excluding holidays, prior to DISTRICT'S first day of participation. DISTRICT shall not participate in the OUTDOOR PROGRAM session until ECOS has received a valid certificate of insurance evidencing the insurance coverage required.**

E. DISTRICT’S insurance must be with an insurance company admitted and licensed by the Insurance Commissioner of the State of California or a program of self-insurance approved by ECOS.

F. If the DISTRICT is either partially or fully self-insured for its liability exposures, DISTRICT must notify ECOS in writing and provide ECOS with a statement signed by an authorized representative of DISTRICT'S governing board which states that DISTRICT agrees to protect ECOS and its officers, employees, and

agents to no less than the protection that would be in place if the insurance requirements in this Section 5.0 were in full effect.

G. DISTRICT agrees to maintain Comprehensive General Liability Insurance, including bodily injury, property damage, premises-operations, products-completed operations and personal injury in the amount of not less than One million dollars ($1,000,000) per occurrence or a program of self-insurance approved by ECOS. DISTRICT shall, at its sole cost and expense, take out and/or maintain such insurance policy(ies) or program of self-insurance approved by ECOS prior to participation in the OUTDOOR PROGRAM, and maintain in full force and effect such policy(ies) or program from the first day of participation through the last day of participation in the OUTDOOR PROGRAM.

H. The following two (2) policy endorsements must be included and written as follows:

(a) "The Emerald Cove Outdoor Science Institute and its officers, agents and employees shall be added as an additional insured to the policy."

(b) "Such insurance as is afforded by this policy for the Emerald Cove Outdoor Science Institute and its officers, agents, and employees shall be primary, and any insurance carried by the Emerald Cove Outdoor Science Institute and its officers, agents, and employees shall be excess and non-contributory."

I. Insurance certificate description should read as "**Participation in the Emerald Cove Outdoor Science Institute Program**."

J. It is further agreed that DISTRICT shall provide a thirty (30) day cancellation or reduction of coverage clause.

K. Insurance certificate holder shall be named proper as "Emerald Cove Outdoor Science Institute, P.O. Box 1027, San Clemente, CA 92674, Attn: Contracts Department."

6.0 The authorized DISTRICT representative for each class at the OUTDOOR PROGRAM shall be a <u>certificated</u> employee.

6.1 DISTRICT shall provide a certificated employee to participate in the OUTDOOR PROGRAM for each group of students, and not less than one (1)

certificated employee for every 30 students. Additional DISTRICT personnel may be required for special needs students, at the discretion of the OUTDOOR PROGRAM Administrator or his/her designee.

6.2 All DISTRICT personnel accompanying students at the OUTDOOR CAMP session are required to have received 'fingerprint clearance' through the California Commission on Teacher Credentialing, as required under Education Code Sections 44340 & 44341.

6.3 All DISTRICT certificated employees will remain at the OUTDOOR PROGRAM site throughout the entire period of the program, unless other written arrangements have been made with and approved by the OUTDOOR PROGRAM Administrator or his/her designee.

6.4 All participating DISTRICT certificated employees, in cooperation with the OUTDOOR PROGRAM staff, shall be expected to take an active role in supervising students to assure compliance with OUTDOOR PROGRAM policies and procedures.

6.5 Due to unpredictable weather conditions, high elevations, strenuous activity, slippery and/or steep trails, and limited first aid services, a DISTRICT certificated employee with a special medical need or condition, including but not limited to pregnancy, may be physically at risk at the OUTDOOR PROGRAM. To ensure the health and safety of such participating certificated employees and their students, the following procedures shall be followed by the DISTRICT:

6.5.1 A participating certificated employee with a special need or condition must sign the required "Release For A Teacher With A Special Need/Condition" incorporated by reference herein, and must discuss the OUTDOOR PROGRAM site conditions with his/her physician who must also consent by signature on such release form to said employee's participation in the program. DISTRICT'S Risk Manager must also approve the participation of such employee by signature on such release form.

6.5.2 The "Release For A Teacher with A Special Need/Condition" must be submitted to the ECOS office **six (6) weeks before DISTRICT school's participation**.

6.5.3 ECOS hereby reserves the right to deny the participation of a DISTRICT'S certificated employee with a special need or condition if the OUTDOOR PROGRAM Administrator or his/her designee deems the conditions at the OUTDOOR PROGRAM site unsafe for said employee. ECOS hereby reserves the right to request the DISTRICT provide an alternate certificated employee if the conditions are deemed unsafe for an employee with a special need or condition to participate in the OUTDOOR PROGRAM.

6.6 DISTRICT certificated employees will be required to provide their own bedroll or sleeping bag and towels and to provide all clothing and personal needs items required by the employees.

6.7 At least six (6) weeks prior to each date of attendance, DISTRICT'S school(s) shall complete and fax/email the ECOS "Six Week Checklist," incorporated by reference herein, which shall state the number of students and how many certificated employees will be participating in the OUTDOOR PROGRAM session, as well as a list of students and/or certificated employees who have special needs or conditions.

7.0 DISTRICT shall require the following for each student participating in the OUTDOOR PROGRAM:

7.1 The parent(s) of each student participating in the OUTDOOR PROGRAM shall be required to complete a "Student Registration", incorporated by reference herein, which is to be submitted to ECOS by DISTRICT staff upon arrival at the OUTDOOR PROGRAM site.

7.2 Parent(s) of a student requiring prescribed and/or non-prescribed medication(s) shall be required by DISTRICT to complete a "Medication Authorization (Prescription and Non-Prescription)" form, incorporated by reference herein, and return it to the student's school. This form shall be submitted to the OUTDOOR PROGRAM health services technician prior to the student's arrival at the OUTDOOR PROGRAM site. If a signature from a legal guardian cannot be obtained within twenty-four (24) hours of a student's arrival at an OUTDOOR PROGRAM site, DISTRICT may be required to transport student home.

7.3 Each student attending the OUTDOOR PROGRAM shall be required by the DISTRICT'S schools to furnish a bedroll or sleeping bag, and all

clothing and personal needs items for student as per packing list provided by ECOS in the brochure for parents.

7.4 Each student attending the OUTDOOR PROGRAM shall be required to furnish a health history of his or her health status that is completed and signed by the individual student, or by the parent or guardian if the student is under the age of 18, which is to be submitted to ECOS by DISTRICT staff no less than one (1) week prior to arrival at the OUTDOOR PROGRAM site. This health history shall be kept on-site at the OUTDOOR PROGRAM during the duration of the program session, and shall include:

(a) A description of any health condition requiring medication, treatment, special restriction or consideration while at the OUTDOOR PROGRAM;

(b) A record of immunizations including date of last tetanus shot;

(c) A record of any allergies; and

(d) A statement signed by the DISTRICT student (or parent or legal guardian if the student is under 18), authorizing ECOS to seek emergency medical or dental treatment for such student if deemed necessary by the OUTDOOR PROGRAM Administrator or his/her designee.

8.0 ECOS shall be responsible for:

8.1 Arranging for the facilities, food services, and housekeeping of the OUTDOOR PROGRAM site for students, certificated employees, and staff.

8.2 Providing an Accident Insurance Program. ECOS shall carry an Accident Insurance Policy covering ECOS'S employees and DISTRICT students while they are participating in the OUTDOOR PROGRAM. DISTRICT is hereby advised that ECOS's insurance coverage with respect to students is limited to that specified herein, and coverage scope is limited to events which take place on OUTDOOR PROGRAM site premises.

8.3 Providing for the participation of students with special needs. A student with special needs is defined as one who may, due to emotional or physical condition, require individualized care or medical attention. Examples include, but are not limited to: students with diabetes, students with mobility

challenges, students in casts, students who regularly use a nebulizer, students with emotional challenges, and students with severe food allergies.

8.3.1 A "Release For A Student With A Special Need/Condition" form, incorporated by reference herein, shall be completed for each student with special needs and submitted to the OUTDOOR PROGRAM health services technician **six (6) weeks** prior to arrival at the OUTDOOR PROGRAM site.

8.3.2 Due to unique environmental conditions, active learning, and social programs, students with special needs may be required by ECOS to be accompanied by an aide provided by DISTRICT. Due to the challenges of an overnight experience, students who do not require an aide at school may require an aide at the OUTDOOR PROGRAM. ECOS hereby reserves the right to deny participation of a student with a special need or condition if the OUTDOOR PROGRAM Administrator or his/her designee deems the conditions at the OUTDOOR PROGRAM site to be unsafe for said student or if DISTRICT fails to provide an aide required by ECOS for such a student.

8.4 Furnishing suitable staff to conduct the OUTDOOR PROGRAM curriculum.

8.5 ECOS OUTDOOR PROGRAM will furnish first-aid services to care for minor injuries or illness and provide the services of a licensed vocational nurse or registered nurse while children are present.

8.6 Furnishing a one or more instruction guides, covering coordination with the ECOS OUTDOOR PROGRAM, as well as the curriculum, policies and procedures for the OUTDOOR PROGRAM.

9.0 DISTRICT understands and agrees that ECOS is not responsible for the loss, damage, or theft of personal possessions of DISTRICT employees or students, or DISTRICT'S equipment, materials, or supplies, and DISTRICT Parties will hold harmless for and indemnify ECOS against any such Claim(s).

10.0 DISTRICT agrees to send to the OUTDOOR PROGRAM(s) each week the number of students indicated in Exhibit "A." DISTRICT agrees to pay a fee to ECOS pursuant to Section 10.4, for each student of DISTRICT participating in the OUTDOOR PROGRAM, unless a school

is designated in Exhibit “A” as fully or partially funded by a sponsor, in which case the sponsor may pay ECOS directly for such fees of designated school(s), as detailed in Exhibit “A”. Details of sponsorship shall be noted on Exhibit “A”, up to the number of students listed in Exhibit “A.” Students in excess of that number will be added if space and funding are available. All student fees, whether paid by DISTRICT or by the sponsor, shall cover: room, facilities and maintenance services, food and related services, accident insurance, instructional services and materials. As between students, sponsors, and DISTRICT, DISTRICT shall for all purposes be deemed the party ultimately responsible for payment obligations to ECOS for provision of the OUTDOOR PROGRAM services, and the only party ECOS need contact regarding invoicing.

10.1 Each DISTRICT school shall be billed and agrees to pay on the basis of the number of students that actually participate, but in no event less than eighty-five percent (85%) of the number of students indicated in a purchase order submitted to ECOS by school pursuant to Section 10.3 hereto. To secure the desired dates, a ten percent (10%) deposit will be required at the time of booking (i.e., when DISTRICT executes Exhibit “A” or an addendum thereto to add more students).

10.2 A DISTRICT school may withdraw from the OUTDOOR PROGRAM without penalty, provided that a replacement school can be located with an enrollment equal to or better than the enrollment of the school requesting to withdraw. In the event ECOS is unable to re-book the canceled dates at a level equal to or greater than that which the DISTRICT school had contracted for, DISTRICT agrees to pay ECOS the difference in tuition between the students indicated on the school's purchase order and the number of students that ECOS is able to re-book and ultimately attend the OUTDOOR PROGRAM session.

10.3 To secure the desired dates, individual schools must submit a purchase order to ECOS, indicating the information requested in the table of section II(b) of Exhibit A (i.e., school name, grade of students, number of students, start date, program length, requested site, and tuition rates per Exhibit “B” hereto). Should a DISTRICT school’s enrollment in the OUTDOOR PROGRAM change from the number of students indicated on said purchase order, DISTRICT shall inform ECOS in writing, as soon as possible. A significant increase or decrease in a school's enrollment may result in ECOS's inability to adjust the schedule to accommodate DISTRICT's students at a particular site, on particular dates, or at all.

10.4 The fee schedule indicated on Exhibit “B” represents the maximum per-student tuition charge per week.

10.5 A week of OUTDOOR PROGRAM is defined as a period beginning with lunch following the student's arrival on the first (1st) day of the OUTDOOR PROGRAM week and extending through the last day of the same OUTDOOR PROGRAM week, with departure from the OUTDOOR PROGRAM on or before 11:00 a.m. OUTDOOR PROGRAM sessions are typically for either: 5 days, 4 nights, & 12 meals -or- 4 days, 3 nights, & 9 meals.

10.6 Cost of room (on a shared-occupancy basis) and food for each certificated employee is included in student fees.

10.7 If, in addition to the certificated employee required for every 30 students, the DISTRICT sends additional certificated or non-certificated staff or student teachers, the prevailing per person site rates for room and food shall apply for each additional staff member. Visiting school personnel, parents, and friends will be charged the prevailing rates for all meals and snacks eaten and for overnight accommodations, if available.

10.8 DISTRICT'S students arriving late or departing early from the OUTDOOR PROGRAM for any reason during a week will be charged the full student fee for that week.

10.9 In the event of any condition, including emergencies and late arrival of school buses, which would prohibit the safe departure of DISTRICT students and/or DISTRICT staff after 12:00 p.m. on the last day of the week, ECOS shall charge DISTRICT for additional costs related to feeding students and/or staff, and the supervision of students until such time of departure.

10.10 DISTRICT shall pay ECOS the actual cost of any miscellaneous items, including but not limited to first-aid supplies, photocopy or duplicating service, phone services, miscellaneous food items, bedding, or any breakage or damage.

10.11 DISTRICT'S payment of all fees, in accordance with the provisions of this AGREEMENT, shall be made to ECOS (i) within thirty (30) days of the last day of an OUTDOOR PROGRAM session for which a DISTRICT school had students in attendance; or (ii) in the event no students were in attendance for any reason, within thirty days of the date of invoice sent by ECOS. Overdue payments shall bear interest at the lesser rate of 18% per

annum (1.5% per month) or the maximum rate permitted by law. If payment of invoices is not current, ECOS may, at its option, suspend performance of services hereunder.

11.0 Responsibility for transportation to and from the OUTDOOR PROGRAM shall be as follows:

11.1 Transportation of DISTRICT students, certificated employees, other DISTRICT staff members, and luggage to and from the OUTDOOR PROGRAM, and the provision of applicable insurance coverage therefor, is the responsibility of DISTRICT, and is not included in the OUTDOOR PROGRAM fee stated in Section 10.4.

11.2 It is the DISTRICT'S responsibility to arrange for transportation of a student in a timely manner if the student needs to be picked up due to behavior problems, illness, or as otherwise deemed necessary in the sole discretion of the OUTDOOR PROGRAM Administrator or his/her designee. DISTRICT shall retain full responsibility for its students and the conduct of its students from time of departure from home school to time of return to home school.

11.3 **It is the DISTRICT'S responsibility for providing and arranging buses equipped with snow chains in the event that the Highway Patrol has posted snow chain requirements on roadways to or from the OUTDOOR PROGRAM site. Information regarding snow chain requirements is available on the Caltrans website at http://www.dot.ca.gov/cgi-bin/roads.cgi**.

12.0 DISTRICT hereby grants approval to ECOS to allow additional schools or students to participate in the OUTDOOR PROGRAM during the term of this AGREEMENT, on a space-available basis. If DISTRICT wishes to add (a) school(s) to this AGREEMENT, ECOS shall generate an addendum to Exhibit "A" of this AGREEMENT indicating the name(s) of the school(s), the number of students for each school, the fees, and the date(s) of participation. For the request for additional schools to become effective, a new purchase order will be generated by the school(s) to be added and submitted to ECOS.

13.0 ECOS reserves the right to change or cancel DISTRICT'S location and/or date of participation in the OUTDOOR PROGRAM under the following conditions: (i) change in number of students enrolled for an OUTDOOR PROGRAM session; (ii) repair of grounds or facilities; (iii) threat of fire, flood, storm or other natural or man-made disturbance; (iv) lack of sufficient ECOS staff; or (v) other condition(s) which could, in the sole discretion of the ECOS

Administrator or his/her designee, make the operation of the OUTDOOR PROGRAM imprudent, unsafe or unhealthy. ECOS will make every effort to provide reasonable advance written notice to DISTRICT, when possible, of such changes or cancellations in the OUTDOOR PROGRAM schedule.

14.0 If DISTRICT wishes to cancel all or a portion of a DISTRICT school's participation in an OUTDOOR PROGRAM session due to a real or perceived emergency condition such as fire, flood, earthquake, or severe weather conditions, ECOS shall follow the procedures outlined below:

14.1 ECOS shall communicate with the appropriate governmental agency(ies) having jurisdiction over the particular site (U.S. Forest Service, California Highway Patrol, San Bernardino County Sheriff, and/or the San Bernardino County Health and Safety Department) to ascertain the accessibility and safe operation of the OUTDOOR PROGRAM site in question.

14.2 Based upon the recommendations made by the agency(ies) referenced in Section 14.1, the OUTDOOR PROGRAM Administrator and DISTRICT'S Superintendent, or their designees, shall mutually agree on a course of action regarding the health and safety of students and staff at the site in question.

14.2.1 If the site in question is deemed inaccessible and/or considered to be unsafe for student use and instruction by both ECOS and DISTRICT, students and staff will be evacuated or participation will be postponed or cancelled. ECOS will pro-rate the DISTRICT'S fees and will attempt to reschedule DISTRICT school(s) at another date and/or location. If the inaccessible and/or unsafe condition prohibits participation on the first (1st) day of the OUTDOOR PROGRAM session, no fees shall be charged to DISTRICT by ECOS until the site is safe, accessible and open. For avoidance of doubt, the phrase "unsafe condition" includes reasonable health concerns such as those posed by a pandemic, and the Parties will endeavor to follow county, state, and federal guidelines with respect to such matters.

14.2.2 In the event of severe weather such as rain, snow, flood or other acts of nature, ECOS, in cooperation with the agency(ies) referenced in Section 14.1, shall make a good-faith effort to determine the safety conditions of roads and

sites throughout the week of participation. Final determination as to safe use of roads and site by students and staff will be made by ECOS as soon as possible on the first (1st) day of OUTDOOR PROGRAM participation, and at any time throughout the week of participation. If the roads and site are determined by ECOS to be safe and accessible, but DISTRICT does not elect to participate as scheduled, all provisions of this AGREEMENT including the full payment of applicable fees shall apply.

14.2.3 It shall be the responsibility of DISTRICT to update students, students' parents and DISTRICT personnel of such decisions and procedures, as well as any changes to the dates or locations of the OUTDOOR PROGRAM.

15.0 ECOS and DISTRICT agree that they will not engage in unlawful discrimination of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex of such persons.

16.0 ECOS and DISTRICT agree that this AGREEMENT shall be construed and entered into in accordance with the laws of the State of California, through California state courts with venue in Orange County, California.

17.0 NOTICE. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. As of the date of this AGREEMENT, the addresses of the parties are as follows:

~ Continued on next page ~

DISTRICT: Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA, 91506-2460
Attn: Peter J. Knapik, Ed.D.

ECOS: Emerald Cove Outdoor Science Institute
P.O. Box 1027
San Clemente, CA 92674
Attn: Stephen Kuljis

18.0 TOBACCO ON OUTDOOR PROGRAM SITE PROPERTY. ECOS intends to provide a tobacco-free environment for its OUTDOOR PROGRAM participants. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted for by ECOS during an OUTDOOR PROGRAM session. Failure to comply with conditions of this policy may result in the termination of this AGREEMENT by ECOS.

19.0 DRUG AND ALCOHOL ON OUTDOOR PROGRAM SITE PROPERTY. ECOS intends to provide a drug and alcohol-free environment for its OUTDOOR PROGRAM participants. Consuming, possessing, selling, giving, or distributing any alcoholic beverage or product is prohibited in buildings and vehicles, and on any property owned, leased or contracted for by ECOS during an OUTDOOR PROGRAM session. Failure to abide with these conditions may result in the termination of this AGREEMENT by ECOS.

20.0 If any term, covenant, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

21.0 This AGREEMENT contains the entire agreement between ECOS and DISTRICT regarding the Services and any agreement hereafter made shall be ineffective to modify this AGREEMENT in whole or in part unless such agreement is embodied in an amendment to this AGREEMENT which has been signed by both ECOS and DISTRICT. This AGREEMENT supersedes all prior negotiations, understandings, representations and agreements.

~ Signature page to follow ~

IN WITNESS WHEREOF, the Parties hereto have caused this AGREEMENT to be executed.

DISTRICT: BURBANK UNIFIED SCHOOL DISTRICT	EMERALD COVE OUTDOOR SCIENCE INSTITUTE
BY: _____ Authorized Signature	BY: _____ Authorized Signature
PRINT NAME: _____	PRINT NAME: Stephen Kuljis
TITLE: _____	TITLE: Director
DATE: _____	DATE: June 10, 2025

AGREEMENT FOR USE OF EMERALD COVE OUTDOOR SCIENCE INSTITUTE
FACILITIES, SUPPLIES, EQUIPMENT, AND SERVICES
PUBLIC SCHOOL DISTRICTS
SCHOOL YEAR 2025-2026

Exhibit A
Statement of Work

I. Generally

a. Agreement. This Statement of Work is appended to that certain agreement dated effective July 1, 2025 entered into by and between the Emerald Cove Outdoor Science Institute and **Burbank Unified School District** (the "Agreement"). Capitalized terms used but not defined in this Statement of Work shall have the meanings given them in the Agreement.

II. Scope of Work / Services

a. Services. In exchange for the compensation contemplated under this Agreement, ECOS will provide the DISTRICT with the facilities, supplies, equipment, deliverables and services associated with the ECOS OUTDOOR PROGRAM, as more particularly described in Section 8.0 of the Agreement (collectively, the "Services").

b. Delivery Dates / Locations. The foregoing Services will be performed or delivered at the following locations pursuant to the following schedule:

School	Grade	# of Students	Start Date	# of Days	Site	Tuition[1]	Total Tuition	10% Deposit
Stevenson	5	62	12/10/26	3	Cedar	$260.30	$16,138.60	$1,613.86

[1] Subject to change from school year to school year

1. Total number of students: 62
2. Tuition per student: $260.30 (Includes 5% Early Registration discount)
3. Total anticipated fees: $16,138.60
4. 10% Deposit: $1,613.86

c. Sponsor Information.[2]

1. Name of Sponsor (if any):
2. Number of students sponsored:

[2] Pursuant to Section 10.0 of the Agreement, sponsors may pay tuition fees for sponsored students, but DISTRICT shall be ultimately responsible for payment obligations to ECOS for provision of the Services, and the only party ECOS need contact regarding invoicing.

III. Compensation

a. In exchange for the Services and deliverables described above, DISTRICT agrees to pay ECOS pursuant to Section 10.0 of the Agreement, as follows:

1. A deposit in an amount equal to ten (10%) percent of the total tuition listed in item II(b)(2) of this Exhibit A, due and payable upon execution hereof.

2. The total tuition listed in item II(b)(3) of this Exhibit A, subject to any adjustment pursuant to the terms of the Agreement, will be due and payable (i) within thirty (30) days of the last day of an OUTDOOR PROGRAM session for which a DISTRICT school had students in attendance; or (ii) in the event no students were in attendance for any reason, within thirty (30) days of the date of invoice sent by ECOS.

3. Late payment: All payments not received within the time frame specified above shall bear interest at the lesser rate of 18% per annum (1.5% per month) or the maximum rate permitted by law. Payments will thereafter be applied first to accrued interest and then to the principal unpaid balance. If payment of invoices is not current, ECOS may, at its option, suspend performance of Services.

b. Other

1. Additional Enrollment. Should DISTRICT wish to add (a) school(s) to this AGREEMENT, ECOS shall generate an addendum to this Exhibit "A", indicating the name(s) of the school(s), the number of students for each school, the fees, and the date(s) of participation. For the request for additional schools to become effective, a new purchase order will be generated by the school(s) to be added and submitted to ECOS.

2. Cancellations and/or modifications to the number of students indicated in a purchase order are subject to the terms and conditions of the Agreement, including, without limitation, Sections 10.0 and 14.0 thereof.

3. All fees quoted are in US Dollars.

4. District will remit payments to ECOS at the following address: P.O. Box 1027, San Clemente, CA 92674

///

~ Signature page to follow ~

///

IN WITNESS WHEREOF, the Parties hereto have caused this AGREEMENT to be executed.

DISTRICT: BURBANK UNIFIED SCHOOL DISTRICT	EMERALD COVE OUTDOOR SCIENCE INSTITUTE
BY: _____ Authorized Signature	BY: _____ Authorized Signature
PRINT NAME: _____	PRINT NAME: Stephen Kuljis
TITLE: _____	TITLE: Director
DATE: _____	DATE: June 10, 2025

EMERALD COVE OUTDOOR SCIENCE INSTITUTE

Exhibit B
STANDARD FEES[3]
PUBLIC SCHOOL DISTRICTS
SCHOOL YEAR 2025-2026

5 DAY PROGRAM	5 Days, 4 Nights
Full Program (4 Nights)	$520.00/Student
Partial (Stay- 3 Nights)	$416.00/Student
Partial (Stay- 2 Nights)	$312.00/Student
Partial (Stay- 1 Night)	$208.00/Student
4 DAY PROGRAM	4 Days, 3 Nights
Full Program (3 Nights)	$468.00/Student
Partial (Stay- 2 Nights)	$327.60/Student
Partial (Stay- 1 Night)	$187.20/Student
3 DAY PROGRAM	3 Days, 2 Nights
Full Program (2 Nights)	$274.00/Student
Partial (Stay- 1 Night)	$137.00/Student

ALL OF THE ABOVE FEES INCLUDE FOOD AND LODGING

EXTRA CHARGES- Additional Teachers or Administrators who visit for the day/overnight.

Overnight Stay	$50.00/Adult
Breakfast	$6.00/Meal
Lunch	$7.00/Meal
Dinner	$10.00/Meal

-Full Payment for each program due and payable (i) within thirty (30) days of the last day of an OUTDOOR PROGRAM session for which a DISTRICT school had students in attendance; or (ii) in the event no students were in attendance for any reason, within thirty (30) days of the date of invoice sent by ECOS.

School Name	Dates Attending	Payment Due Date
Robert Louis Stevenson Elementary School	December 10-12, 2025	January 12, 2026

[3] All fees are subject to change from school year to school year.

AMERICAN OUTDOOR EDUCATION
P.O. BOX 3288, CRESTLINE, CA 92325

PROGRAM CONTRACT

Issued:
March 14, 2025

George Washington Elementary School
2322 North Lincoln Street
Burbank, CA 91504

John Michels
Email - johnmichels@burbankusd.org
Phone - 818.585.7972

CONFERENCE INFORMATION

Conference Dates	**Beginning:** Tuesday, October 7, 2025 **Ending:** Friday, October 10, 2025
Conference Duration	**Nights:** 3 **Meals:** 9 **First Meal:** Tuesday Lunch **Last Meal:** Friday Breakfast

	ESTIMATED	RATE
4 Day Student	50*	$495.00
TOTAL	**50**	

**Requests to increase student registration will be based upon availability and is subject to approval by American Outdoor Education.*

We, George Washington Elementary School do agree to use American Outdoor Education, LLC at the facilities of Thousand Pines from 10/7/2025 to 10/10/2025, and agree to the following:

A. ATTENDANCE

_____ Initial

We guarantee 50 guests in full time attendance. Any number of guests above the guaranteed number will be accommodated based on availability. We will notify American Outdoor Education of the actual number of students (# of boys and # of girls) to attend at least two weeks before arrival.

B. FEES

Registration fees for early departures are non-refundable.
This rate will include:

_____ Initial

- 3 nights lodging, arriving at 11:00 am and departing at 10:00am.
- 9 meals, starting with Tuesday Lunch and ending after Friday Breakfast.
- We will do our best to ensure the following ratio: 1 qualified program instructor for every 20-30 students to guide students through the program elements.
- American Outdoor Education requires every group attending a retreat at American Outdoor Education to provide a certificate of insurance listing American Outdoor Education as additionally insured.
- American Outdoor Education requires every person attending a retreat to complete an online registration, medical history, and activity release form. This will be the only registration form accepted by American Outdoor Education.

We agree to pay a minimum guarantee of **$24,457.50** for **50** full-time guests. A non-refundable deposit of **$1,500.00** is due no later than **Monday, May 5, 2025** along with the signed contract. Dates will not be confirmed/secured until both the contract and deposit are received. You will receive a final invoice reflecting your balance two weeks prior to your arrival. All fees are due and payable before leaving camp. Any additional fees accrued due to increase in attendance, damages, etc. will be charged on an additional invoice submitted to the school upon departure.

C. CANCELLATIONS & REBOOKING

_____ Initial

Should your School/District cancel its reservation 180 days (6 months) in advance, all monies but the deposit amount will be refunded.
Fewer than 180 days (6 months), the School/District is obligated to meet the full financial requirements of this contract. Should the School/District desire to change its reservation dates, the school shall be assessed no additional fees or penalties if it contracts for a date within the same fiscal year. If the re-booking date falls in the subsequent fiscal year, the full, contracted fees due shall be paid by the end of the originally contracted fiscal year. The School/District may decrease its guaranteed minimum by no more than 20% without restrictions until 90 days before the program date. If the school needs to decrease its guaranteed numbers and their beginning fiscal year is within the 90 day (3 month) period of their program date, the school has 30 days from the beginning of schools fiscal year to decrease its numbers by 20% without penalty. In the event that a reservation is canceled by American Outdoor Education due to uncontrollable acts of nature, neither the School/District nor American Outdoor Education will be held responsible or penalized in any way, all monies except the deposit will be refunded to the School/District. The non- refundable School/District deposit will be applied to a rebooking.

On or before Tuesday, September 23, 2025, we agree to inform American Outdoor Education of our anticipated count and pay the full amount of the contract guarantee less the pre-paid deposit. We will be invoiced for any balance due. If our group falls below the minimum guarantee, we will meet our entire financial obligation to American Outdoor Education for the full amount of the guarantee.

D. HOLD HARMLESS

School and/or District shall hold harmless, defend and indemnify American Outdoor Education, its officers, agents and employees from any and all claims for damages resulting from the acts or omissions of the School District, its officers, agents, employees and pupils with the respect to the American Outdoor Education Program. American Outdoor Education shall hold harmless, defend, and indemnify the School/District, its officers, agents, and employees from any and all claims for damages resulting from the acts or omissions of American Outdoor Education, its officers, agents, and employees with respect to the American Outdoor Educationl Program. American Outdoor Education has performed background checks and fingerprinting of their staff members.

Initial

E. REGULATIONS

We agree to comply with the following American Outdoor Education's policies:

Initial

1. The School shall provide, two weeks prior to arrival, the School Arrival Details, Cabin Grouping Form and Student Care Worksheet. We also request all schools to submit an Endorsed Liability insurance certificate naming American Outdoor Education as an additional insured.
2. The School shall administrate the online registration, medical history, and activity release form provided by American Outdoor Education to be completed by each person attending the camp before the arrival date.
3. All medications (prescription and non-prescription) shall be collected by the School from the students and submitted to the Thousand Pines Health Specialist upon arrival to camp.
4. Prior to students boarding buses or travel vehicles, all students need to have their temperature checked. Any student whose temperature is 100 or above will need to stay at school until temperature is normal and all symptoms of illness are gone.
5. The School/District shall retain responsibility for its students from the time of departure from home school to the time of return to the home school.
6. The School/District shall provide certified employees to participate and take an active role in the program and supervision of students and must remain on camp premises throughout the program.
7. Minimum of 2 teachers/school staff.
8. Teachers will be required to supervise all sick students until they are sent home or they are feeling better.
9. All Schools are required to bring a transport vehicle to Thousand Pines. Transportation would be used to transport non-life threatening emergencies to urgent care.
10. Students' medical prescriptions will be handled by the Thousand Pines Health Specialist; the AOE staff will have the primary responsibility in first aid situations. The Leadership staff will remain in communication with school staff regarding status and disposition of any accident/illness.
11. School staff and Camp staff are to work cooperatively involving students in activities that promote appropriate environmental ethics and social behavior. The American Outdoor Education Leadership shall be involved in the final determination regarding any student's behavioral infractions.
12. FIREARMS, WEAPONS, B-BGUNS, ARCHERY EQUIPMENT shall not be brought to American Outdoor Education programs.
13. ALCOHOLIC BEVERAGES, TOBACCO AND ILLEGAL DRUGS will not be permitted at any time during the American Outdoor Education program or on camp property.
14. Pets are not permitted at the outdoor science school.

Authorized School Signature: _____ Date _____

Typed or Printed Name: _____ Title/Position _____

AOE Signature. _____ Date _____

American Outdoor Education reserves the right to update program curriculum and activities, based on state standards, current resources and/or availability.

American Outdoor Education - PO Box 3288 Crestline, CA. 92325
909-338-8900 phone - 909-338-3511 fax – registration@AmericanOutdoorEd.com - www.AmericanOutdoorEd.com/

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:	June 18, 2025
SUBJECT:	Approval 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 approve the authorization of signatures, for the period of July 1, 2025 through June 30, 2026, as presented.

Document and/or Transaction	Name Approved/Authorized by	Title
authorized to sign any or all checks, contracts, notices, County People Soft System transactions, revolving cash, all District imprest accounts, adult clearing account documents, District purchase orders, and other legal documents	Andrew Cantwell	Chief Administrative Officer
authorized to sign any or all warrants, checks, contracts, notices or other legal documents of the District	John Paramo	Superintendent
authorized to sign human resource services related contracts and invoices	Sarah Rudchenko	Assistant Superintendent, Human Resources
authorized to sign instructional services related contracts and invoices	Oscar Macias	Assistant Superintendent, Instructional Services
authorized to sign any or all checks, contracts, notices, County People Soft System transactions, revolving cash, all District imprest accounts, adult clearing account documents, District purchase orders	Mariam Abdelhamid	Assistant Superintendent, Business Office
authorized to sign instructional services related contracts and invoices	Julie Markussen	Director, Secondary Education, Diversity Equity and Inclusion
authorized to sign instructional services related contracts and invoices	Rebecca Roundtree Harris	Director, Elementary Education, Diversity Equity and Inclusion
authorized to sign facilities-related contracts, notices, invoices and purchase orders	Dennis Maxwell	Director, Facilities
authorized to sign facilities-related contracts, notices, invoices and purchase orders	David Gerharter	Director Purchasing, Warehouse and Reprographics
authorized to sign County People Soft System transactions, revolving cash, adult clearing account documents, District purchase orders, alternate signatory for all District imprest accounts	Harmony Trax	Supervisor, Budget and Finance
authorized to sign County People Soft System transactions, revolving cash, adult clearing account documents, District purchase orders, alternate signatory for all District imprest accounts	Lisa Sahagun	Supervisor, Budget and Finance
authorized to sign documentation pertaining to the Accumulation Program for Part-Time and Limited –Services Employees (APPLE Plan) and payroll taxes	Tiffany Maxwell	Payroll Supervisor
authorized to sign bond related contracts, notices, invoices and purchase orders	Robin Rickman	Project Manager (Bond)
authorized to sign bond related contracts, notices, invoices and purchase orders	Malihe Shokouhi	Project Manager (Bond)

All of the following are approved to sign invoices as "approved for payment."

Department Heads	Title
Narineh Barzegar	Director, Student Services
Jennifer Nicholson	Director, Special Education
Vacant	Director, Technology Services
Robyn Anders	Director, Instructional Technology
Peggy Flynn	Director, Arts & CTE

Principals	School Site
Tracy Shah	Disney Elementary
Nicole Cody	Edison Elementary
Jennifer Almer	Emerson Elementary
Lucia Bowers	Harte Elementary
Ron Young	Jefferson Elementary
Liz Costella	McKinley Elementary
Judy Hession	Miller Elementary
Kennelyn Celeste	Providencia Elementary
Matthew Osmond	Roosevelt Elementary
Jill Johnson	Stevenson Elementary
Laura Vinyard	Washington Elementary

Department Heads	Title
Juan Noguera	Director, Adult School & FACTS
Rachel Paghunasan	Director, Food Services
Laura Flosi	Director, Childcare Programs
	Children's Center Coordinator
Vacant	Facilities Manager

Principals	School Site
Robin Hatch	Huerta M.S.
Vacant	Luther M.S
Greg Miller	Muir M.S.
Steven Hubbell	Burbank H.S.
Kenneth Knoop	John Burroughs HS
Daniel Di Mundo	Alternative Education
Todd Laventure	Adult School

Burbank Unified School District

SCHOOL DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: July 1, 2025 to June 30, 2026

In accordance with governing board approval dated June 18, 20 25.

Signature _____

Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME Armond Aghakhanian
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME Abigail Pontzer Kamkar
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Laurette Cano
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Emily Weisberg
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME Andrew Cantwell
TITLE Chief Administrative Officer
SIGNATURE
TYPED NAME Oscar Macias
TITLE Acting Superintendent
SIGNATURE
TYPED NAME Sarah Rudchenko
TITLE Assistant Superintendent, Human Resources
SIGNATURE
TYPED NAME Oscar Macias
TITLE Assistant Superintendent, Instructional Services
SIGNATURE
TYPED NAME Mariam Abdelhamid
TITLE Assistant Superintendent, Business Office
SIGNATURE
TYPED NAME Julie Markussen
TITLE Director, Secondary Education
SIGNATURE
TYPED NAME Rebecca Roundtree Harris
TITLE Director, Elementary Education

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

Burbank Unified School District

SCHOOL DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: July 1, 2025 to June 30, 2026

In accordance with governing board approval dated June 18, 20 25.

Signature _____

Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME Dennis Maxwell
TITLE Director, Facilities
SIGNATURE
TYPED NAME David Gerharter
TITLE Director, Purchasing, Warehouse and Reprographics
SIGNATURE
TYPED NAME Harmony Trax
TITLE Supervisor, Budget and Finance
SIGNATURE
TYPED NAME Lisa Sahagun
TITLE Supervisor, Budget and Finance
SIGNATURE
TYPED NAME Tiffany Maxwell
TITLE Payroll Supervisor
SIGNATURE
TYPED NAME Robin Rickman
TITLE Project Manager
SIGNATURE
TYPED NAME Malihe Shokouhi
TITLE Project Manager

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

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:	June 18, 2025
SUBJECT:	Approval of Los Angeles County Office of Education (LACOE) BEST Advantage and HRS System Maintenance and Support Contract 2025-2030

Background:

The Los Angeles County Office of Education (LACOE) provides financial system services to districts for the purpose of financial reporting.

On November 3, 2016, Burbank Unified School District (District) approved an MOU to participate in the implementation of the Business Enhancement System Transformation (BEST) Advantage Enterprise Resource Planning (ERP) System, to replace the existing systems, Human Resource System (HRS) and PeopleSoft Financial System (PSFS). This also included incurring the cost of implementation of which LACOE would match dollar for dollar. An amendment to the MOU was approved on September 15, 2022, to extend the timeline and increase the Districts contribution, due to the COVID-19 pandemic and other shared factors, through fiscal year 2024-25.

Discussion/Issues:

Fiscal Year 2025-26 marks the first cost recalibration for participation in the financial and human resource systems managed by LACOE in over 25 years. Since the calculated BEST Maintenance and Support costs for fiscal year 2025-26 exceeded 20% and $10,000, as compared to the fiscal year 2024-25, the District qualified for a discount.

In addition to standard maintenance and support costs, this contract covers future enhancements, software upgrades and cybersecurity improvements. An annual incremental percentage increase of 25% will be applied ensuring the sustained quality and security of the services LACOE provides.

Fiscal Impact:

FY2025-2026	
BEST Advantage System Budget & Financial (BUD & FIN)	$26,000
BEST Advantage (HCM), or HRS, System Payroll & Human Resources	$82,110
First Year Discount	($11,594)
Contribution for Future Enhancements, Software Upgrades, and Cyber Security Improvements Annual Incremental Percentage 25%	$24,129
Total System Charges	**$120,645**

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the BEST Advantage System, not to exceed $120,645 for fiscal year 2025-26 (01.0-00000.0-00000-77000-5890-0000000), effective, July 1, 2025 through June 30, 2030, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

CONTRACT FOR
BEST ADVANTAGE AND HRS SYSTEM MAINTENANCE AND SUPPORT
FISCAL YEAR 2025-2030

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public education agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and Burbank Unified School District (#64337), hereinafter referred to as "LEA" mutually agree as follows:

1. BASIS OF CONTRACT

LACOE shall provide budget, payroll/human resources and financial system services to the LEA through the Business Enhancement System Transformation (BEST) Advantage Enterprise Resource Planning (ERP) System and Human Resource System (HRS) in conformance with Exhibit A, and if applicable, Exhibit B and Exhibit C, which are attached hereto, and made a part hereof.

2. SCOPE OF SERVICES

2.1 Exhibit A – Maintenance and Support Baseline Services

LACOE will provide the following maintenance and support baseline services:

1) Availability of standard reports

2) Selection and use of approved pay cycles

3) Use of all tables and database features

4) Advisory assistance and routine HRS/HCM or FIN support

5) Access during published hours of operation

6) Training of new operators and security functions

7) HRS/HCM and FIN notifications and bulletins

8) Printing of standard and supplemental warrants

9) For HRS/HCM agencies, LACOE will provide services for CalPERS and CalSTRS retirement reporting:

a. LACOE agrees to transmit retirement reporting and processing information, earnings and contributions pertaining to the terms of this agreement for LEA to CalSTRS and/or CalPERS.

b. To comply with system requirements, LACOE may modify retirement report information on behalf of LEA prior to submitting it to CalPERS or CalSTRS. After submitting LEA's retirement report to CalPERS or CalSTRS, LACOE shall make final report information/transactions available to LEA and shall notify LEA of any changes in contribution amounts. LEA access to final report information and changes in contribution amounts shall constitute notice to LEA in accordance with Education Code Section 24616.2(a)(3)(A).

c. Funding to cover employee and district retirement obligations will be transferred from LEA's County Treasury account.

d. LEA is responsible for providing CalPERS/CalSTRS membership information to employees as required by California Education Code Sections 22455.5, 22460, and 22509 and Government Code Sections 20280 through 20309.5.

e. LEA is responsible for monitoring employees' earnings and hours for mandatory membership under California Government Code Section 20305 and California Education Code Sections 22500 through 22504.

f. LEA is also responsible for monitoring employee membership status with regard to exclusions (Section 20300) and choice of election (Section 20309).

2.1.1 Charter Schools

Charter schools for whom LACOE provides other services, such as apportionment processing, retirement reporting and payroll processing, will continue to receive a separate contract (Contract for Apportionment Processing, Retirement Reporting Services and Systems Support for Charter Schools) for such services.

2.2 Exhibit B – New BEST Advantage System Implementation Modules

If applicable, LEA may choose to implement additional BEST Advantage system modules if they were not originally implemented during the initial rollout. The modules and one-time costs are outlined in Exhibit B.

2.3 Exhibit C – Above-Baseline Services

LACOE provides services to LEAs that are not part of typical business systems operations. If applicable, LACOE may charge reasonable fees for "above-baseline" activities and services as outlined in Exhibit C.

3. TERM

This Contract is effective July 1, 2025, and shall remain in effect through June 30, 2030.

4. PAYMENT

LEA shall pay LACOE the costs as specified in **Exhibit A**. The total amount payable to LACOE by the LEA for the fiscal year for budget, payroll/human resources and **financial system maintenance and support services** shall be transferred quarterly by journal voucher from the LEA to LACOE. Notices of journal voucher transfers will be provided.

If applicable, LEA shall pay LACOE the costs as specified in **Exhibit B**. The total one-time amount payable to LACOE by the LEA for the implementation of **new BEST Advantage system modules** shall be transferred by journal voucher from the LEA to LACOE. Notices of journal voucher transfers will be provided.

If applicable, LEA shall pay LACOE the costs as specified in **Exhibit C**. The total amount payable to LACOE by the LEA for **above-baseline services** shall be transferred by journal voucher from the LEA to LACOE. Notices of journal voucher transfers will be provided.

5. COSTS & ADJUSTMENTS

Maintenance and Support (Baseline Services) costs were developed through a cost-sharing model between all subscribing LEAs. Costs were allocated based on 2023 W2 counts, and fiscal year 2023-24 P2 Average Daily Attendance (ADA) counts or Full Time Equivalency (FTEs) counts (community colleges will be charged based on FTE students). These counts shall remain in effect until the next comprehensive cost recalibration. LEAs without ADA, FTE, interface LEAs, or charter schools, will have a different cost structure. Each fiscal year, Consumer Price Index (CPI) increases shall be applied to the established rates as referenced in Exhibit A.

5.1 Annual Adjustments

By July 1st of each fiscal year, LACOE will provide LEA with revised exhibits to notify them of the following fiscal year rates. The costs specified in Exhibits A, B and C shall be subject to an annual adjustment based on the CPI for All-Urban CPI for the Greater Los Angeles – Anaheim area, from October of two years prior to October of the previous year, as published by the California Department of Industrial Relations.

5.2 First Year Cost Recalibration

Fiscal Year 2025-26 marks the first cost recalibration for LEA participation in the financial and human resource systems managed by LACOE in over 25 years. Therefore, Full-Use LEAs whose calculated BEST Maintenance and Support costs for fiscal year 2025-26 exceed 20% and $10,000, as compared to the fiscal year 2024-25 combined charges for BEST Maintenance, Above Baseline, PC Products, and Warrant Charges, as applicable, may receive a discounted rate in the first year

of the agreement, and then a phased-down discount in the second year of the agreement.

5.3 Comprehensive Cost Recalibration

Beginning with the 2030-31 fiscal year, and at the end of each subsequent five-year period, a comprehensive recalibration of costs shall be conducted to ensure fairness for all parties involved. Any cost adjustments shall be communicated to LEA prior to the change.

5.4 Future Enhancements

In addition to standard maintenance and support costs, this contract covers future enhancements, software upgrades, and cybersecurity improvements. To accommodate these expenses, an annual incremental percentage increase of 25% shall be applied on top of the annual maintenance and support cost, ensuring the sustained quality and security of our services.

6. INDEMNIFICATION

LEA agrees to indemnify LACOE from and against any and all claims, demands, debts, liens, losses, damages, liabilities, costs, expenses (including, but not limited to, attorney's fees and costs, whether or not litigation has commenced), judgments, obligations, actions, or causes of action, including all claims arising from or related to the LEA's use of SSNs in connection with its operations and the aforementioned systems. Specifically, the indemnification applies to any injury, damage, or loss (including death) resulting from:

a. Allegations concerning the theft, loss or unauthorized disclosure of personally identifiable non-public information that is in the care, custody, or control of the LEA.

b. Acts or incidents that directly result from the failure of computer security to prevent a security breach including:

   i. Alteration, corruption, destruction, deletion, distribution or damage to a data asset store on computer systems;
   ii. Failure to prevent transmission of malicious code from computer systems to third party computer systems;
   iii. Participation in a denial-of-service attack directed against a third-party computer system.

c. Failure to timely disclose any of the above in violation of any breach notice law.

d. Failure to comply with a privacy policy involving the disclosure, sharing or selling of personally identifiable non-public information.

e. The failure to administer an identity theft prevention program.

In furtherance of the LEA's commitment to data security and privacy, the following practices and procedures will be followed regarding the use of SSNs in the BEST

Advantage – HCM System, infoAdvantage, and Power BI reporting databases implemented by the LEA:

a. The SSN will be masked for security roles not involved in direct administration of Personnel Management, Benefit Administration or Payroll Processing.

b. The LEA will not publicly display social security numbers.

c. The LEA will not send documents with social security numbers on them through the mail, except on applications or forms or when required by law.

d. When sending applications, forms or other documents required by law to carry SSNs through the mail, the LEA will place the SSN where it will not be revealed by an envelope window. Where possible, leave the SSN field on forms and applications blank and ask the individual to fill it in before returning the form or application.

e. The LEA will not send SSNs in any electronic form unless the connection is secure, or the SSN is encrypted.

f. The LEA will not require an individual to send their SSN over the internet or email, unless the connection is secure, or the SSN is encrypted.

g. The LEA will not require individuals to use SSNs as log on IDs, passwords or codes for access to internet web sites or other services.

h. The LEA will limit access to records containing SSNs only to those who need to see the numbers for performance of their duties. The LEA will protect records containing SSNs, including back-ups, during storage by encrypting the numbers in electronic records or storing records in other media in locked cabinets.

i. The LEA will not store records containing SSNs on computers or other electronic devices that are not secured against unauthorized access.

j. If SSNs are disclosed inappropriately and the individuals whose SSNs were disclosed are put at risk of identity theft or other harm, promptly notify the individuals potentially affected.

k. The LEA will require employees to promptly report any inappropriate disclosure or loss of records containing SSNs to their supervisors.

l. The LEA shall comply with Labor Code section 226(a) which requires employers to print no more than the last four digits of an employee's SSN or to use an employee ID number other than an SSN, on employee pay stubs or itemized statements.

These provisions shall not be limited by the availability or collectability of insurance coverage.

In the event that LACOE is served with or otherwise becomes aware of a claim arising from or related to the LEA's use of SSNs in connection with its operations and the aforementioned systems that pursuant to the terms of this agreement, the LEA shall be responsible for the defense of LACOE against the allegations made in such a claim.

LACOE shall provide the LEA with reasonably timely written notice of the same, and thereafter the LEA shall at its own expense, defend, protect and save harmless LACOE against said claim or any loss or liability thereunder.

In the further event that the LEA fails to so defend and/or indemnify and save harmless, then LACOE shall have full rights to defend, pay or settle said claim on its behalf without further notice to the LEA and with full rights to recourse against the LEA for all fees, costs, expenses and payments made or agreed to be paid to discharge said claim.

LACOE agrees to defend, indemnify, save, and hold harmless the LEA from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE, except for claims arising from or related to the LEA's use of SSNs in connection with its operations and the aforementioned systems. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

7. AMENDMENTS

The Contract may be amended by mutual written document, signed by both of the parties.

8. INSURANCE

LEA and LACOE shall take out and maintain such general liability, property damage, workers' compensation, automobile and cyber-liability insurance as is required to protect their interests.

9. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, LACOE is an independent contractor and not an officer, employee or agent of LEA. During the course of this agreement neither LACOE nor LEA shall at any time or in any manner represent that they or any of their officers, employees, or agents are employees of the other.

10. RECORD RETENTION AND INSPECTION

The LEA agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by the LEA and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years.

11. CONFIDENTIALITY AND NON-DISCLOSURE

Subject to any State or Federal laws requiring disclosure (e.g., the California Public Records Act), the parties agree, during the term of this Contract and for five (5) years after

termination or expiration of the Contract, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. The parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of and as specified in this Contract. Each party agrees to take all reasonable steps to ensure that proprietary or confidential information of either party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Contract.

12. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

13. SEVERABILITY/WAIVER

a. If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

b. No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision.

14. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

15. INTEGRATION

This Contract contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except as specified in the amendment section of this Contract.

16. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" section, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

17. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into, and executed in Los Angeles County, California, and

any legal action, claim, or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. This Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

18. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered shall be delivered by personal service or by deposit in the U.S. Mail, certified, or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Los Angeles County Office of Education - Procurement Services
9300 Imperial Highway
Downey, CA 90242-2890

LEA:

Mailing Address is LEA Office

19. TOBACCO AND MARIJUANA-FREE SCHOOLS AND FACILITIES

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco and/or marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and/or marijuana products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles. This includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

20. ALCOHOL AND DRUG-FREE SCHOOLS AND FACILITIES

Both parties hereby certify under penalty of perjury under the laws of the State of California that LEA will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

21. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

22. ASSIGNMENT

LEA shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void.

23. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited to, acts of God or of the public enemy, insurrection acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

24. NO THIRD PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

25. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

26. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agree to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to, requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

27. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY

(Federal Executive Order 12549)

By executing this contractual instrument, LEA certifies to the best of its knowledge and belief that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

b. Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

c. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 25.2 above, of this certification;

d. Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

28. TERMINATION

In the event either party decides not to renew this Contract at the end of its term, a written Notice of Termination shall be given to the other party by no later than January 1st of 2030.

29. COVENANT AGAINST CONTINGENT FEES

LEA warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by LEA for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

30. FAILURE TO COMPLY

In the event LEA fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

31. COMPLIANCE WITH LAW

LEA shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. LEA

warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

32. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's budget affecting the contractual execution of this agreement does not appropriate sufficient funds for the contracted services or if grant funds related to these contracted services are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have no liability to provide services to LEA under this agreement, and the LEA shall not be obligated to make payment for services that are not rendered.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

33. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used commercially acceptable signature methods. This instrument may be executed in counterparts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The Parties represent and warrant that those persons signing this Agreement are authorized to execute this Agreement.

LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)	LOCAL EDUCATION AGENCY (LEA)
Signature	**Signature**
Karen Kimmel **Type or Print Name**	**Type or Print Name**
Chief Financial Officer **Title/Position**	**Title/Position**
Date	**Date**
	Date Approved by Board (If required)
mc 2-19 Report 5/21/2025	**Contact Person**
	Title/Position
	Phone Number
	Email Address

Return the signed copy to:

Email: Mycontracts@lacoe.edu

Los Angeles County
Office of Education

CONTRACT FOR
BEST ADVANTAGE AND HRS SYSTEM MAINTENANCE AND SUPPORT
Fiscal Year 2025-26

EXHIBIT A #3

LEA Name: Burbank Unified School District
LEA Number: 64337

<table>
<tr><td>BEST Advantage System Budget & Financial (BUD & FIN)
Maintenance Service and Support Charges

FY 2023-24 P2 ADA (utilized for the five-year contract): 13,456
Rate per ADA (adjusted annually for CPI): $7.31

Interface LEA (ADA based on FY 2023-24 P2): 13,456
<table>
<tr><th>From (ADA)</th><th>To (ADA)</th><th>Band</th><th>Annual</th></tr>
<tr><td>1</td><td>14,999</td><td>1</td><td>$ 26,000</td></tr>
<tr><td>15,000</td><td>19,999</td><td>2</td><td>$ 39,000</td></tr>
<tr><td>20,000</td><td>24,999</td><td>3</td><td>$ 51,000</td></tr>
<tr><td>25,000</td><td>99,000</td><td>4</td><td>$ 96,000</td></tr>
<tr><td>100,000</td><td>+</td><td>5</td><td>$129,000</td></tr>
</table>
Non-ADA LEA Charges: $5,000 flat rate.</td><td>$26,000</td></tr>
<tr><td>BEST Advantage (HCM), or HRS, System Payroll & Human Resources
Maintenance Service & Support Charges

2023 W2s (utilized for the five-year contract): 2,793
Rate per W2 (adjusted annually for CPI): $29.40</td><td>$82,110</td></tr>
<tr><td>FY 2025-26 First Year Discount</td><td>$11,594</td></tr>
<tr><td>Contribution for Future Enhancements, Software Upgrades, and Cybersecurity Improvements

Annual Incremental Percentage: 25%</td><td>$24,129</td></tr>
<tr><td>Total FY 2025-2026 System Charges</td><td>$120,645</td></tr>
</table>

Los Angeles County
Office of Education

CONTRACT FOR
BEST ADVANTAGE AND HRS SYSTEM MAINTENANCE AND SUPPORT
NEW SYSTEM MODULES
(One-Time Costs, As Applicable)
Fiscal Year 2025-26

EXHIBIT B

LEA Name: Burbank Unified School District
LEA Number: 64337

Module	ADA 1 to 14,999	ADA 15,000 to 29,999
Fixed Assets	$6,050	$9,200
Accounts Receivable	$6,900	$6,900
Procurement:		
Purchase Orders only	$11,500	$17,000
Requisitions only	$7,500	$10,500
Purchase Orders & Requisition	$18,900	$27,500
Inventory	$15,500	$22,500

Note:
Districts with 30,000 and greater ADA will require a separate discussion.

If other one-time or specific financial system services are needed beyond those mentioned above, the LEA shall discuss their needs with LACOE's Division of School Financial Services to determine the cost to be charged.

Los Angeles County
Office of Education

CONTRACT FOR
BEST ADVANTAGE AND HRS SYSTEM MAINTENANCE AND SUPPORT
ABOVE-BASELINE SERVICES
(As Applicable)
Fiscal Year 2025-26

EXHIBIT C

LEA Name: Burbank Unified School District
LEA Number: 64337

ENTRIES, CORRECTIONS, OR REPETITIVE ENTRIES LACOE may assess reasonable fees for entries, corrections, or repetitive entries into the CalPERS and CalSTRS reporting systems that result from audits performed by CalPERS, CalSTRS, LACOE, LEA, or other agencies. A first-time notice of error will not initiate a fee, however corrective action of the second reporting error of the same nature may initiate a fee.	**Fees will be the greater of actual staff time spent or $500.**
HRS LABOR DISTRIBUTION DOWNLOADS LEAs may elect to receive periodic Labor Distribution file downloads from HRS to RAD or other electronic means of delivery.	**$125 per file**
HRS EDB DOWNLOADS LEAs may elect to receive monthly or semi-monthly EDB file downloads from HRS to RAD or other electronic means of delivery.	**$125 per file**
HRS/HCM MASS CHANGES Mass changes to the HRS/HCM database are performed on request and require LACOE to analyze criteria, determine methodology, input data for extract purposes, produce changes in HRS/HCM, and arrange distribution of output reports as required.	**$350 per process**

Los Angeles County
Office of Education

CONTRACT FOR
BEST ADVANTAGE AND HRS SYSTEM MAINTENANCE AND SUPPORT
ABOVE-BASELINE SERVICES
(As Applicable)
Fiscal Year 2025-26

EXHIBIT C (continued)

LEA Name: Burbank Unified School District
LEA Number: 64337

RETIREMENT REPORTING (NON HRS/HCM AGENCIES) LEAs that are partially fiscally accountable and as such do not use the HRS or the HCM system, but go through LACOE for their retirement reporting, will be charged these fees.	**$6,000 annual base charge + retirement reporting line fees as follows:** **1-149 $6.50/line** **150-299 $5.50/line** **300-499 $4.50/line** **500-699 $3.50/line** **700+ $2.50/line**
LATE TAX DEPOSIT PROCESSING REQUESTS LEAs that are unable to meet the 1:00 p.m. deadline for entering their tax deposits into FIN may request special processing. SFS will make every attempt to accommodate such requests. Charges will be made based on the type of processing required. Same day after 1:00 p.m. $185 Next day before 11:00 a.m. $227	**$185 - $227 per request**
PAYROLL & FINANCIAL SYSTEM SPECIAL REQUESTS LEAs occasionally request additional assistance from LACOE with inputting transactions and/or performing LEA business in the HRS, HCM, FIN, and/or Budget systems. If a request for additional assistance is approved, charges are applied for SFS staff hours.	**$75 per hour**

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:	June 18, 2025
SUBJECT:	Amendment to Los Angeles County Office of Education (LACOE) Human Resources System (HRS) and PeopleSoft Financial Systems (PSFS) License Contract 2024-2029

Background:

The Los Angeles County Office of Education (LACOE) has entered into a Contract with Hess & Associates, for non-exclusive use of personal computer proprietary software products in connection with LACOE's Human Resources System and Peoplesoft Financial System to provide districts with the capability of downloading information from these systems to District Personal Computers.

Discussion/Issues:

LACOE, through its Contractor, shall provide the District with services in support of the District's license of the PC Products including initial installation, initial training, initial reports, data delivery and turnover training. As well as sixteen (16) hours of additional support, at no charge, during each Contract year for hot line calls, on-site support, additional training and special reports.

License pricing for 2025-26 fiscal year is as follows, updated price schedule attached:

Products	Monthly Rates
LLL	$ 485
LLL-Credential	$ 25
LLL-Net	$ 40
Labor	$ 485
Labor-Net	$ 40
PSFS-Hist	$ 200
Total Monthly Rate	**$ 1,275**

Fiscal Impact:

Annual cost $15,300

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Los Angeles County Office of Education (LACOE) for District use of Software PC Products for Human Resources System and/or Peoplesoft Financial System Services Data, not to exceed $15,300 for fiscal year 2025-26 (01.0-00000.0-00000-72000-5890-0000000), effective July 1, 2024 through June 30, 2029, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Note: The contract was originally approved on May 16, 2024 for a total not to exceed $15,012. This amendment includes the updated price schedule for the 2025-26 fiscal year. The new not to exceed amount is $15,300.

CONTRACT NUMBER C-23985

LOS ANGELES COUNTY OFFICE OF EDUCATION

AND

BURBANK UNIFIED SCHOOL DISTRICT

SCHEDULE A
PRICE SCHEDULE AND SERVICES
FOR
PC PRODUCT(S)

Effective: July 1, 2025 through June 30, 2026

PRODUCTS	MONTHLY RATES	
LLL	$	485
LLL-Credentials		25
LLL-Net		40
Labor		485
Labor-Net		40
PSFS-Hist		200
TOTAL MONTHLY RATE	$	1,275

LOS ANGELES COUNTY OFFICE OF EDUCATION

LICENSE CONTRACT
FOR USE OF SOFTWARE PERSONAL COMPUTER PRODUCTS
FOR
DISTRICT USE OF HRS AND/OR PSFS DATA

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and

BURBANK UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District," mutually agree as follows:

1. BASIS OF CONTRACT

1.1 LACOE has entered into a Contract with Hess & Associates, hereinafter referred to as Contractor, for non-exclusive use of personal computer proprietary software products in connection with LACOE's Human Resources System (HRS) and PeopleSoft Financial System (PSFS) to provide districts with the capability of downloading information from these systems to District Personal Computers (PCs). District has requested LACOE to provide said capabilities, and LACOE agrees to do so in accordance with the terms and conditions of this Contract. All work shall be coordinated with LACOE's Assistant Director who is Christina Hill.

1.2 Schedule A, Price Schedule and Services, attached hereto and made a part hereof, indicates the monthly rates for PC Products used by the District. LACOE will provide the District with Revised Schedule A(s) during the contract year to reflect the addition and/or deletion of subscribed products, and, by July 1st of each year to notify the District of the following fiscal year rates.

1.3 LACOE will also provide the District with an Addendum to Govern Use of Social Security Numbers (SSN) for Human Resources/Payroll Systems, and by July send notice to the District to confirm its intent to continue the use of SSN in the PC Products. If LACOE does not receive confirmation from the District by July 31, the use of SSN in its PC Products will be removed.

2. TERM AND TERMINATION

2.1 This Contract is effective July 1, 2024 and shall remain in effect through June 30, 2029.

2.2 The Contract may be terminated by the District by providing LACOE with written notice of intention to terminate by June 1st, of the then current fiscal year for termination on July 1st, of the next fiscal year. The Contract may be amended by mutual consent of the parties.

2.3 District, upon implementation of the BEST Advantage Financial System, may terminate at any time its PC PSFS subscription by giving LACOE a written "Notice of Termination." Upon receipt of such Notice of Termination, LACOE shall immediately or on the date, if any, specified in said Notice of Termination, whichever is later, cease District's access to PSFS. District shall be liable for fees incurred for use of PC PSFS up to the date of termination, unless LACOE, at its sole discretion, waives the fees due to extenuating circumstances.

2.4 District shall also have the option to terminate its Labels, Lists and Letters and Labor subscription(s) any time after December 31st of the fiscal year the District implements the BEST Advantage Human Capital Management System. District must provide LACOE a written "Notice to Terminate" the subscription(s). Upon receipt of such Notice of Termination, LACOE shall immediately or on the date, if any, specified in said Notice of Termination, whichever is later, cease District's access to Labels, Lists and Letters and Labor. District shall be liable for fees incurred for use of Labels, Lists and Letters and Labor up to the date of termination, unless LACOE, at its sole discretion, waives the fees due to extenuating circumstances.

3. ACCEPTANCE OF THE LICENSED SOFTWARE

District is entitled to a one (1) month trial period for the PC Products licensed hereunder. District shall accept or return the software to LACOE the first working day following the end of the applicable trial period. Charges for the software accepted by the District shall commence on the acceptance date of said software commencing on either the 1st or 15th of the month and shall be reflected in this Contract as due and payable as of the date of acceptance. It is understood and agreed that the trial period is intended to demonstrate the software capabilities and does not imply that LACOE will provide the District with either complete data or support as specified herein. Support and other services shall commence upon the date of District's acceptance of the software and upon execution of this Contract. See Schedule A for District's effective dates and monthly rates.

4. RESPONSIBILITIES OF LACOE

LACOE is responsible for coordinating and securing the work of LACOE's Contractor as required to assure the products licensed by District pursuant to this Contract are in good working order, and that District has access to support for the products. LACOE is responsible for all quality control, including responding to problems encountered by the District. In the event a problem arises with any licensed product, LACOE's Project Director is responsible for coordinating all work required to resolve the problem.

5. SERVICES TO BE PROVIDED BY LACOE'S CONTRACTOR

LACOE, through its Contractor, shall provide the District with the following services in support of the District's license of the PC Products as specified in Schedule A:

5.1 Initial Installation

Install the Product(s) selected by the District on each licensed workstation.

5.2 Initial Training

Conduct an initial training session for four (4) hours for employees of the District.

5.3 Initial Reports

Develop ten (10) reports each using standard system features as a part of the initial installation of the PC Products licensed hereunder.

5.4 Data Delivery

PC Product data is updated and posted on LACOE's RAD website for the duration of the license for PC Products. The data file(s) are available for download daily by select staff based on District authorized security access. PC Products LLL is updated daily and PC Products Labor are updated weekly.

5.5 Additional Support - No Charge

Provide sixteen (16) hours of support to the District during each Contract year in the following areas:

1) Hot line calls

2) On-site support

3) Additional training

4) Special reports

5.6 Turnover Training

Provide initial training to staff of the District who are new to the Product(s) licensed hereunder, and are replacing staff who previously executed the Product(s). This training will be provided at no charge to the District.

6. LICENSE PRICING

6.1 Stand-Alone Versions base monthly charge for each product Labels, Lists and Letters (LLL), and Labor is $200.00 plus $.03 per employee, and may change for Contract Years 2 to 5, as determined by the number of active and inactive employees in the HRS file as of April of each year the Contract is in effect.

6.2 Stand-Alone Version base monthly charge for PSFS is $270.00.

6.3 The charge for each additional Stand-Alone copy is $20.00 per month.

6.4 Network Version(s) base monthly charge is an additional $40.00 per product(s). The price includes up to eight (8) authorized users at no additional charge.

6.5 The charge for the credential file, an optional product enhancement for LLL, shall be $25.00 per month.

6.6 The charge for each authorized user beyond eight is $10.00 per month per product.

6.7 The charge for Historical Data Access is $200.00 per month per PC Product. Historical Data Access is provided as an optional service to Districts who terminate their regular subscription for one or more of the PC Products and want to continue use of the PC Products to view historical data provided to the District during the time of their regular paid subscription. This added service is strictly for viewing access only and will not include software support from the Contractor. LACOE will notify Contractor in writing of a School District's intent to use PC Products for Historical Data Access only.

7. PAYMENT

District shall pay LACOE for software products licensed hereunder. Payment shall be made upon acceptance of the software product(s) on a quarterly basis by journal voucher transfer. The journal voucher for PC Product charges will be made to the following accounts.

K-12 School Districts	01.0-00000.0-00000-72000-5890-0000000
Charter Schools	09.0-00000.0-00000-72000-5890-0000000
Community College Districts	01.0-00000.0-00000-00000-5890-0000000

The warrant for the annual fee for fiscally independent agencies shall be issued to LACOE within thirty (30) days of the LACOE invoice date and shall be mailed to:

LACOE SFS
Attention: PC Products Unit
9300 Imperial Highway
Downey, CA 90242

The license fees for Product(s) licensed by the District are listed in Schedule A.

8. REPLACEMENT OF SOFTWARE AFTER LOSS OR DESTRUCTION

In the event of loss or destruction of the Product(s) licensed hereunder, LACOE shall direct the Contractor to replace, for a reasonable charge, the Product(s) as described herein.

9. PROPRIETARY RIGHTS OF CONTRACTOR

District recognizes that the computer programs, and all other materials supplied hereunder are subject to the proprietary rights of the Contractor. The District agrees that the Products, and all information or data supplied by the Contractor, in machine-readable form or otherwise, are protected under the laws of copyright and that their use must be carefully and continuously controlled.

10. TITLE

The District does not obtain title to the programs in machine-readable form or otherwise. District shall keep each and every program free and clear of all claims, liens, and encumbrances, except those of Contractor and any act of the District, voluntary or involuntary, purporting to create a claim, lien, or encumbrance on such an item shall be void.

11. COPIES

The computer programs and other items supplied by Contractor hereunder are for the sole use of the District as specified herein. District agrees that while this Contract is in effect, or while the District has custody or possession of any property of Contractor, it will not copy or duplicate, or permit anyone else to copy or duplicate any physical or magnetic version of the computer programs, documentation of information in machine-readable, printed, or other form.

District agrees that the District will not create or attempt to create, or permit others to create or attempt to create, the source programs or any part thereof from the object programs or from other information made available under this Contract or otherwise whether oral, written, tangible, or intangible. The District may copy, for its own use, at its own expense, operator manuals, training materials, and other user-oriented materials, but shall advise LACOE of the number of copies made and their distribution.

12. USER RESTRICTIONS

The computer programs licensed hereunder shall be used only on an authorized single personal computer system and its associated peripheral units (referred to as the machine). For the stand-alone version of the Product(s), only one (1) machine is authorized per copy of the product licensed.

For the network version of the Product(s), one (1) machine ("server") may have the software installed. A limit of up to eight (8) machines or users may be connected through a network, before additional network versions are considered, to the above server machine and are authorized to use the Product(s).

Use of the programs shall consist either of copying any portion of the program from storage units or media into the machine, or the processing of data with the programs, or both. All programs, documentation, and materials in machine-readable form supplied under this license shall be kept in a secure place, under access and use restrictions satisfactory to Contractor and not less restrictive than those applied to the District's most valuable and sensitive programs.

13. DESTRUCTION OF PRODUCTS UPON TERMINATION OF LICENSE

Upon the cancellation, expiration, or other termination of this Contract, the District shall, at the option of LACOE; either destroy all copies of the PC

Product(s) at the District, or allow the Contractor to remove all copies of the PC Products from District hardware.

14. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

15. INSURANCE

District shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District and LACOE as their interests may appear.

16. FAILURE TO COMPLY

In the event the District fails to perform in accordance with the indemnification, or insurance requirement clauses of this Contract, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

17. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, Contractor is an Independent Contractor and not an officer, employee or agent of LACOE.

Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE. Contractor warrants its compliance with the criteria established by the U.S. Internal Revenue Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent Contractor including, but not limited to, being hired on a temporary basis; having some discretion in scheduling time to complete contract work; working for more than one employer at a time; acquiring and maintaining its own office space and equipment; being free from the control and direction of LACOE in connection with the performance of the work, both under the contract for the performance of the work and in fact; performing work that is outside the usual course of LACOE's business; and being customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

18. RECORD RETENTION AND INSPECTION

The District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by the District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

19. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

20. SEVERABILITY/WAIVER

20.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

20.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

21. ASSIGNMENT

The District shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, the District shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

22. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

23. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

24. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. This Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

25. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or

registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Procurement Services
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW 158
Downey, CA 90242-2890

District:

To the District's mailing address

26. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1 and AB 130.

27. TOBACCO AND MARIJUANA-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco/marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco/marijuana products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles. This includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

28. ALCOHOL AND DRUG-FREE WORKPLACE

The District hereby certifies under penalty of perjury under the laws of the State of California that District will, when on LACOE facilities or LACOE events, comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

29. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, the LEA agrees to comply with all Federal, state, and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements

set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

30. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

31. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

31.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

31.2 Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

31.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 30.2 above, of this certification; and,

31.4 Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

32. SIGNATURE AUTHORITY

Each person signing this Contract represents that he or she has been authorized and empowered to enter into this Contract by the party on whose behalf the signature is made.

33. EXECUTION REQUIREMENTS

Proper signatures required for execution of this Contract may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This Contract may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The Parties represent and warrant that those persons signing this Contract are authorized to execute this Contract.

LOS ANGELES COUNTY OFFICE OF EDUCATION	BURBANK UNIFIED SCHOOL DISTRICT
By _____ Karen Kimmel Chief Financial Officer	By _____ _____ Typed or Printed Name Title _____
Date _____	Date _____

sr 4-29
ROC 4/24/24

CONTRACT NUMBER C-23985

LOS ANGELES COUNTY OFFICE OF EDUCATION

AND

BURBANK UNIFIED SCHOOL DISTRICT

SCHEDULE A
PRICE SCHEDULE AND SERVICES
FOR
PC PRODUCT(S)

Effective: July 1, 2024 through June 30, 2025

PRODUCTS	MONTHLY RATES
LLL	$ 473
LLL-Credentials	25
LLL-Net	40
Labor	473
Labor-Net	40
PSFS-Hist	200
TOTAL MONTHLY RATE	$ 1,251

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 Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Approval of Agreement for Professional Services, Los Angeles County Office of Education (LACOE) Medi-Cal Administrative Activities Program (MAA)

Background:

Medicaid is the nation's major publicly-financed health care program, jointly financed by the federal and State governments. Authorized in 1965 under Title XIX of the Social Security Act, Medicaid acts as a safety net for those unable to purchase health insurance. At the federal level, the Centers for Medicare and Medicaid Services (CMS), Department of Health and Human Services, oversee the Medicaid program. In California, the Medicaid program is known as Medi-Cal and is administered by the California Department of Health Care Services (Department/DHCS).

Discussion/Issues:

The Los Angeles County Office of Education (LACOE) is the agency responsible for coordination of Medi-Cal Administrative Activities Program (MAA) for the California County Superintendents Educational Services Association LEC Region 11. The Burbank Unified School District is located within the Local Educational Consortia (LEC) Region 11 and regularly makes service referrals that can be reimbursed through claims under Medi-Cal on behalf of its covered pupils. LACOE, working through LEC Region 11, is an integral part of the MAA reimbursement claims process BUSD is implementing through Northern California Medi-Cal Administrative Services (NMAS) Joint Powers Authority (JPA).

Fiscal Impact:

a. LACOE shall collect the following administrative fees once LEA receives reimbursement for the corresponding periods of service

- FY 2025/2026 Quarter 1, $40.00 per participant per quarter
- FY 2025/2026 Quarters 2, 3, & 4, $60.00 per participant per quarter
- FY 2026/2027 Quarter 1, $40.00 per participant per quarter
- FY 2026/2027 Quarters 2, 3, & 4, $60.00 per participant per quarter
- FY 2027/2028 Quarter 1, $40.00 per participant per quarter
- FY 2027/2028 Quarters 2, 3, & 4, $60.00 per participant per quarter

The administrative fee will be computed and collected quarterly via electronic journal voucher transfer, or if reimbursement is via warrant, a net payment of the reimbursement less the fee will be issued.

b. The administrative fee, including the Region 11 obligation to DHCS, will be reviewed and adjusted on a yearly basis so that the fees collected cover both the LACOE and Department obligations.

c. The administrative fee is assessed per time study participant certified to participate before the beginning of each quarter by the LEA. The administrative fee shall be adjusted in the fourth quarter to collect only the balance of LACOE's SMAA administrative costs and Department obligations for the related school fiscal year.

d. The administrative fee shall be no more than $40.00 per participant per quarter for each quarter where the LEA certifies 50 participants or less.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the coordination of the Medi-Cal Administrative Activities Program (MAA), effective, July 1, 2025 through June 30, 2028, and may elect to continue the contract at its sole discretion through June 30, 2029 (1st Option Term), and possibly through June 30, 2030 (2nd Option Term), by giving written notice to the LEA prior to the date of expiration , and authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT TO REIMBURSE
ADMINISTRATIVE COSTS RELATED TO
CALIFORNIA SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES PROGRAM
2025-2028

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and BURBANK UNIFIED SCHOOL DISTRICT, hereinafter referred to as "LEA".

RECITALS

Medicaid is the nation's major publicly-financed health care program, jointly financed by the federal and State governments. Authorized in 1965 under Title XIX of the Social Security Act, Medicaid acts as a safety net for those unable to purchase health insurance. At the federal level, the Centers for Medicare and Medicaid Services (CMS), Department of Health and Human Services, oversee the Medicaid program. In California, the Medicaid program is known as Medi-Cal and is administered by the California Department of Health Care Services (Department). The Catalog of Federal Domestic Assistance (CFDA) number for the Medical Assistance Program is 93.778.

The Department is the single state agency responsible for administering the California Medical Assistance Program (Medi-Cal) and the School-based Medi-Cal Administrative Activities (SMAA) Program for Local Educational Consortia (LEC) Region 11 in accordance with California Welfare and Institutions Code Section 14132.47(c)(1).

In accordance with the California Welfare and Institutions Code Section 14132.47(q)(1) and the **Provider Participation Agreement**, attached hereto, incorporated herein and made a part hereof as **Appendix A**, LACOE is the agency responsible for the administration of the SMAA claims on behalf of the Department and the coordination of the SMAA Program for the California County Superintendents Educational Services Association LEC Region 11 and all participating LEAs within LEC Region 11.

On June 27, 2014, the Department has received approval from CMS on its revised SMAA plan including the implementation of the state-wide web based Random Moment Time Survey (RMTS) methodology and software system.

1. DEFINITIONS:

   a. As used herein, "RMTS" shall mean Random Moment Time Survey, a time survey methodology outlined in the Department-approved RMTS State-wide Manual.

   b. As used herein, "RMTS System" shall mean and refer to the web-based services hosted by Fairbanks LLC (Fairbanks).

c. RMTS System Proprietary Information means all software, documentation, technical information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or not stored, complied, or memorialized physically, electronically, graphically, photographically, or in writing.

d. As used herein, "Authorized Contractor" shall mean any contractor or subcontractor of LACOE and/ or LEA that has been approved for RMTS System access and/or Support Services System access by LACOE.

e. As used herein, "LEA Users" shall mean employees, agents, or contractors of the LEA approved by LACOE.

f. As used herein, "Confidential Information" shall mean all information shared or uploaded by LACOE or the LEA into the RMTS System, the Support Services System, or transmitted to or from LACOE electronically or physically as defined in Exhibit F and Exhibit G of Appendix A.

g. As herein used, "Purpose" shall mean participation in the California's SMAA RMTS program, as outlined in the Department-approved SMAA State-wide plan.

2. RESPONSIBILITIES OF LACOE

a. LACOE shall certify to the State Department of Health Care Services the amount of LEA general funds or other funds allowed under federal law and regulation expended on the allowable SMAA activities.

b. LACOE shall be the exclusive service provider for all SMAA Claiming Activities within the Region 11 LEC Service Region, including, but not limited to, the administration of the State-approved time survey methodology, participant training, invoice preparation, program monitoring, and audit compliance, etc.

c. LACOE shall delegate certain administrative activities to vendors to assist with the administration of the program.

d. LACOE shall permit LEA Users to access and to use the **RMTS System and Support Services System** within the scope of work agreed upon by LACOE as specified in **Appendix B and C**, attached hereto, incorporated herein, and made a part hereof.

e. LACOE shall certify to the Department:

(1) The availability and expenditure of funds for all nonfederal share costs of performing Program activities.

(2) The expenditures of LEA that represent costs eligible for federal financial participation in the fiscal year.

f. LACOE shall provide the following services to LEA:

(1) Administer the LEA's time survey process.

(2) Provide technical assistance training to LEA staff.

(3) Monitor the LEA's operational plan and ensure compliance with local, state, and federal SMAA guidelines.

(4) Perform desk and or electronic site reviews to ensure compliance with all local, state, federal, and Department Program requirements.

(5) Payment of LEA's portion of the annual participation fee to satisfy Department's claim for administrative services to the Service Region by the due date for such fee.

(6) Act as liaison between the Department and LEA.

(7) Submit detailed quarterly invoices to the Department on behalf of the LEA.

(8) Provide reimbursement information through correspondence and on LACOE's website.

(9) Issue quarterly reimbursement to LEA on claims approved by the Department via Journal Voucher transfer or by issuing a warrant to the LEA for funds received from the Department based on SMAA invoices submitted by the LEA and certified by LACOE.

(10) Submit detailed annual summary report to the LEA reflecting invoices submitted and reimbursements received.

(11) Maintain LEC SMAA Audit binder, pursuant to the State-approved SMAA claiming plan.

(12) Conduct LEA data match student file transfer on behalf of LEA for purposes of calculating SMAA invoice claims, pursuant to the State- approved SMAA claiming plan.

3. LEA RESPONSIBILITIES

a. LEA shall comply fully with all Title XIX Federal, State, and LACOE Program requirements.

b. LEA shall adhere to all timelines as outlined in the Program Calendar and established by LACOE and by the Department for completion of documentation and submission of invoices (e.g., participant universe, reports, maintenance of an LEA audit binder, financial data, invoice submission, etc.).

c. For invoice preparation, LEA shall designate a fiscal contact to LACOE to assist with the compilation of the quarterly SMAA invoices.

d. LEA shall ensure that invoice claims conform to the Department requirements at the time that such claims are submitted. LACOE reserves the right not to certify invoices that do not comply with LACOE, state and federal SMAA requirements.

e. LEA shall designate a SMAA Program Coordinator. The SMAA Coordinator shall oversee the time survey process at the LEA level, review time survey responses to ensure the compliance requirements outlined in the Department-approved SMAA State-wide plan; compile LEA's Time Survey Universe pools, maintain duty statements; and review and certify the claiming function grid and invoice accuracy upon submission. The LEA must ensure compliance with all SMAA Coordinator requirements outlined in the state-wide plan.

f. LEA shall maintain the operational plan and the audit file with supporting documentation for a period not less than five (5) years after payment is received.

g. In the event a LEA reimbursement is disallowed after disbursement: (1)LACOE shall recoup from LEA, within six (6) months from the audit disallowance and through offsets, by direct billing and issuance of a warrant, or Journal Voucher transfer, amounts equal to the amount of the disallowance plus interest in that fiscal year. Should LACOE take action to collect disallowed costs not paid by the LEA, the LEA shall reimburse LACOE for all costs associated with such action, including, but not limited to attorney's fees; (2) LACOE shall hold in abeyance, with no payment made, subsequent claims submitted to the Department on behalf of the LEA, until the federal disallowance issue is resolved; (3) LEA shall develop a revised invoice for LACOE review and submittal to the Department. LACOE will submit the revised invoice and check to the Department.

h. All SMAA correspondence and notices between LACOE and the LEA will be by email to the SMAA Coordinator, Fiscal Designee, and/or a designee of the LEA.

i. For the purposes of SMAA invoicing, the basis of cost reporting will be the actual costs paid during the period of service by the LEA, in compliance with federal guidelines.

j. LEA must submit all invoices for any quarter in which they participate in RMTS, regardless of date of any voluntary disenrollment from the SMAA Program.

4. TERM

4.1 Initial Term. This Contract shall begin on July 1, 2025 and continue in full force and effect through June 30, 2028 (expiration date) ("Initial Term") unless early termination occurs in accordance with the terms of this Contract or this Contract is extended by written amendment.

4.2 1st Option Term. LACOE, at its sole discretion, may elect to extend the term of this Contract for the period July 1, 2028 through June 30, 2029, ("1st Option Term") by giving written notice to the LEA prior to the expiration of the Initial Term.

4.3 2nd Option Term. LACOE, at its sole discretion, may elect to extend the term of this Contract for the period July 1, 2029 through June 30, 2030, ("2nd Option Term") by giving written notice to the LEA prior to the expiration of the 1st Option Term.

5. COMPENSATION

a. LACOE shall collect the following administrative fees once LEA receives reimbursement for the corresponding periods of service:

- FY 2025/2026 Quarter 1, $40.00 per participant per quarter
- FY 2025/2026 Quarters 2, 3, & 4, $60.00 per participant per quarter
- FY 2026/2027 Quarter 1, $40.00 per participant per quarter
- FY 2026/2027 Quarters 2, 3, & 4, $60.00 per participant per quarter
- FY 2027/2028 Quarter 1, $40.00 per participant per quarter
- FY 2027/2028 Quarters 2, 3, & 4, $60.00 per participant per quarter

The administrative fee will be computed and collected quarterly via electronic journal voucher transfer, or if reimbursement is via warrant, a net payment of the reimbursement less the fee will be issued.

b. The administrative fee, including the Region 11 obligation to DHCS, will be reviewed and adjusted on a yearly basis so that the fees collected cover both the LACOE and Department obligations.

c. The administrative fee is assessed per time study participant certified to participate before the beginning of each quarter by the LEA. The administrative fee shall be adjusted in the fourth quarter to collect only the balance of LACOE's SMAA administrative costs and Department obligations for the related school fiscal year.

d. The administrative fee shall be no more than $40.00 per participant per quarter for each quarter where the LEA certifies 50 participants or less.

6. INDEMNIFICATION RESPONSIBILITIES

The LEA agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liabilities, cots, expenses (including, but not by way of limitation, attorney fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, action, or causes of actions whatsoever, for or in conjunction to: (1) bodily injury or property damage (including, but not limited to, death) sustained or claimed to have been sustained by any persons, or corporation, or public or private entity (including LACOE) arising out of, or incidental to, or occurring as a result of any negligence of the LEA or the negligence of any subcontractor, agent, firm agency, organization, or business retained, engaged, selected, managed, or monitored by the LEA relating to services or operations performed in execution of the Contract; and (2) injury, damage, or loss sustained or claimed to have been sustained by any person or persons, or corporation, or public or private entity (including LACOE) arising out of, or incidental to, or occurring as a result of, any error, omission, or failure to perform, of the LEA, or any error, omission, or failure to perform, of any

subcontractor, agent, firm, agency organization, or business retained, engaged, selected, managed, or monitored by the LEA relating to the performance or nonperformance of services or operations pertaining to the Contract, or relating to the enforcement of the Contract.

Without limiting the generality of the foregoing, the indemnification responsibilities of LEA apply to any claims filed by the Department against LACOE for failure to pay an invoice and/or any claims filed by the RMTS System vendor and/or Support Services System vendor against LACOE for LEA's failure to comply with Appendix A, B and C.

7. INSURANCE

Both parties shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect LEA and LACOE as their interests may appear.

8. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, the LEA is an independent contractor and not an officer, employee or agent of LACOE. The LEA shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE.

9. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, the LEA agrees to comply with all Federal, state, and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

10. NOTIFICATION

Any notice, request, demand or other communication to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE: Administrative Services Manager
Contracts Section
Los Angeles County Office of Education
9300 Imperial Highway, ECW Room 153,
Downey, CA 90242-2890

For LEA: Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506
Attn: Mariam Abdelhamid

11. MODIFICATIONS

This document contains the entire Contract between the parties and may be modified only in writing signed by both parties.

12. COMPLIANCE WITH LAW

In the performance of this Contract, both parties shall observe and comply with all applicable local, county, state and federal laws, rules and regulations. Each and every provision of law and clause required by law to be inserted into this Contract shall be deemed to be inserted and this Contract shall read and be enforced as though it were included. If through mistake or otherwise any provision is not inserted, or is not correctly inserted, upon application of either party the Contract may be amended to make the insertion or correction. All references to statutes and regulations shall include all amendments, replacements and enactments on the subject which are in effect as of the date of this Contract, and any later changes which do not materially and substantially alter the positions of the parties.

13. CHOICE OF LAW OR VENUE

The rights and obligations of the parties and the interpretation and performance of this Contract shall be governed by the laws of California, excluding any laws which direct the application of the laws of another jurisdiction. The parties agree that the venue of any action relating to this Contract shall be Los Angeles County.

14. ASSIGNMENT

Neither party shall assign this Contract without the written consent of the other.

15. SEVERABILITY/WAIVER

15.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

15.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

16. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written.

17. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the LEA, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

18. TOBACCO-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles.

19. ALCOHOL AND DRUG-FREE WORKPLACE

The LEA hereby certifies under penalty of perjury under the laws of the State of California that LEA will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

20. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have no liability to pay any funds to LEA under this agreement, and the LEA shall not be obligated to perform any provisions of this agreement.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

21. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, LEA certifies to the best of its knowledge and belief that it and its principals:

22.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

22.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State, or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

22.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State, or Local), with commission of any of the offenses enumerated in Section 22.2 above, of this certification; and,

22.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State, or Local) terminated for cause of default.

23. TERMINATION

Either party may terminate this Contract by delivering written notice of termination to the other party at least 30 days prior to the effective date of termination.

24. DISPUTE RESOLUTION

In the event of a claim, controversy or dispute, the parties agree to use the procedure as stated herein. The party who claims there is a dispute shall first identify the issue in writing with specificity and with supporting facts. The other party shall provide a written response to the identification of the issue within 20 business days. Both parties will attempt to settle such dispute by meeting and conferring in a good faith attempt to resolve the dispute within 15 business days of the date of the written response. The complaining party shall provide the respondent with a written issue statement detailing the claim, controversy or dispute. If the matter is not resolved within a period of within 60 days from the date of the aforementioned meeting, the parties shall proceed to mediation with an agreed upon mediator. If the Parties cannot reach a resolution within a period of 60 days from the date of mediation, then either Party may, upon notice to the other Party, request that the unresolved dispute be settled by binding arbitration conducted in Los Angeles, California by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules (the "AAA Rules"). Notwithstanding any contrary provision within the AAA Rules, the arbitrator must determine the rights and obligations of the parties according to the substantive laws of the state of California. The Parties will mutually select an arbitrator. If the Parties are unable to agree on an arbitrator, the arbitrator will be selected according to AAA Rules. Each Party will bear its own expenses and will share equally the fees of the arbitrator. The arbitrator will have the discretion to award the prevailing Party all or part of its attorneys' fees and costs when supported by law. The arbitrator will not have the power to add to, subtract from or modify any of the terms or conditions of this Agreement. The arbitrator rendering judgment upon disputes between the parties will deliver a written opinion within 15 business days following conclusion of the hearing, setting forth findings of fact, conclusions of law and the rationale for the decision. Any award, which may

include legal and equitable relief, will be final and binding and judgment may be enforced by any court of competent jurisdiction.

25. SUBCONTRACT UNDER THE TERMS OF A PRIME CONTRACT

This contract is a subcontract under the terms of the LACOE Program Participation Agreement dated July 1, 2020 with the Department (Appendix A-Prime Contract). All representations and warranties shall inure to the benefit of the Department. LEA hereby certifies it has read, reviewed, understood and will comply with the Prime Contract.

26. PROGRAM NAME AND NUMBER FOR FEDERAL CLAIMING

Title 31- Money and Finance, Subtitle V- General Assistance Administration, Chapter 75-Requirements for Single Audits, section 7502 requires each pass-through entity to provide the sub-recipient program names and any identifying numbers form which such assistance is derived. The Catalog of Federal Domestic Assistance (CFDA) number for this federal program is 93.778, Medical Assistance Program (Medi-Cal).

27. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

28. EDUCATION CODE

In accordance with Education Code Section 17604, this contract is not valid or an enforceable obligation against LACOE until approved or ratified by the Superintendent or designee.

29. SIGNATURE AUTHORITY

Each person signing this Contract represents that he or she has been authorized and empowered to enter into this Contract by the party on whose behalf the signature is made.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
Karen Kimmel
Chief Financial Officer

Date _____
DD 5-16
ROC 5/21/25

PSC:

AC:

C:

BURBANK UNIFIED SCHOOL DISTRICT

By _____

_____
Typed or Printed Name

Title _____

Indicate DUNS Number

_____

Indicate Federal Tax I.D. Number

95-6000418

DHCS
RICHARD FIGUEROA
ACTING DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services

GAVIN NEWSOM
GOVERNOR

School Based Medi-Cal Administrative Activities (SMAA) Program Participation Agreement JULY 1, 2020

LEC/LGA Name: Los Angeles County Office of Education

ARTICLE I – STATEMENT OF INTENT

The purpose of this Participation Agreement (PA) between the Department of Health Care Services (DHCS) and Los Angeles County Office of Educa is to permit the Local Educational Consortia (LEC) or Local Government Agency (LGA) to participate in the School-Based Medi-Cal Administrative Activities (SMAA) reimbursement program under California's Medicaid Medi-Cal program.

ARTICLE II --- AUTHORITY

This PA is authorized pursuant to Title 2 Code of Federal Regulations, part 200 et. seq.; Title 42 Code of Federal Regulations, Chapter 4 Part 433; Welfare and Institutions Code, Chapter 7 (commencing with Section 14131); the SMAA Manual; and any other applicable federal, state laws or regulations.

ARTICLE III – TERM AND TERMINATION OF THE AGREEMENT

1. This PA will be considered in effect, on July 1, 2020 (date).

2. This PA will remain in effect until terminated by either party pursuant to this article subject to the requirements and conditions set forth in this PA.

3. Termination Without Cause:

   Either party may terminate this PA without cause, and terminate the participation of the LEC/LGA in the SMAA Program by issuing at least a 30-day prior written notification to the other party of the intent to terminate the PA.

4. Termination With Cause:

   DHCS may terminate this PA for cause effective immediately, if the LEC/LGAs fail to comply with any of the terms of this PA. Furthermore, DHCS may terminate this PA for cause if DHCS determines that the LEC/LGA does not meet the requirements for participation in the SMAA Program, the LEC/LGA has not submitted a valid reimbursement claim to the Medi-Cal Program, or that the LEC/LGA is unable to certify that the claims are eligible for federal funds.

LEC/LGA Name: Los Angeles County Office of Education

Finally, DHCS may terminate this PA in the event that DHCS determines that the LEC/LGA, or any employee or contractor working with the LEC/LGA has violated the laws, regulations or rules governing the SMAA Program. In cases where DHCS determines that the health and welfare of Medi-Cal beneficiaries or of the public is jeopardized by continuation of this PA, this PA shall be terminated effective the date that DHCS made this determination.

ARTICLE IV – PROJECT REPRESENTATIVES

Tony Teresi, Chief
School-Based MAA Unit
Telephone: (916) 345-7887
Fax: (916) 552-9109
E-Mail: Tony.Teresi@dhcs.ca.gov

Direct all inquiries and notices to:

School-Based Claiming Services Section
Francisco Yanes, SMAA Analyst 1501
Capitol Ave., MS 4603
P.O. Box 997436
Sacramento, CA 95899-7436

Telephone: (916) 345-7886
Fax: (916) 552-9109
E-Mail: Francisco.Yanes@dhcs.ca.gov

Or

County Title, Region #	LEC Coordinator, Region 11
Attn: First Last, Title	Phillip A. Downing, Business Advisory Services Coordinator
Title 2	
Address	
Address 2	
Telephone: (xxx) xxx-xxxx	
Fax: (xxx) xxx-xxxx	
E-Mail: xxx@xxx.xxx	downing_phillip@lacoe.edu

ARTICLE V – LEC/LGA RESPONSIBILITIES

1. The LEC/LGA shall comply with all provisions of the SMAA Manual, Welfare and Institutions Code, Chapter 7 (commencing with Section 14000) and Chapter 8 (commencing with Section

14200); California Code of Regulations, title 22, Division 3 (commencing with Section 50000); and the Medi-Cal Provider Manual, as applicable

2. The LEC/LGA shall submit a Data Use Agreement (DUA) by November 30th at scheduled three-year intervals, as set forth in the SMAA Manual under "SMAA Time Survey." A DUA is required for providers and non-providers who intend to utilize the Medi-Cal data match to check Medi-Cal student eligibility.

ARTICLE VI – DHCS RESPONSIBILITIES

1. DHCS will remit payment to the LEC/LGA for eligible activities performed in accordance with the SMAA Program and billed in accordance with applicable claim submission requirements. In addition, DHCS will provide Random Moment Time Study (RMTS) coder training and invoice training to LEC/LGA SMAA Coordinators.

ARTICLE VII – FISCAL PROVISIONS

1. The LEC/LGA will be reimbursed for actual expenditures incurred in accordance with the allowable costs specified herein pursuant to the certified public expenditure provisions of Chapters 4, the Random Moment Time Survey provisions of Chapter 6, and the completion and submission of the SMAA Invoice provisions of Chapter 10 of the approved SMAA Manual.

2. Invoices shall include the agreement number and shall be submitted not more frequently than quarterly in arrears to:

Regular Mail	**Overnight Mail**
Tony Teresi	Tony Teresi
Department of Health Care Services	Department of Health Care Services
Local Governmental Financing Division	Local Governmental Financing Division
School-Based Claiming Services Section	School-Based Claiming Services Section
MS 4603	MS 4603
PO Box 997436	1501 Capitol Avenue
Sacramento, CA 95899-7436	Sacramento, CA 95814-5005

ARTICLE VIII – BUDGET CONTIGENCY CLAUSE

1. It is mutually agreed that if the State Budget Act of the current State Fiscal Year (SFY) and any subsequent SFYs covered under this PA does not provide sufficient funds for the SMAA Program, this PA shall be of no further force and effect. In this event, the state shall have no liability to pay any funds whatsoever to the LEC/LGA or to furnish any other considerations under the PA and the LEC/LGA shall not be obligated to perform any provisions of this PA.

2. If funding for any SFY is reduced or deleted by the State Budget Act for purposes of the SMAA Program, the state shall have the option to either cancel this PA, with no liability occurring to the state, or offer an agreement amendment to the LEC/LGA to reflect the reduced amount.

ARTICLE IX – LIMITATION OF STATE LIABILITY

1. In the event of a federal audit disallowance, the LEC/LGA shall cooperate with DHCS in replying to and complying with any federal audit exception related to the SMAA Program. The LEC/LGA shall assume sole financial responsibility for any and all federal audit disallowances related to the rendering of services under this PA. The LEC/LGA shall assume sole financial responsibility for any and all penalties and interest charged as a result of a federal audit disallowance related to the rendering of services under this PA. The amount of the federal audit disallowance, plus interest and penalties shall be payable on demand from DHCS.

2. If the LEC/LGA fails to remit payment for a federal audit disallowance, and for any interest or penalties due for an audit disallowance, following a demand for such payment from DHCS, DHCS may, at its option terminate this PA, withhold future payments to the LEC/LGA for services rendered, or recoup payments made to the LEC/LGA for services rendered under the SMAA Program.

ARTICLE X – AMENDMENT

1. This PA and any exhibits attached hereto shall constitute the entire agreement among the parties regarding the SMAA Program and supersedes any prior or contemporaneous understanding or agreement with respect to the SMAA Program and may be amended only by a written amendment to this PA.

2. Changes to the project representatives may be made via written communication including email by either party and shall not constitute a formal amendment to the PA.

ARTICLE XI – GENERAL PROVISIONS

1. None of the provisions of this PA are or shall be construed as for the benefit of, or enforceable by, any person not a party to this PA.

2. The interpretation and performance of this PA shall be governed by the State of California. Venue shall lie only in counties in which the California Attorney General maintains an office.

ARTICLE XII – INDEMNIFICATION

1. It is agreed that the LEC/LGA shall defend, hold harmless, and indemnify DHCS, their officers, employees, and agents from any and all claims liability, loss or expense (including reasonable

attorney fees) for injuries or damage to any person or property which arise out of the terms and conditions of this PA and the negligent and intentional acts or omissions of the LEC/LGA, its officers, employees, or agents.

ARTICLE XIII – AVOIDANCE OF CONFLICTS OF INTEREST

1. The LEC/LGA is subject to compliance with the Medi-Cal Conflict of Interest Law, as applicable and set forth in Welfare and Institutions Code section 14022, and Article 1.1 (commencing with Welfare and Institutions Code section 14030), and implemented pursuant to California Code of Regulations, title 22, section 51466.

LEC/LGA Name: Los Angeles County Office of Education

The signatories to this PA warrant that they have full and binding authority to the commitments contained herein on behalf of their respective entities.

LEC/LGA Name: Los Angeles County Office of Education

Patricia Smith

Name of Authorized Representative
(Person legally authorized to bind contracts for the LEC/LGA: Superintendent)

Chief Financial Officer

Title of Authorized Representative

Patricia Smith

Signature of Authorized Representative

AB
AB

Mar 4, 2020

Date

STATE OF CALIFORNIA – DEPARTMENT OF HEALTH CARE SERVICES

Signature of the DHCS Authorized Representative

Typed or Printed Name of the DHCS Authorized Representative

Typed or Printed Title of the DHCS Authorized Representative

Date

DEPARTMENT OF HEALTH CARE SERVICES

AGREEMENT FOR DISCLOSURE AND USE OF MEDI-CAL DATA

In order to secure data and documents that reside in the California Department of Health Care Services (DHCS) Medi-Cal systems of records, or with its agents, to ensure the integrity, security, and confidentiality of such data and documents, and to permit only appropriate disclosure and use as may be permitted by law, DHCS and Los Angeles County Office of Education (Parties) enter into this Agreement as follows:

1. This Agreement is by and between DHCS and Los Angeles County Office of Education (User).

2. This Agreement addresses the conditions under which DHCS will disclose and the User will obtain and use Medi-Cal data file(s) as set out in Attachment A. This Agreement supplements any agreements between the Parties with respect to the use of information from data and documents and overrides any contrary instructions, directions, agreements, or other understandings in or pertaining to any other prior communication from DHCS or any of its components with respect to the data specified in this Agreement. The terms of this Agreement may be changed only by a written modification to this Agreement or by the Parties entering into a new agreement. The Parties agree further that instructions or interpretations issued to the User concerning this Agreement, and the data and documents specified herein, shall not be valid unless issued in writing by the DHCS point-of-contact specified in Section 4 or the DHCS signatories to this Agreement specified in Section 24.

3. The Parties mutually agree that the following named individual is designated as "Custodian of the Files" on behalf of the User and shall be responsible for the observance of all conditions of use and for establishment and maintenance of security arrangements as specified in this Agreement to prevent unauthorized acquisition, access, use or disclosure. The User agrees to notify DHCS within 15 business days of any change to the custodianship information.

Name of Custodian of Files

Business Advisory Services Coordinator
Title/Component

Los Angeles County Office of Education
Company/Organization

9300 Imperial Highway
Company Address

Downey, CA 90242-2890
City/State/Zip

562-922-6144 / downing_phillip@lacoe.edu
Phone Number / Email Address

4. The Parties mutually agree that the following named individual will be designated as "point-of-contact" for the Agreement on behalf of DHCS.
   Department of Health Care Services
   Att: [ANALYST NAME]
   School-Based Medi-Cal Administrative Activities (SMAA) Program
   [PHONE NUMBER]
   [EMAIL ADDRESS]

5. The Parties mutually agree that the following specified Attachments are part of this Agreement:

   Attachment A: Data Match Record Layout
   Attachment B: Security Controls
   Attachment C: Notification of Breach
   Attachment D: Certificate of Destruction of Confidential Data
   Attachment E: Notification of Change to Custodian Information

6. The Parties mutually agree, and in furnishing data files hereunder DHCS relies upon such agreement, that such data file(s) will be used solely for the following purpose: To allow the LECs/LGAs to verify the Medi-Cal eligibility of beneficiaries in order to establish the Medi-Cal Eligibility Ratio (MER). To submit claims for the School-Based Medi-Cal Administrative Activities (SMAA) program, Local Educational Agencies (LEAs) within each LEC's/LGA's respective region must first determine their MER. The data listed in Attachment A is the minimum amount needed for this purpose.

7. Some of the data specified in this Agreement may constitute Protected Health Information (PHI), including protected health information in electronic media (ePHI), under federal law, and personal information (PI) under state law. The Parties mutually agree that the creation, receipt, maintenance, transmittal and disclosure of data from DHCS containing PHI or PI shall be subject to the provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (HITECH Act) and their implementing privacy and security regulations, which include the final Omnibus Rule, at 45 Code of Federal Regulations parts 160 and 164 (HIPAA regulations), the provisions of the California Information Practices Act (IPA) at Civil Code section 1798 *et. seq.*, Confidentiality of Substance Use Disorder Patient Records at 42 Code of Federal Regulations part 2, and the provisions of other applicable federal and state laws. User specifically agrees they will not use the Attachment A data for any purpose other than that stated in paragraph 6 of this Agreement. User also specifically agrees they will not use any DHCS data, by itself or in combination with any other data from any source, whether or not publicly available, to individually identify any person to anyone other than at DHCS, as provided in this Agreement.

8. The following definitions shall apply to this Agreement. The terms used in this Agreement not otherwise defined shall have the same meanings as those terms have in the HIPAA regulations, the IPA, or other applicable law. Any reference to statutory or regulatory language shall be to such language as in effect or as amended.

a. Breach shall have the meaning given to such term under HIPAA, the HITECH Act, the HIPAA regulations, and the IPA.

b. Individually Identifiable Health Information means health information, including demographic information collected from an individual, that is created or received by a health care provider, health plan, employer or health care clearinghouse, and relates to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, that identifies the individual or where there is a reasonable basis to believe the information can be used to identify the individual, as set forth under 45 Code of Federal Regulations part 160.103.

c. Personal Information (PI) shall have the meaning given to such term in Civil Code sections 1798.3 and 1798.29.

d. Protected Health Information (PHI) means individually identifiable health information that is transmitted by electronic media, maintained in electronic media (45 CFR §160.103), or is transmitted or maintained in any other form or medium (Management Memo (MM) 08-11 and State Administrative Memo (SAM) 5365.2; Also see SAM 5305.8.)

e. Required by law, as set forth under 45 Code of Federal Regulations part 164.103, means a mandate contained in law that compels an entity to make a use or disclosure of PHI that is enforceable in a court of law. This includes, but is not limited to, court orders and court-ordered warrants, subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or an administrative body authorized to require the production of information, and a civil or an authorized investigative demand. It also includes Medicare conditions of participation with respect to health care providers participating in the program, and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing public benefits.

f. Security Incident means the attempted or successful unauthorized acquisition, access, use, disclosure, modification, or destruction of PHI or PI, or confidential data that is essential to the ongoing operation of the User's organization and intended for internal use; or interference with system operations in an information system.

g. Unsecured PHI shall have the meaning given to such term under the HITECH Act, any guidance issued pursuant to such Act including, but not limited to, 42 USC section 17932(h) and the HIPAA regulations.

9. The User represents and warrants that the User shall not disclose, release, reveal, show, sell, rent, lease, loan, or otherwise grant access to the data covered by this Agreement to any person, company or organization, except as DHCS shall authorize in writing. The User agrees that, within the User's organizations, access to the data covered by this Agreement shall be limited to the minimum number of individuals necessary to achieve the purpose stated in this Agreement or Attachment A and to those individuals on a need-to-know basis only. User shall not use or further disclose the information other than is permitted by this Agreement or as otherwise required by law. The User shall not use the information to identify or contact any individuals.

10. The User agrees to notify DHCS within 30 business days of the completion of the purpose specified in Section 6. Upon such completion, the User shall destroy all electronic data files with DHCS data by wiping such data using Department of Defense standards or as approved by DHCS. The User shall destroy all paper documents with DHCS data by using a confidential method of destruction, such as crosscut shredding or contracting with a company that specializes in confidential destruction of documents. The User shall certify the destruction of the file(s) in writing within 30 business days of the destruction. A statement certifying this action must be sent to the DHCS point-of-contact listed in Section 4. The User agrees that no data from DHCS records, any parts or copies thereof, including files derived from DHCS records (electronic, hardcopy or otherwise), shall be retained when the files are destroyed unless authorization in writing for the retention of such files has been received from the DHCS person designated in Section 4.

11. The User agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized use or access to it. The safeguards shall provide a level and scope of security that is not less than the level and scope of security established in HIPAA, the HITECH Act, and the HIPPA Regulations, Final Omnibus Rule as set forth in 45 CFR, parts 160, 162 and 164 of the HIPAA Privacy and Security Regulations. The User also agrees to provide a level and scope of security that is at least comparable to the level and scope of security established by the Office of Management and Budget in OMB Circular No. A-130, Appendix III - Security of Federal Automated Information Systems, which sets forth guidelines for automated information systems in Federal agencies. In addition, the User agrees to comply with the specific security controls enumerated in Attachment B of this DUA. The User also agrees to ensure that any agents, including a subcontractor to whom they provide DHCS data, agrees to the same requirements for privacy and security safeguards for confidential data that apply to the User.

12. The User acknowledges that in addition to the requirements of this Agreement, they must also abide by the privacy and disclosure laws and regulations under 45 Code of Federal Regulations parts 160 and 164, of the HIPAA regulations, Welfare & Institutions Code section 14100.2, Civil Code section 1798.3 et. seq., the Confidentiality of Substance Use Disorder Patient Records at 42 Code of Federal Regulations part 2, as well as any other applicable state or federal laws or regulations. 42 Code of Federal Regulations part 2.53 allows for the disclosure of such records to qualified personnel for the purpose of conducting management or financial audits, or program evaluation. The User also agrees to ensure that any agents, including a subcontractor, to whom they provide the DHCS data, agree to the same restrictions and conditions that apply to the User with respect to such information.

13. The User agrees to report to DHCS immediately upon discovery any acquisition, access, use or disclosure of the information not provided for by this Agreement of which it becomes aware, and to take further action regarding the use or disclosure as specified in Attachment C- Notification of Breach of this Agreement.

14. User agrees to train and use reasonable measures to ensure compliance with the requirements of this Agreement by employees who assist in the performance of functions or activities under this Agreement and use or disclose DHCS data, and to discipline employees who intentionally

violate any provisions of this Agreement, including by termination of employment. In complying with the provisions of this section, User shall observe the following requirements.

a) User shall provide information privacy and security training, at least annually, at its own expense, to all its employees who assist in the performance of functions or activities under this Agreement and use or disclose DHCS data; and

b) User shall require each employee who receives information privacy and security training to sign a certification, indicating the employee's name and the date on which the training was completed.

15. From time to time, DHCS may, upon prior written notice and at mutually convenient times, inspect the facilities, systems, books and records of User to monitor compliance with this Agreement. User shall promptly remedy any violation of any provision of this Agreement and shall certify the same to the DHCS Privacy Officer in writing. The fact that DHCS inspects, or fails to inspect, or has the right to inspect, User's facilities, systems and procedures, does not relieve User of their responsibility to comply with this Agreement.

16. The User acknowledges that penalties under 45 Code of Federal Regulations, parts 160, 162 and 164 of the HIPAA regulations, and Welfare and Institutions Code section 14100.2, including possible fines and imprisonment, may apply with respect to any disclosure of information in the file(s) that is inconsistent with the terms of this Agreement. The User further acknowledges that criminal penalties under the Confidentiality of Medical Information Act (Civ. Code § 56) may apply if it is determined that the User, or any individual employed or affiliated therewith, knowingly and willfully obtained any data under false pretenses.

17. By signing this Agreement, the User agrees to abide by all provisions set out in this Agreement and Attachments for protection of the data file(s) specified in this Agreement, and acknowledges having received notice of potential criminal, administrative, or civil penalties for violation of the terms of the Agreement. Further, the User agrees that any material violations of the terms of this Agreement or any of the laws and regulations governing the use of DHCS data may result in denial of access to DHCS data.

18. This Agreement shall terminate at the time of the completion of the project, which is described in paragraph 6, or three years from the date the agreement is executed, whichever event occurs later, and at that time all data provided by DHCS must be destroyed as set forth in Section 10, above, and a certificate of destruction sent to the DHCS representative named in Section 4, unless data has been destroyed prior to the termination date and a certificate of destruction sent to DHCS. All representations, warranties and certifications shall survive termination.

19. Termination for Cause. Upon DHCS' knowledge of a material breach or violation of this Agreement by User, DHCS may provide an opportunity for User to cure the breach or end the violation and may terminate this Agreement if User does not cure the breaches or end the violation within the time specified by DHCS. DHCS may terminate this Agreement immediately if User breach a material term and DHCS determines, in its sole discretion, that cure is not possible or available under the circumstances. Upon termination of this Agreement, User must

destroy all PHI and PI in accordance with Section 10, above. The provisions of this Agreement governing the privacy and security of the PHI and PI shall remain in effect until all PHI and PI is destroyed or returned to DHCS.

20. This Agreement may be signed in counterpart and all parts taken together shall constitute one agreement.

21. This Agreement shall be binding on any successors to the Parties.

22. The Custodian, as named in Section 3, hereby acknowledges his or her appointment as Custodian of the aforesaid file(s) on behalf of the User, and agrees in a representative capacity to comply with all of the provisions of this Agreement on behalf of the User.

Phillip A. Downing

Name of Custodian of File(s)

Business Advisory Services Coordinator

Title/Component

Phillip A. Downing

Phillip A. Downing (Apr 15, 2020)

Signature

Apr 15, 2020

Date

On behalf of the User, the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all of the terms specified herein.

Patricia Smith
Name

Title/Component

Company/Organization

1932314010
NPI Number

9300 Imperial Highway
Company Address

Downey, CA 90242-2890
City/State/ZIP

(562) 922-6124 / smith_pat@lacoe.edu
Phone Number / Email Address

Patricia Smith
Signature

AB
AB

Mar 4, 2020
Date

23. On behalf of DHCS the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all of the terms specified herein.

Name of DHCS Representative

Title/Component

Signature

Date

State of California
Health and Human Services Agency

Department of Health Care Services

MEDI-CAL PROVIDER AGREEMENT
(To Accompany Applications for Enrollment or Continued Enrollment)*

Do not use staples on this form or any attachments.

Type or print clearly in ink. If you must make corrections, please line through, date, and initial in ink.

Do not leave any questions, lines, etc. blank. Enter N/A if not applicable to you.

For State Use Only

Date:

Legal name of applicant or provider (hereinafter jointly referred to as "Provider")	Business name (if different than legal name)		
Los Angeles County Office of Education			
Provider number (NPI)		Business Telephone Number	
1932314010		(562) 803-8441	
Business address (number, street)	City	State	ZIP code (9-digit)
9300 Imperial Highway	Downey	CA	90242-2890
Mailing address (number, street, P.O. Box number)	City	State	ZIP code (9-digit)
9300 Imperial Highway			
Pay-to address (number, street, P.O. Box number)	City	State	ZIP code (9-digit)
9300 Imperial Highway			
Previous business address (number, street)	City	State	ZIP code (9-digit)

Taxpayer Identification Number (TIN)**
94-6000942

EXECUTION OF THIS PROVIDER AGREEMENT BETWEEN AN APPLICANT OR PROVIDER (HEREINAFTER JOINTLY REFERRED TO AS "PROVIDER") AND THE DEPARTMENT OF HEALTH CARE SERVICES (HEREINAFTER "DHCS"), IS MANDATORY FOR PARTICIPATION OR CONTINUED PARTICIPATION AS A PROVIDER IN THE MEDI-CAL PROGRAM PURSUANT TO 42 UNITED STATES CODE, SECTION 1396a(a)(27), TITLE 42, CODE OF FEDERAL REGULATIONS, SECTION 431.107, WELFARE AND INSTITUTIONS CODE, SECTION 14043.2, AND TITLE 22, CALIFORNIA CODE OF REGULATIONS, SECTION 51000.30(a)(2).

AS A CONDITION FOR PARTICIPATION OR CONTINUED PARTICIPATION AS A PROVIDER IN THE MEDI-CAL PROGRAM, PROVIDER AGREES TO COMPLY WITH ALL OF THE FOLLOWING TERMS AND CONDITIONS, AND WITH ALL OF THE TERMS AND CONDITIONS INCLUDED ON ANY ATTACHMENT(S) HERETO, WHICH IS/ARE INCORPORATED HEREIN BY REFERENCE:

* Every applicant and provider must execute this Provider Agreement, except physicians, who must execute the "Medi-Cal Physician Application/Agreement," DHCS 6210.
** The taxpayer identification number may be a Taxpayer Identification Number (TIN) or a social security number for sole proprietors.

1. **Term and Termination.** This Agreement will be effective from the date applicant is enrolled as a provider by DHCS, or, from the date provider is approved for continued enrollment. Provider may terminate this Agreement by providing DHCS with written notice of intent to terminate, which termination shall result in Provider's immediate disenrollment and exclusion (without formal hearing under the Administrative Procedures Act) from further participation in the Medi-Cal program unless and until such time as Provider is re-enrolled by DHCS in the Medi-Cal program. DHCS may immediately terminate this Agreement for cause if Provider is suspended/excluded for any of the reasons set forth in Paragraph 26(a) below, which termination will result in Provider's immediate disenrollment and exclusion (without formal hearing under the Administrative Procedures Act) from further participation in the Medi-Cal program. During any period in which the provider is on provisional provider status or preferred provisional provider status, DHCS may terminate this agreement for any of the grounds stated in Welfare and Institutions Code Section 14043.27(c).
2. **Compliance With Laws and Regulations.** Provider agrees to comply with all applicable provisions of Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000 and 14200), and any applicable rules or regulations promulgated by DHCS pursuant to these Chapters. Provider further agrees that if it violates any of the provisions of Chapters 7 and 8 of the Welfare and Institutions Code, or any other regulations promulgated by DHCS pursuant to these Chapters, it may be subject to all sanctions or other remedies available to DHCS. Provider further agrees to comply with all federal laws and regulations governing and regulating Medicaid providers.
3. **National Provider Identifier (NPI).** Provider agrees not to submit any claims to DHCS using an NPI unless that NPI is appropriately registered with the Centers for Medicare and Medicaid Services (CMS) and is in compliance with all NPI requirements established by CMS as of the date the claim is submitted. Provider agrees that submission of an NPI to DHCS as part of an application to use that NPI to obtain payment constitutes an implied representation that the NPI submitted is appropriately registered and in compliance with all CMS requirements at the time of submission. Provider also agrees that any subsequent defect in registration or compliance of the NPI constitutes an "addition or change in the information previously submitted" which must be reported to DHCS under the requirements of California Code of Regulations, title 22, section 51000.40.
4. **Forbidden Conduct.** Provider agrees that it shall not engage in conduct inimical to the public health, morals, welfare and safety of any Medi-Cal beneficiary, or the fiscal integrity of the Medi-Cal program.
5. **Nondiscrimination.** Provider agrees that it shall not exclude or deny aid, care, service or other benefits available under Medi-Cal or in any other way discriminate against a person because of that person's race, color, ancestry, marital status, national origin, gender, age, economic status, physical or mental disability, political or religious affiliation or beliefs in accordance with California and federal laws. Provider further agrees that it shall provide aid, care, service, or other benefits available under Medi-Cal to Medi-Cal beneficiaries in the same manner, by the same methods, and at the same scope, level, and quality as provided to the general public.
6. **Scope of Health and Medical Care.** Provider agrees that the health care services it provides may include diagnostic, preventive, corrective, and curative services, goods, supplies, and merchandise essential thereto, provided by qualified personnel for conditions that cause suffering, endanger life, result in illness or infirmity, interfere with capacity for normal activity, including employment, or for conditions which may develop into some significant handicap or disability. Provider further agrees such health care services may be subject to prior authorization to determine medical necessity.
7. **Licensing.** Provider agrees to possess at the time this Agreement becomes effective, and to maintain in good standing throughout the term of this Agreement, valid and unexpired license(s), certificate(s), or

other approval(s) to provide health care services, which is appropriate to the services, goods, supplies, and merchandise being provided, if required by the state or locality in which Provider is located, or by the Federal Government. Provider further agrees that DHCS shall automatically suspend Provider as a provider in the Medi-Cal program pursuant to Welfare and Institutions Code, Section 14043.6, if Provider has license(s), certificate(s), or other approval(s) to provide health care services, which are revoked or suspended by a federal, California, or another state's licensing, certification, or approval authority, has otherwise lost that/those license(s), certificate(s), or approval(s), or has surrendered that/those license(s), certificate(s), or approval(s) while a disciplinary hearing on that/those license(s), certificate(s), or approval(s) was pending. Such suspension shall be effective on the date that Provider's license, certificate, or approval was revoked, suspended, lost, or surrendered. Provider further agrees to notify DHCS within ten business days of learning that any restriction has been placed on, or of a suspension of Provider's license, certificate, or other approval to provide health care. Provider further agrees to provide DHCS complete information related to any restriction to, or revocation or loss of, Provider's license, certificate, or other approval to provide health care services.

8. **Insurance.** Provider agrees to possess at the time this Agreement becomes effective, and to maintain in good standing throughout the term of this Agreement, liability insurance for the business address and, if a licensed practitioner, professional liability (malpractice) insurance coverage from an authorized insurer pursuant to Section 700 of the Insurance Code.

9. **Record Keeping and Retention.** Provider agrees to make, keep and maintain in a systematic and orderly manner, and have readily retrievable, such records as are necessary to fully disclose the type and extent of all services, goods, supplies, and merchandise provided to Medi-Cal beneficiaries, including, but not limited to, the records described in Section 51476 of Title 22, California Code of Regulations, and the records described in Section 431.107 of Title 42 of the Code of Federal Regulations. Provider further agrees that such records shall be made at or near the time at which the services, goods, supplies, and merchandise are delivered or rendered, and that such records shall be retained by Provider in the form in which they are regularly kept for a period of three years from the date the goods, supplies, or merchandise were delivered or the services rendered.

10. **DHCS, AG and Secretary Access to Records; Copies of Records.** Provider agrees to make available, during regular business hours, all pertinent financial records, all records of the requisite insurance coverage, and all records concerning the provision of health care services to Medi-Cal beneficiaries to any duly authorized representative of DHCS, the California Attorney General's Medi-Cal Fraud Unit ("AG"), and the Secretary of the United States Centers for Medicare and Medicaid Services (Secretary). Provider further agrees to provide, if requested by any of the above, copies of the records and documentation, and that failure to comply with any request to examine or receive copies of such records shall be grounds for immediate suspension of Provider from participation in the Medi-Cal program. Provider will be reimbursed for reasonable copy costs as determined by DHCS, AG or Secretary.

11. **Confidentiality of Beneficiary Information.** Provider agrees that all medical records of beneficiaries made or acquired by Provider shall be confidential and shall not be released without the written consent of the beneficiary or his/her personal representative, or as otherwise authorized by law.

12. **Disclosure of Information to DHCS.** Provider agrees to disclose all information as required in Federal Medicaid laws and regulations and any other information required by DHCS, and to respond to all requests from DHCS for information. Provider further agrees that the failure of Provider to disclose the required information, or the disclosure of false information shall, prior to any hearing, result in the denial of the application for enrollment or shall be grounds for termination of enrollment status or suspension

from the Medi-Cal program, which shall include deactivation of all provider numbers used by Provider to obtain reimbursement from the Medi-Cal program. Provider further agrees that all bills or claims for payment to DHCS by Provider shall not be due and owing to Provider for any period(s) for which information was not reported or was reported falsely to DHCS. Provider further agrees to reimburse those Medi-Cal funds received during any period for which information was not reported, or reported falsely, to DHCS.

13. **Information Regarding Subcontractors and Suppliers.** Provider agrees to submit, within 35 days of the date on a request by the Secretary or the Medicaid agency, full and complete information about the ownership of any subcontractor with whom the provider has had business transactions totaling more than $25,000 during the 12-month period ending on the date of the request; and any significant business transactions between the provider and any wholly owned supplier, or between the provider and any subcontractor, during the 5-month period ending on the date of the request.

14. **Background Check.** Provider agrees that DHCS may conduct a background check on Provider for the purpose of verifying the accuracy of the information provided in the application and in order to prevent fraud or abuse. The background check may include, but not be limited to, the following: (1) on-site inspection prior to enrollment; (2) review of medical and business records; and, (3) data searches.

15. **Unannounced Visits By DHCS, AG and Secretary.** Provider agrees that DHCS, AG and/or Secretary may make unannounced visits to Provider, at any of Provider's business locations, before, during or after enrollment, for the purpose of determining whether enrollment, continued enrollment, or certification is warranted, to investigate and prosecute fraud against the Medi-Cal program, to investigate complaints of abuse and neglect of patients in health care facilities receiving payment under the Medi-Cal program, and/or as necessary for the administration of the Medi-Cal program and/or the fulfillment of the AG's powers and duties under Government Code Section 12528. Premises subject to inspection include billing agents, as defined in Welfare and Institutions Code Section 14040.1. Failure to permit inspection by DHCS, AG or Secretary or any agent, investigator or auditor thereof, shall be grounds for immediate suspension of provider from participation in the Medi-Cal program.

16. **Provider Fraud and Abuse.** Provider agrees that it shall not engage in or commit fraud or abuse. "Fraud" means an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or herself or some other person. It includes any act that constitutes fraud under applicable federal or state law. "Abuse" means either: (1) practices that are inconsistent with sound fiscal or business practices and result in unnecessary cost to the Medicare program, the Medi-Cal program, another state's Medicaid program, or other health care programs operated, or financed in whole or in part, by the Federal Government or any state or local agency in this state or any other state; (2) practices that are inconsistent with sound medical practices and result in reimbursement by the Medi-Cal program or other health care programs operated, or financed in whole or in part, by the Federal Government or any state or local agency in this state or any other state, for services that are unnecessary or for substandard items or services that fail to meet professionally recognized standards for health care.

17. **Investigations of Provider for Fraud or Abuse.** Provider certifies that, at the time this Agreement was signed, it was not under investigation for fraud or abuse pursuant to Subpart A (commencing with Section 455.12) of Part 455 of Title 42 of the Code of Federal Regulations or under investigation for fraud or abuse by any other government entity. Provider further agrees to notify DHCS within ten business days of learning that it is under investigation for fraud or abuse. Provider further agrees that it shall be subject to temporary suspension pursuant to Welfare and Institutions Code, Section 14043.36(a), which shall include temporary deactivation of all provider numbers used by Provider to obtain reimbursement from

the Medi-Cal program, if it is discovered by DHCS that Provider is under investigation for fraud or abuse. Provider further agrees to cooperate with and assist DHCS and any state or federal agency charged with the duty of identifying, investigating, sanctioning, or prosecuting suspected fraud and abuse.

18. **Provider Fraud or Abuse Convictions and/or Civil Fraud or Abuse Liability.** Provider certifies that it and its owners, officers, directors, employees, and agents, has not: (1) been convicted of any felony or misdemeanor involving fraud or abuse in any government program, within the last ten years; or (2) been convicted of any felony or misdemeanor involving the abuse of any patient; or (3) been convicted of any felony or misdemeanor substantially related to the qualifications, functions, or duties of a provider; or (4) entered into a settlement in lieu of conviction for fraud or abuse, within the last ten years; or, (5) been found liable for fraud or abuse in any civil proceeding, within the last ten years. Provider further agrees that DHCS shall not enroll Provider if within the last ten years, Provider has been convicted of any felony or any misdemeanor involving fraud or abuse in any government program, has entered into a settlement in lieu of conviction for fraud or abuse, or has been found liable for fraud or abuse in any civil proceeding.

19. **Changes to Provider Information.** Provider agrees to keep its application for enrollment in the Medi-Cal program current by informing DHCS, Provider Enrollment Division, in writing on a form or forms to be specified by DHCS, within 35 days of any changes to the information contained in its application for enrollment, its disclosure statement, this Agreement, and/or any attachments to these documents.

20. **Prohibition of Rebate, Refund, or Discount.** Provider agrees that it shall not offer, give, furnish, or deliver any rebate, refund, commission preference, patronage dividend, discount, or any other gratuitous consideration, in connection with the rendering of health care services to any Medi-Cal beneficiary. Provider further agrees that it shall not solicit, request, accept, or receive, any rebate, refund, commission preference, patronage dividend, discount, or any other gratuitous consideration, in connection with the rendering of health care services to any Medi-Cal beneficiary. Provider further agrees that it will not take any other action or receive any other benefit prohibited by state or federal law.

21. **Payment From Other Health Coverage Prerequisite to Claim Submission.** Provider agrees that it shall first seek to obtain payment for services provided to Medi-Cal beneficiaries from any private or public health insurance coverage to which the beneficiary is entitled, where Provider is aware of this coverage and to the extent the coverage extends to these services, prior to submitting a claim to DHCS for the payment of any unpaid balance for these services. In the event that a claim submitted to a private or public health insurer has not been paid within 90 days of billing by Provider, Provider may submit a claim to DHCS.

22. **Beneficiary Billing.** Provider agrees that it shall not submit claims to or demand or otherwise collect reimbursement from a Medi-Cal beneficiary, or from other persons on behalf of the beneficiary, for any service included in the Medi-Cal program's scope of benefits in addition to a claim submitted to the Medi-Cal program for that service, except to: (1) collect payments due under a contractual or legal entitlement pursuant to Welfare and Institutions Code, Section 14000(b); (2) bill a long-term care patient for the amount of his/her liability; and, (3) collect a co-payment pursuant to Welfare and Institutions Code, Sections 14134 and 14134.1. Provider further agrees that, in the event that a beneficiary willfully refuses to provide current other health care coverage billing information as described in Section 50763(a)(5) of Title 22, California Code of Regulations, Provider may, upon giving the beneficiary written notice of intent, bill the beneficiary as a private pay patient.

23. **Payment From Medi-Cal Program Shall Constitute Full Payment.** Provider agrees that payment received from DHCS in accordance with Medi-Cal fee structures shall constitute payment in full, except that Provider, after making a full refund to DHCS of any Medi-Cal payments received for services, goods,

supplies, or merchandise, may recover all of Provider's fees to the extent that any other contractual entitlement, including, but not limited to, a private group or indemnification insurance program, is obligated to pay the charges for the services, goods, supplies, or merchandise provided to the beneficiary.

24. **Return of Payment for Services Otherwise Covered by the Medi-Cal Program.** Provider agrees that any beneficiary who has paid Provider for health care services, goods, supplies, or merchandise otherwise covered by the Medi-Cal program received by the beneficiary shall be entitled to a prompt return from Provider of any part of the payment which meets any of the following: (1) was rendered during any period prior to the receipt of the beneficiary's Medi-Cal card, for which the card authorizes payment under Welfare and Institutions Code, Sections 14018 or 14019; (2) was reimbursed to Provider by the Medi-Cal program, following audits and appeals to which Provider is entitled; (3) is not payable by a third party under contractual or other legal entitlement; (4) was not used by the beneficiary to satisfy his/her paid or obligated liability for health care services, goods, supplies, or merchandise, or to establish eligibility.

25. **Compliance With Billing and Claims Requirements.** Provider agrees that it shall comply with all of the billing and claims requirements set forth in the Welfare and Institutions Code and its implementing regulations, and the provider manual.

26. **Deficit Reduction Act of 2005, Section 6032 Implementation.** As a condition of payment for services, goods, supplies and merchandise provided to beneficiaries in the Medical Assistance Program ("Medi-Cal"), providers must comply with the False Claims Act employee training and policy requirements in 1902(a) of the Social Security Act (42 USC 1396a(a)(68)), set forth in that subsection and as the federal Secretary of Health and Human Services may specify.

27. **Termination of Provisional Provider or Preferred Provisional Provider Status.** Provider agrees that, while it is on provisional provider status or preferred provisional provider status, the provider will be subject to immediate termination of its provisional provider status or preferred provisional provider status and disenrollment from the Medi-Cal program in the following circumstances:

    (1) The provider, persons with an ownership or control interest in the provider, or persons who are directors, officers, or managing employees of the provider have been convicted of any felony, or convicted of any misdemeanor involving fraud or abuse in any government program, related to neglect or abuse of a patient in connection with the delivery of a health care item or service, or in connection with the interference with, or obstruction of, any investigation into health care related fraud or abuse, or have been found liable for fraud or abuse in any civil proceeding, or have entered into a settlement in lieu of conviction for fraud or abuse in any government program within 10 years of the date of the application package.

    (2) There is a material discrepancy in the information provided to the department, or with the requirements to be enrolled, that is discovered after provisional provider status or preferred provisional provider status has been granted and that cannot be corrected because the discrepancy occurred in the past.

    (3) The provider has provided material information that was false or misleading at the time it was provided.

    (4) The provider failed to have an established place of business at the business address for which the application package was submitted at the time of any onsite inspection, announced or unannounced visit, or any additional inspection or review conducted pursuant to this article or a statute or regulation governing the Medi-Cal program, unless the practice of the provider's

profession or delivery of services, goods, supplies, or merchandise is such that services, goods supplies, or merchandise are rendered or delivered at locations other than the business address and this practice of delivery of services, goods, supplies, or merchandise has been disclosed in the application package approved by the department when the provisional provider status of preferred provisional provider status was granted.

(5) The provider meets the definition of a clinic under Section 1200 of the Health and Safety Code, but is not licensed as a clinic pursuant to Chapter 1 (commencing with Section 1200) of Division 2 of the Health and Safety Code and fails to meet the requirements to qualify for at least one exemption pursuant to Section 1206 or 1206.1 of the Health and Safety Code.

(6) The provider performs clinical laboratory tests or examinations, but it or its personnel do not meet CLIA, and the regulations adopted thereunder, and the state clinical laboratory law, do not possess valid CLIA certificates and clinical laboratory registrations or licenses pursuant to Chapter 3 (commencing with Section 1200) of Division 2 of the Business and Professions Code, or are not exempt from licensure as a clinical laboratory under Section 1241 of the Business and Professions Code.

(7) The provider fails to possess either of the following:

(a) The appropriate licenses, permits, certificates, or other approvals needed to practice the profession or occupation, or provide the services, goods, supplies, or merchandise the provider identified in the application package approved by the department when the provisional provider status or preferred provisional provider status was granted and for the location for which the application was submitted.

(b) The business or zoning permits or other approval necessary to operate a business at the location identified in its application package approved by the department when the provisional provider status or preferred provisional provider status was granted.

(8) The provider, or if the provider is a clinic, group, partnership, corporation, or other association, any officer, director, or shareholder with a 10 percent or greater interest in that organization, commits two or more violations of the federal or state statues or regulation governing the Medi-Cal program, and the violations demonstrate a pattern or practice of fraud, abuse, or provision of unnecessary or substandard medical services.

(9) The provider commits any violation of a federal or state statute or regulation governing the Medi-Cal program or of a statute or regulation governing the provider's profession or occupation and the violation represents a threat of immediate jeopardy or significant harm to any Medi-Cal beneficiary or to the public welfare.

(10) The provider submits claims for payment that subject a provider to suspension under Section 14043.61.

(11) The provider submits claims for payment for services, goods, supplies, or merchandise rendered at a location other than the location for which the provider number was issued, unless the practice of the provider's profession or delivery of services, goods, supplies, or merchandise is such that services, goods, supplies, or merchandise are rendered or delivered at locations other than the business address and this practice or delivery of services, goods, supplies, or merchandise has been disclosed in the application package approved by the department when the provisional provider status was granted.

(12) The provider has not paid its fine, or has a debt due and owing, including overpayments and penalty assessments, to any federal, state, or local government entity that relates to Medicare, Medicaid, Medi-Cal, or any other federal or state health care program, and has not made satisfactory arrangements to fulfill the obligation or otherwise been excused by legal process from fulfilling the obligation.

28. **Provider Suspension; Appeal Rights; Reinstatement.** Provider agrees that it is to be subject to the following suspension actions. Provider further agrees that the suspension by DHCS of Provider shall include deactivation of all of Provider's provider numbers and shall preclude Provider from submitting claims for payment, either personally or through claims submitted by any individual, clinic, group, corporation, or other association to the Medi-Cal program for any services, supplies, goods, or merchandise that provider has provided directly or indirectly to a Medi-Cal beneficiary, except for services, supplies, goods, or merchandise provided prior to the suspension.

a. **Automatic Suspensions/Mandatory Exclusions.** DHCS shall automatically suspend Provider under the following circumstances:

(1) Upon notice from the Secretary of the United States Department of Health and Human Services that Provider has been excluded from participation in the Medicare or Medicaid programs. No administrative appeal of a suspension on this ground shall be available to Provider. (Welfare and Institutions Code, Section 14123(b),(c).)

(2) If Provider has license(s), certificate(s), or other approval(s) to provide health care services, revoked or suspended by a federal, California, or another state's licensing, certification, or approval authority, has otherwise lost that/those license(s), certificate(s), or approval(s), or has surrendered that/those license(s), certificate(s), or approval(s) while a disciplinary hearing on that license, certificate, or approval was pending. (Welfare and Institutions Code, Section 14043.6.)

(3) If Provider is convicted of any felony or any misdemeanor involving fraud, abuse of the Medi-Cal program or any patient, or otherwise substantially related to the qualifications, functions, or duties of a provider of service. Suspension following conviction is not subject to the proceedings under Welfare and Institutions Code, Section 14123(c). However, the director may grant an informal hearing at the request of the provider to determine in the director's sole discretion if the circumstances surrounding the conviction justify rescinding or otherwise modifying the suspension.

b. **Permissive Suspensions/Permissive Exclusions.** DHCS may suspend Provider under the following circumstances:

(1) Provider violates any of the provisions of Chapter 7 of the Welfare and Institutions Code (commencing with Section 14000 except for Sections 14043–14044), or Chapter 8 (commencing with Section 14200) or any rule or regulations promulgated by DHCS pursuant to those provisions. Administrative appeal pursuant to Health and Safety Code, Section 100171. (Welfare and Institutions Code, Section 14123(a),(c).)

(2) Provider fails to comply with DHCS' request to examine or receive copies of the books and records pertaining to services rendered to Medi-Cal beneficiaries. Administrative appeal pursuant to Health and Safety Code, Section 100171. (Welfare and Institutions Code, Section 14124.2.)

(3) Provider participating in the Medi-Cal dental program provides services, goods, supplies, or merchandise that are below or less than the standard of acceptable quality, as

established by the California Dental Association Guidelines for the Assessment of Clinical Quality and Professional Performance, Copyright 1995, Third Edition, as periodically amended. (Welfare and Institutions Code, Section 14123(f).)

c. **Temporary Suspension.** DHCS shall temporarily suspend Provider under the following circumstances:

(1) Provider fails to disclose all information as required in federal Medicaid regulations or any other information required by DHCS, or discloses false information. Administrative appeal pursuant to Welfare and Institutions Code, Section 14043.65. (Welfare and Institutions Code, Section 14043.2(a).)

(2) If it is discovered that Provider is under investigation for fraud or abuse. Administrative appeal pursuant to Welfare and Institutions Code, Section 14043.65. (Welfare and Institutions Code, Section 14043.36(a).)

(3) Provider fails to remediate discrepancies discovered as a result of an unannounced visit to Provider. Administrative appeal pursuant to Welfare and Institutions Code, Section 14043.65. (Welfare and Institutions Code, Section 14043.7(c).)

(4) When necessary to protect the public welfare or the interests of the Medi-Cal program. Administrative appeal pursuant to Health and Safety Code, Section 100171. (Welfare and Institutions Code, Section14123(c).)

(5) Provider submits claims for payment under any provider number from an individual or entity that is suspended, excluded or otherwise ineligible. This includes a provider on the Suspended and Ineligible Provider List or any list published by the Office of the Inspector General or the Department of Health and Human Services. Appeal pursuant to Welfare and Institutions Code, Section 14043.65. (Welfare and Institutions Code, Section 14043.61.)

29. **Liability of Group Providers.** Provider agrees that, if it is a provider group, the group, and each member of the group, are jointly and severally liable for any breach of this Agreement, and that action by DHCS against any of the providers in the provider group may result in action against all of the members of the provider group.

30. **Legislative and Congressional Changes.** Provider agrees that this Agreement is subject to any future additional requirements, restrictions, limitations, or conditions enacted by the California Legislature or the United States Congress which may affect the provisions, terms, conditions, or funding of this Agreement in any manner.

31. **Provider Capacity.** Provider agrees that Provider, and the officers, directors, employees, and agents of Provider, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.

32. **Indemnification.** Provider agrees to indemnify, defend, and save harmless the State of California, its officers, agents, and employees, from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying services, materials, or supplies in connection with Provider's performance of this Agreement, and from any and all claims and losses accruing or resulting to any Medi-Cal beneficiary, or to any other person, firm, or corporation who may be injured or damaged by Provider in the performance of this Agreement.

33. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.

34. **Venue.** Venue for all actions, including federal actions, concerning this Agreement, lies in Sacramento County, California, or in any other county in which the California Department of Justice maintains an office.

35. **Titles.** The titles of the provisions of this Agreement are for convenience and reference only and are not to be considered in interpreting this Agreement.

36. **Severability.** If one or more of the provisions of this Agreement shall be invalid, illegal, void, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired. Either party having knowledge of such a provision shall promptly inform the other of the presumed nonapplicability of such provision. Should the nonapplicable provision go to the heart of this Agreement, the Agreement shall be terminated in a manner commensurate with the interests of both parties.

37. **Assignability.** Provider agrees that it has no property right in or to its status as a Provider in the Medi-Cal program or in or to the provider number(s) assigned to it, and that Provider may not assign its provider number for use as a Medi-Cal provider, or any rights and obligations it has under this Agreement except to the extent purchasing owner is joining this provider agreement with successor liability with joint and several liability.

38. **Waiver.** Any action or inaction by DHCS or any failure of DHCS on any occasion, to enforce any right or provision of this Agreement, shall not be interpreted to be a waiver by DHCS of its rights hereunder and shall not prevent DHCS from enforcing such provision or right on any future occasion. The rights and remedies of DHCS herein are cumulative and are in addition to any other rights or remedies that DHCS may have at law or in equity.

39. **Complete Integration.** This Agreement, including any attachments or documents incorporated herein by express reference, is intended to be a complete integration and there are no prior or contemporaneous different or additional agreements pertaining to the subject matter of this Agreement.

40. **Amendment.** No alteration or variation of the terms or provisions of this Agreement shall be valid unless made in writing and signed by the parties to this Agreement, and no oral understanding or agreement not set forth in this Agreement, shall be binding on the parties to this Agreement.

41. **Provider Attestation.** Provider agrees that all information it submits on the application form for enrollment, this Agreement, and all attachments or changes to either, is true, accurate, and complete to the best of Provider's knowledge and belief. Provider further agrees to sign the application form for enrollment, this Agreement, and all attachments or changes to either, under penalty of perjury under the laws of the State of California.

Provider agrees that compliance with the provisions of this agreement is a condition precedent to payment to provider.

The parties agree that this agreement is a legal and binding document and is fully enforceable in a court of competent jurisdiction. The provider signing this agreement warrants that he/she has read this agreement and understands it.

I declare under penalty of perjury under the laws of the State of California that the foregoing information is true, accurate, and complete to the best of my knowledge and belief.

I declare I am the provider or I have the authority to legally bind the provider, which is an entity and not an individual person and that I am eligible to sign this agreement under Title 22, CCR Section 51000.30(a)(2)(B).

1. Printed legal name of provider
   Los Angeles County Office of Education
2. Printed name of person signing this declaration on behalf of provider (if an entity or business name is listed in item 1 above)
   Patricia Smith
3. Original signature of provider or representative if this provider is an entity other than an individual person as sole proprietor
   Patricia Smith

AB
AB

4. Title of person signing this declaration
   Chief Financial Officer
5. Executed at: Downey (City), CA (State) on Mar 4, 2020 (Date)
6. Notary Public:

   Applicants and providers licensed pursuant to Division 2 (commencing with Section 500) of the Business and Professions Code, the Osteopathic Initiative Act, or the Chiropractic Initiative Act ARE NOT REQUIRED to have this form notarized. If notarization is required, the Certificate of Acknowledgement signed by the Notary Public must be in the form specified in Section 1189 of the Civil Code.

Privacy Statement
(Civil Code Section 1798 et seq.)

All information requested on the Application, the disclosure statement, and the provider agreement is mandatory. This information is required by the California Department of Health Care Services and any other California State Departments that are delegated responsibility to administer the Medi-Cal program, by the authority of the Welfare and Institutions Code, Sections 14043 - 14043.75, the California Code of Regulations,Title 22, Sections 51000 – 51451 and the Code of Federal Regulations, Title 42, Part 455. The consequences of not supplying the mandatory information requested are denial of enrollment as a Medi-Cal provider or denial of continued enrollment as a provider and deactivation of all provider numbers used by the provider to obtain reimbursement from the Medi-Cal program. Some or all of this information may also be provided to the California State Controller's Office, the California Department of Justice, the California Department of Consumer Affairs, the California Department of Corporations, the California Franchise Tax Board or other California state or local agencies as appropriate, fiscal intermediaries, managed care plans, the Federal Bureau of Investigation, the Internal Revenue Service, Medicare Fiscal Intermediaries, Centers for Medicare and Medicaid Services, Office of the Inspector General, Medicaid, or as required or permitted by law. For more information or access to records containing your personal information maintained by this agency, contact the Provider Enrollment Division at (916) 323-1945.

DEPARTMENT OF HEALTH CARE SERVICES

DATA USE AGREEMENT

Attachment A

DATA MATCH RECORD LAYOUT

The following table illustrates the Data Match Record Layout output file. **Please note that the first 105 characters are the return record of the input data provided by the LEC/LGA.** Output fields include return of the input (positions 1-105) and output (positions 106-263) records.

FIELD	SIZE	POSITION
Social Security Number	9	1-9
Last Name	20	10-29
First Name	15	30-44
Middle Initial	1	45
Date of Birth (CCYYMMDD)	8	46-53
Sex	1	54
Provider Id	9	55-63
School Name	20	64-83
User Data	20	84-103
County Code	2	104-105
Beneficiary Identification Card Number	14	106-119
Beneficiary Identification Card Issue Date (CCYYMMDD)	8	120-127
Filler	6	128-133
Match Indicator	1	134
Record Eligibility Indicator	1	135
Filler	1	136
Current Month Data	9	137-145
Eligibility Indicator	1	137
Share of Cost Amount	5	138-142
Cert Day	2	143-144
OHC Indicator	1	145
History Data – January	9	146-154
Eligibility Indicator	1	146
Share of Cost Amount	5	147-151
Cert Day	2	152-153
OHC Indicator	1	154

History Data - February	9	155-163
Eligibility Indicator	1	155
Share of Cost Amount	5	156-160
Cert Day	2	161-162
OHC Indicator	1	163
History Data - March	9	164-172
Eligibility Indicator	1	164
Share of Cost Amount	5	165-169
Cert Day	2	170-171
OHC Indicator	1	172
History Data - April	9	173-181
Eligibility Indicator	1	173
Share of Cost Amount	5	174-178
Cert Day	2	179-180
OHC Indicator	1	181
History Data - May	9	182-190
Eligibility Indicator	1	182
Share of Cost Amount	5	183-187
Cert Day	2	188-189
OHC Indicator	1	190
History Data - June	9	191-199
Eligibility Indicator	1	191
Share of Cost Amount	5	192-196
Cert Day	2	197-198
OHC Indicator	1	199
History Data - July	9	200-208
Eligibility Indicator	1	200
Share of Cost Amount	5	201-205
Cert Day	2	206-207
OHC Indicator	1	208
History Data - August	9	209-217
Eligibility Indicator	1	209
Share of Cost Amount	5	210-214
Cert Day	2	215-216
OHC Indicator	1	217
History Data - September	9	218-226
Eligibility Indicator	1	218
Share of Cost Amount	5	219-223
Cert Day	2	224-225
OHC Indicator	1	226
History Data - October	9	227-235
Eligibility Indicator	1	227
Share of Cost Amount	5	228-232

Cert Day	2	233-234
OHC Indicator	1	235
History Data - November	9	236-244
Eligibility Indicator	1	236
Share of Cost Amount	5	237-241
Cert Day	2	242-243
OHC Indicator	1	244
History Data – December	9	245-253
Eligibility Indicator	1	245
Share of Cost Amount	5	246-250
Cert Day	2	251-252
OHC Indicator	1	253
Meds Current Date CCYYMMDD	8	254-261
Filler	2	262-263

State of California
Health and Human Services Agency

Department of Health Care Services

MEDI-CAL DISCLOSURE STATEMENT



Every applicant or provider must complete and submit a current Medi-Cal Disclosure Statement (DHCS 6207) as part of a complete application package for enrollment, continued enrollment, or certification as a Medi-Cal provider.

Important:

- **FOR NEW APPLICANTS:** Failure to disclose complete and accurate information may result in a denial of enrollment and imposition of a three-year reapplication bar.
- **FOR CURRENTLY ENROLLED APPLICANTS:** Failure to disclose complete and accurate information may result in denial, deactivation of all business addresses and the imposition of a three-year reapplication bar. The Department is required to report the termination of your participation in the Medi-Cal Program to the Centers for Medicare & Medicaid Services and to other States' Medicaid and Children's Health Insurance Programs pursuant to United States Code, Title 42, Sections 1396a(kk)(6) and 1902(kk)(6) and the Code of Federal Regulations, Title 42, Section 1002.3(b).
- Submitting a complete and accurate Medi-Cal Disclosure Statement is required.
- Read ***all*** instructions when completing the Medi-Cal Disclosure Statement.
- Type or print clearly in ink.
- DO NOT USE staples on this form or on any attachments.
- If applicant/provider must make corrections, please line through, date, and initial in ink. Do not use correction fluid.
- Return this completed statement with the complete application package to the address listed on the application form.

Overall Authority: Code of Federal Regulations, Title 42, Part 455; California Code of Regulations, Title 22, Sections 51000–51451; Welfare and Institutions Code, Sections 14043–14043.75

DHCS 6207 (Rev. 2/17)

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GENERAL INSTRUCTIONS FOR COMPLETING THE MEDI-CAL DISCLOSURE STATEMENT

- DO NOT USE staples on this form or on any attachments.
- Do not use a pencil, correction tape, white out, highlighter pen, etc. on this form.
- If you must correct an entry, the applicant or provider must initial and date the correction in ink.
- Do not leave any questions, boxes, lines, etc., blank. Check or write "N/A" if not applicable to you.
- To review the Title 22 provider enrollment regulations, please visit the Medi-Cal Website (www.medi-cal.ca.gov) and click the "Provider Enrollment" link. It is the responsibility of the applicant/provider to comply with all regulations pertaining to Medi-Cal.

Section I: Applicant/Provider Information

1. All applicants and providers must complete this Section unless they are eligible to use the "Medi-Cal Rendering Provider Application/Disclosure Statement/Agreement for Physician/Allied/Dental Providers" (DHCS 6216) or the "Medi-Cal Ordering/Referring/Prescribing Provider Application/Agreement/ Disclosure Statement for Physician and Nonphysician Practitioners" (DHCS 6219).
2. Rendering providers joining a group who are not eligible to use the "Medi-Cal Rendering Provider Application/Disclosure Statement/Agreement for Physician/Allied/Dental Providers" may leave parts E–H blank if part D is checked.
3. If applicant leases the location where services are being rendered or provided, please attach a copy of a current signed lease agreement.
4. In California, a domestic or foreign limited liability company is not permitted to render professional services, as defined in Corporations Code Sections 13401, subdivision (a) and 13401.3. **See California Corporations Code Section 17701.04(e).**

Section II: Unincorporated Sole-Proprietor or Individual Rendering Provider Adding to a Group

Disclosure of social security number is optional. *(See Privacy Statement on page 21)*

Section III: Ownership Interest and/or Managing Control Information (Entities)

1. To determine percentage of ownership, mortgage, deed of trust, note or other obligation, the percentage of interest owned in the obligation is multiplied by the percentage of the disclosing entity's assets used to secure the obligation. For example, if A owns 10 percent of a note secured by 60 percent of the applicant's or provider's assets, A's interest in the provider's assets equates to 6 percent and shall be reported pursuant to California Code of Regulations, Title 22, Section 51000.35. Conversely, if B owns 40 percent of a note secured by 10 percent of the applicant's or provider's assets, B's interest in the provider's assets equates to 4 percent and need not be reported.
2. "Indirect ownership interest" means an ownership interest in any entity that has an ownership interest in the applicant or provider. This term includes an ownership interest in any entity that has an indirect ownership interest in the applicant or provider. The amount of indirect ownership interest is determined by multiplying the percentages of ownership in each entity. For example, if A owns 10 percent of the stock in a corporation which owns 80 percent of the stock of the applicant or provider, A's interest equates to an 8 percent indirect ownership interest in the applicant or provider and shall be reported pursuant to California Code of Regulations, Title 22, Section 51000.35. Conversely, if B owns 80 percent of the stock of a corporation, which owns 5 percent of the stock of the applicant or provider, B's interest equates to a 4 percent indirect ownership interest in the applicant or provider and need not be reported.

3. "Ownership interest" means the possession of equity in the capital, the stock, or the profits of the applicant or provider.
4. All entities with managing control of applicant/provider must be listed in this Section.
5. List the National Provider Identifier (NPI) of each listed corporation, unincorporated association, partnership, or similar entity having 5% or more (direct or indirect) ownership or control interest, or any partnership interest, in the applicant/provider identified in Section I.
6. Corporations with ownership or control interest in the applicant or provider must provide all corporate business addresses and the corporation Taxpayer Identification Number issued by the IRS. For verification, a legible copy of the IRS Form 941, Form 8109-C, Letter 147-C, or Form SS-4 (Confirmation Notification) must be included.

Section IV: Ownership Interest and/or Managing Control Information (Individuals)

1. Refer to Section III instructions and definitions.
2. "Person with an ownership or control interest" means a person that:
   a. Has an ownership interest of 5 percent or more in an applicant or provider;
   b. Has an indirect ownership interest equal to 5 percent;
   c. Has a combination of direct and indirect ownership interest equal to 5 percent or more in an applicant or provider;
   d. Owns an interest of 5 percent or more in any mortgage, deed of trust, note, or other obligation secured by the applicant or provider if that interest equals at least 5 percent of the value of the property or assets of the applicant or provider;
   e. Is an officer or director of an applicant or provider that is organized as a corporation;
   f. Is a partner in an applicant or provider that is organized as a partnership.
3. "Agent" means a person who has been delegated the authority to obligate or act on behalf of an applicant or provider.
4. "Managing employee" means a general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operation of an applicant or provider. **All managing employees must be included in this section.**
5. List the National Provider Identifier (NPI) of each individual with ownership or control interest or ***any*** partnership interest, in the applicant/provider identified in Section I. In addition, ***all*** officers of the corporation, directors, agents and managing employees of the applicant/provider must be reported in this section.
6. Disclosure of social security number is mandatory. *(See Privacy Statement on page 21)*

Section V: Subcontractor Information and Significant Business Transactions

1. "Subcontractor" means an individual, agency, or organization:
   a. To which an applicant or provider has contracted or delegated some of its management functions or responsibilities of providing healthcare services, equipment, or supplies to its patients.
   b. With whom an applicant or provider has entered into a contract, agreement, purchase order, lease, or leases of real property, to obtain space, supplies, equipment, or services provided under the Medi-Cal Program.
2. "Significant business transaction" means any business transaction or series of transactions that involve health care services, goods, supplies, or merchandise related to the provision of services to Medi-Cal beneficiaries that, during any one fiscal year, exceed the lesser of $25,000 or 5 percent of an applicant's or provider's total operating expenses.

3. "Wholly owned supplier" means a supplier whose total ownership interest is held by an applicant or provider or by a person, persons, or other entity with an ownership or control interest in an applicant or provider.

Section VI: Incontinence Supplies

1. Applicant or provider must check "Yes" or "No."
2. If "Yes," complete A–C.

Section VII: Pharmacy Applicants or Providers

All pharmacy applicants or providers must complete this Section.

Section VIII: Declaration and Signature Page

1. All applicants or providers must complete this Section.
2. Legal name of applicant/provider must match name listed on associated application package.
3. The signature must be an individual who is the sole proprietor, partner, corporate officer, or an official representative of a governmental entity or nonprofit organization who has the authority to legally bind the applicant or provider. **See Title 22, CCR Section 51000.30(a)(2)(B).**
4. An original signature is required. Stamped, faxed, and/or photocopied signatures are ***not*** acceptable.
5. Disclosure Statement must be notarized by a Notary Public except for those applicants and providers licensed pursuant to Business and Professions Code, Division 2, beginning with Section 500. For example: Physicians, Pharmacy providers, Chiropractors, Osteopaths, Certified Nurse Midwives and Nurse Practitioners do not need to notarize this form. Durable Medical Equipment (DME) providers, Prosthetics, Orthotics, Medical Transportation providers, etc., must notarize this form.

FOR MORE INFORMATION, PLEASE VISIT THE MEDI-CAL WEBSITE (WWW.MEDI-CAL.CA.GOV) AND CLICK THE "PROVIDER ENROLLMENT" LINK.

MEDI-CAL DISCLOSURE STATEMENT

Do not leave any questions, boxes, lines, etc., blank. Check or enter N/A if not applicable to you.

I. APPLICANT/PROVIDER INFORMATION

A. Legal name of applicant/provider as reported to the IRS

Los Angeles County Office of Education

B. Legal name of applicant/provider as it appears on professional license
IF NOT APPLICABLE, CHECK THE BOX ■ **N/A**

C. Existing provider number(s) (NPI) used at the address indicated in Item G below. ☐ **N/A**

1932314010

D. If applying as a rendering provider to a provider group, check here ☐ and proceed to Part I. (marked with *asterisk on page 2)

E. Fictitious business name ■ **N/A**

F. "Doing Business As" name ■ **N/A**

G. Address where services are rendered or provided (number, street)	City	State	ZIP code (9-digit)
9300 Imperial Highway	Downey	CA	90242-2890

1. Does applicant/provider lease this location? ☐ Yes ■ No
2. If YES, complete the following information regarding the Lessor and **enclose a copy of the current signed Lease Agreement**, including any sublease agreements entered into by the applicant provider at the business address on the Application.

a. Lessor name

b. Lessor address (number, street)	City	State	ZIP code (9-digit)
	Downey	CA	90242-2890
c. Lessor telephone number	d. Term of lease	e. Amount of lease	

3. If no, does applicant/provider own this location? ■ Yes ☐ No
4. If applicant/provider does not lease or own this location, explain below:

Do not leave any questions, boxes, lines, etc., blank.

I. APPLICANT/PROVIDER INFORMATION *(Continued)*

H. Type of Entity *(must check one)*:

- ☐ General Partnership *(Enclose Partnership Agreement)*
- ☐ Sole Proprietor (Unincorporated)
- ☐ Limited Partnership *(Enclose Partnership Agreement)*
- ☐ Limited Liability Company State of formation: _____
- ☐ Limited Liability Partnership *(Enclose Partnership Agreement)*
- ■ Governmental
- ☐ Corporation *(Enclose Articles of Incorporation and Statement of Information)* Corporate number: _____ State incorporated: _____
- ☐ Nonprofit:
  Check one:
  - ☐ Corporation
  - ☐ Unincorporated Association

  Check one:
  - ☐ Charitable
  - ☐ Religious
  - ☐ Other *(specify)*: _____

*I. List below fines/debts due and owing by applicant/provider to any federal, state, or local government that relate to Medicare, Medicaid and ***all*** other federal and state health care programs that have not been paid and what arrangements have been made to fulfill the obligation(s). ***Submit copies of all documents*** pertaining to the arrangements including terms and conditions. See California Code of Regulations, Title 22, Section 51000.50(a)(6). ■ **N/A**

Fine/Debt	Agency	Date Issued	Date to be Paid in Full
$			
$			

J. List the name and address of all health care providers, participating or not participating in Medi-Cal, in which the applicant/provider, listed in Part A, also has an ownership or control interest. If none, check N/A. If additional space is needed, attach additional page (label "Additional Section I, Part J"). ■ **N/A**

1. Full legal name of health care provider

2. Address (number, street)	City	State	ZIP code (9-digit)
	Downey	CA	90242-2890

K. Respond to the following questions:

1. ***Within ten years of the date of this statement,*** have you, the applicant/provider, been convicted of any felony or misdemeanor involving fraud or abuse in any government program? ☐ Yes ■ No
   If yes, provide the date of the conviction (mm/dd/yyyy): _____
2. ***Within ten years of the date of this statement,*** have you, the applicant/provider, been found liable for fraud or abuse involving a government program in any civil proceeding? ☐ Yes ■ No
   If yes, provide the date of the final judgment (mm/dd/yyyy): _____

Do not leave any questions, boxes, lines, etc., blank.

I. APPLICANT/PROVIDER INFORMATION *(Continued)*

3. ***Within ten years of the date of this statement,*** have you, the applicant/provider, entered into a settlement in lieu of conviction for fraud or abuse involving a government program? ☐ Yes ■ No
   If yes, provide the date of the settlement (mm/dd/yyyy): _____
4. Do you, the applicant/provider, currently participate or have you ever participated as a provider in the Medi-Cal program or in another state's Medicaid program? ■ Yes ☐ No
   If yes, provide the following information:

State	Name(s) (Legal and DBA)	NPI and/or Provider Number(s)
California	Los Angeles County Office of Education	1932314010

5. Have you, the applicant/provider, ***ever*** been suspended from a Medicare, Medicaid, or Medi-Cal program? ☐ Yes ■ No
   If yes, attach verification of reinstatement and provide the following information:

Check Applicable Program	NPI and/or Provider Number(s)	Effective Date(s) of Suspension	Date(s) of Reinstatement(s), as applicable
☐ Medi-Cal ☐ Medicaid ☐ Medicare			
☐ Medi-Cal ☐ Medicaid ☐ Medicare			

6. Has the individual license, certificate, or other approval to provide health care of the applicant/provider ***ever*** been suspended or revoked? ☐ Yes ■ No
   If yes, include copies of licensing authority's decision(s) and written confirmation(s) from them that your professional privileges have been restored and provide the following information:

Where Action(s) was Taken	Action(s) Taken	Effective Date(s) of Licensing Authority's Action(s)

Do not leave any questions, boxes, lines, etc., blank.

I. APPLICANT/PROVIDER INFORMATION *(Continued)*

7. Have you, the applicant/provider, ***ever*** lost or surrendered your license, certificate, or other approval to provide health care ***while a disciplinary hearing was pending***? ☐ Yes ■ No
   If yes, attach a copy of the written confirmation from the licensing authority that your professional privileges have been restored and provide the following information:

Where Action(s) was Taken	Action(s) Taken	Effective Date(s) of Licensing Authority's Action(s)

8. Has the license, certificate, or other approval to provide health care of the applicant/provider ***ever*** been disciplined by any licensing authority? ☐ Yes ■ No
   If yes, include copies of licensing authority decision(s) including any terms and conditions for each decision and provide the following information:

Where Action(s) was Taken	Action(s) Taken	Effective Date(s) of Licensing Authority's Action(s)

- If you, the applicant/provider, are an unincorporated sole-proprietor or an individual rendering provider adding to a group, proceed to Section II.

OR

- If you, the applicant/provider, are a partnership, corporation, governmental entity, or nonprofit organization, proceed to Section III.

Do not leave any questions, boxes, lines, etc., blank.

II. UNINCORPORATED SOLE-PROPRIETOR OR INDIVIDUAL RENDERING PROVIDER ADDING TO A GROUP

A. Full legal name (Last) (Jr., Sr., etc.) (First) (Middle)

B. Residence address (number, street)	City	State	ZIP code (9-digit)

C. Social security number (*required*)

D. Date of birth

E. Driver's license number or state-issued identification number (*Attach a current and legible copy)*

- If you, the applicant/provider, are an unincorporated sole-proprietor, proceed to Section V.

OR

- If you, the applicant/provider, are a rendering provider adding to a group, proceed to Section VIII.

Do not leave any questions, boxes, lines, etc., blank.

III. OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (ENTITIES)

A. In the table below, list all corporations, unincorporated associations, partnerships, or similar entities having 5% or more (direct or indirect) ownership or control interest, or ***any*** partnership interest, in the applicant/provider identified in Section I. **Attach a separate Section III, Part B and C for each entity listed below.** Number of pages attached: ____

☐ Check here if this section does not apply and proceed to Section IV.

	Entity Legal Business Name	Percent (%) of Ownership or Control	NPI Number (If Applicable)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Do not leave any questions, boxes, lines, etc., blank.

III. OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (ENTITIES) *(Cont.)*

B. Entity with (Direct or Indirect) Ownership Interest and/or Managing Control – Identification Information.

1. Legal business name

2. Doing Business As (DBA) name *(if applicable)* ☐ N/A

3. Primary Business Address (number, street)	City	State	ZIP code (9-digit)

* If this entity is a corporation, attach a list of **ALL** business location addresses and P. O. Box addresses of the corporation.

4. If this entity is a corporation, list the Taxpayer Identification Number issued by the IRS and attach a legible copy of the IRS form.

5. Check all that apply:
   ☐ 5% or more ownership interest
   ☐ Partner
   ☐ Managing control
   ☐ Other (specify): _____

6. Effective date of ***ownership*** (mm/dd/yyyy)	7. Effective date of ***control*** (mm/dd/yyyy)

C. Respond to the following questions:

1. ***Within ten years from the date of this statement***, has this entity been convicted of any felony or misdemeanor involving fraud or abuse in any government program? ☐ Yes ☐ No
   If yes, provide the date of the conviction (mm/dd/yyyy): _____

2. ***Within ten years from the date of this statement***, has this entity been found liable for fraud or abuse involving any government program in any civil proceeding? ☐ Yes ☐ No
   If yes, provide the date of the final judgment (mm/dd/yyyy): _____

3. ***Within ten years from the date of this statement***, has this entity entered into a settlement in lieu of a conviction for fraud or abuse involving any government program? ☐ Yes ☐ No
   If yes, provide the date of the settlement (mm/dd/yyyy): _____

Do not leave any questions, boxes, lines, etc., blank.

III. OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (ENTITIES) *(Cont.)*

Name of entity listed in Section III, Part B, Item 1

4. Does this entity currently participate, or has this entity ever participated, as a provider in the Medi-Cal program or in another state's Medicaid program? If yes, provide the following information: ☐ Yes ☐ No

State	Name(s) (Legal and DBA)	NPI and/or Provider Number(s)

5. Has this entity ***ever*** been suspended from a Medicare, Medicaid, or Medi-Cal program? ☐ Yes ☐ No
If yes, attach verification of reinstatement and provide the following information:

Check Applicable Program	NPI and/or Provider Number(s)	Effective Date(s) of Suspension	Date(s) of Reinstatement(s), as applicable
☐ Medi-Cal ☐ Medicaid ☐ Medicare			
☐ Medi-Cal ☐ Medicaid ☐ Medicare			

6. List the name and address of all health care providers, participating or not participating in Medi-Cal, in which this entity also has an ownership or control interest. **If none, check here** ☐
If additional space is needed, attach additional page (label "Additional Section III, Part C, Item 6"). Number of pages attached: ____

a. Full legal name of health care provider (include any fictitious business names)

b. Address (number, street)	City	State	ZIP code (9-digit)

Do not leave any questions, boxes, lines, etc., blank.

IV. OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (INDIVIDUALS)

A. In the table below, list any individual that has 5% or more (direct or indirect) ownership or control interest or ***any*** partnership interest, in the applicant/provider identified in Section I. In addition, ***all*** officers of the corporation, directors, agents and managing employees of the applicant/provider must be reported in this section. **Attach a separate Section IV, Part B and C for each individual listed below.** Number of pages attached: ____

	Individual Name	Percent (%) of Ownership or Control	NPI Number (If Applicable)
1.	N/A		
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Do not leave any questions, boxes, lines, etc., blank.

IV. OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (INDIV.) *(Continued)*

B. Identification Information – for Individuals with Ownership or Control Interest, Officers, Directors, Managing Employees, Partners and/or Agents of the Partnership, Group Association, Corporation, Institution or Entity.

1. Full legal name (Last) (Jr., Sr., etc.) (First) (Middle)

2. Residence address (number, street	City	State	ZIP code (9-digit)

3. Social security number (required)	4. Date of birth	5. Driver's license number or state-issued identification number (Attach a current and legible copy)

6. Is the above individual related to any individual listed in Section IV, Table A (Page 9)? If yes, check the appropriate box and list name of individual: ☐ Yes ☐ No

☐ Spouse ☐ Parent ☐ Child ☐ Sibling ☐ Other (explain): _____

Name of individual:

7. If the above individual is ***directly*** associated with the entity identified in Section I, what is the individual's relationship with the applicant/provider? Check all that apply.

☐ 5% or greater owner ☐ Partner ☐ Managing employee ☐ Agent

☐ Director/officer, title: ☐ Other (specify):

8. If the above individual is ***directly*** associated with an entity identified in Section III, indicate the name of that entity in the space below:

a. Legal business name of entity as listed in Section III, Part A

b. What is this individual's role with the entity reported in Section III? Check all that apply.

☐ 5% or greater owner ☐ Partner ☐ Managing employee ☐ Agent

☐ Director/officer, title: ☐ Other (specify):

C. Respond to the following questions:

1. ***Within ten years from the date of this statement***, has the above individual been convicted of any felony or misdemeanor involving fraud or abuse in any government program? ☐ Yes ☐ No
   If yes, provide the date of the conviction (mm/dd/yyyy): _____

2. ***Within ten years from the date of this statement***, has the above individual been found liable for fraud or abuse involving any government program in any civil proceeding? ☐ Yes ☐ No
   If yes, provide the date of the final judgment (mm/dd/yyyy): _____

Do not leave any questions, boxes, lines, etc., blank.

IV. OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (INDIV.) *(Continued)*

Name of individual listed in Section IV, Part B, Item 1: _____

3. ***Within ten years from the date of this statement***, has the above individual entered into a settlement in lieu of a conviction for fraud or abuse involving any government program? ☐ Yes ☐ No
   If yes, provide the date of the settlement (mm/dd/yyyy): _____

4. Does the above individual currently participate, or has he or she ever participated, as a provider in the Medi-Cal program or in another state's Medicaid program? If yes, provide the following information: ☐ Yes ☐ No

State	Name(s) (Legal and DBA)	NPI and/or Provider Number(s)

5. Has the above individual ***ever*** been suspended from a Medicare, Medicaid, or Medi-Cal program? If yes, attach verification of reinstatement and provide the following information: ☐ Yes ☐ No

Check Applicable Program	NPI and/or Provider Number(s)	Effective Date(s) of Suspension	Date(s) of Reinstatement(s), as applicable
☐ Medi-Cal ☐ Medicaid ☐ Medicare			
☐ Medi-Cal ☐ Medicaid ☐ Medicare			

6. Has the above individual's license, certificate, or other approval to provide health care ***ever*** been suspended or revoked? ☐ Yes ☐ No
   If yes, include copies of licensing authority's decision(s) and written confirmation from them that his or her professional privileges have been restored and provide the following information:

Where Action(s) was Taken	Action(s) Taken	Effective Date(s) of Licensing Authority's Action(s)

Do not leave any questions, boxes, lines, etc., blank.

IV. OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (INDIV.) *(Continued)*

Name of individual listed in Section IV, Part B, Item 1: _____

7. Has the above individual otherwise lost or surrendered his or her license, certificate, or other approval to provide health care while a disciplinary hearing was pending? ☐ Yes ☐ No
   If yes, attach a copy of the written confirmation from the licensing authority that his or her professional privileges have been restored and provide the following information:

Where Action(s) was Taken	Action(s) Taken	Effective Date(s) of Licensing Authority's Action(s)

8. Has the above individual's license, certificate, or other approval to provide health care ***ever*** been disciplined by any licensing authority? ☐ Yes ☐ No
   If yes, include copies of licensing authority decision(s) including any terms and conditions for each decision and provide the following information:

Where Action(s) was Taken	Action(s) Taken	Effective Date(s) of Licensing Authority's Action(s)

9. List the name and address of all health care providers, participating or not participating in Medi-Cal, in which the above individual also has an ownership or control interest.
   If none, check here ☐
   If additional space is needed, attach additional page (label "Additional Section IV, Part C, Item 9"). Number of pages attached: ____

a. Full legal name of health care provider (include any fictitious business names)

b. Address (number, street)	City	State	ZIP code (9-digit)

- Proceed to Section V.

Do not leave any questions, boxes, lines, etc., blank.

V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS

A. Does the applicant/provider (as named in Section I, Part A on Page One of this form) have direct or indirect ownership of 5 percent or more in any of its subcontractors that provide healthcare services or goods? ☐ Yes ■ No

Do any of the entities named in Section III, Part A on Page Six of this form have direct or indirect ownership of 5 percent or more in any of the applicant provider's subcontractors that provide healthcare services or goods? ☐ Yes ■ No

Do any of the individuals named in Section IV, Part A on Page Nine of this form have direct or indirect ownership of 5 percent or more in any of the applicant provider's subcontractors that provide healthcare services or goods? ☐ Yes ■ No

If you answered NO to ALL of the above, please proceed to Section V, Part C on Page 15.

If you answered YES to ANY of the above, please complete the following information about the subcontractor and attach a copy of any written agreement(s) that you have with the subcontractor that relate to its functions/responsibilities.

1. Subcontractor's full legal name		2. Subcontractor's phone number	
3. Subcontractor's address (number, street)	City	State	ZIP code (9-digit)
4. Subcontractor's federal employer identification number (if applicable)		5. Subcontractor's corporation number (if applicable)	

5. If there is more than one subcontractor, provide a separate sheet with all required information (label "Additional Section V, Part A").
☐ Check here if additional sheet(s) is attached. Number of pages attached: ____

Do not leave any questions, boxes, lines, etc., blank.

V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS *(Cont.)*

B. List the following information for any person or entity, other than the applicant/provider, with 5 percent or more ownership and/or control interest in any **subcontractor** listed in Part A. If there is more than one subcontractor, provide a separate sheet with all required information (label "Additional Section V, Part B").

☐ Check here if additional sheet(s) is attached. Number of pages attached: ____

Name of Subcontractor in Part A

1. Full legal name of person or entity with ownership or control interest in the Subcontractor			Phone number
Address (number, street)	City	State	ZIP code (9-digit)

What is this individual's role with the subcontractor reported in Part A? Check all that apply.

☐ 5% or greater owner – Percent of ownership: ____ ☐ Partner ☐ Managing employee

☐ Director/officer, title: _____ ☐ Other (specify): _____

Is the above individual related to any individual listed in Section IV, Table A (Page 9)? ☐ Yes ☐ No

If yes, check the appropriate box and list the name of the related individual.

☐ Spouse ☐ Parent ☐ Child ☐ Sibling ☐ Other (explain): _____

Name of related individual:

2. Full legal name of person or entity with ownership or control interest in the Subcontractor			Phone number
Address (number, street)	City	State	ZIP code (9-digit)

What is this individual's role with the subcontractor reported in Part A? Check all that apply.

☐ 5% or greater owner – Percent of ownership: ____ ☐ Partner ☐ Managing employee

☐ Director/officer, title: _____ ☐ Other (specify): _____

Is the above individual related to any individual listed in Section IV, Table A (Page 9)? ☐ Yes ☐ No

If yes, check the appropriate box and list the name of the related individual.

☐ Spouse ☐ Parent ☐ Child ☐ Sibling ☐ Other (explain): _____

Name of related individual:

Do not leave any questions, boxes, lines, etc., blank.

V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS *(Cont.)*

Name of Subcontractor in Part A

3. Full legal name of person or entity with ownership or control interest in the Subcontractor			Phone number
Address (number, street)	City	State	ZIP code (9-digit)

What is this individual's role with the subcontractor reported in Part A? Check all that apply.
☐ 5% or greater owner – Percent of ownership: ____ ☐ Partner ☐ Managing employee
☐ Director/officer, title: _____ ☐ Other (specify): _____
Is the above individual related to any individual listed in Section IV, Table A (Page 9)? ☐ Yes ☐ No
If yes, check the appropriate box and list the name of the related individual.
☐ Spouse ☐ Parent ☐ Child ☐ Sibling ☐ Other (explain): _____
Name of related individual:

4. Full legal name of person or entity with ownership or control interest in the Subcontractor			Phone number
Address (number, street)	City	State	ZIP code (9-digit)

What is this individual's role with the subcontractor reported in Part A? Check all that apply.
☐ 5% or greater owner – Percent of ownership: ____ ☐ Partner ☐ Managing employee
☐ Director/officer, title: _____ ☐ Other (specify): _____
Is the above individual related to any individual listed in Section IV, Table A (Page 9)? ☐ Yes ☐ No
If yes, check the appropriate box and list the name of the related individual.
☐ Spouse ☐ Parent ☐ Child ☐ Sibling ☐ Other (explain): _____
Name of related individual:

C. Has the applicant/provider had any significant business transactions with any wholly owned supplier or with any subcontractor (not listed on Part A) during the 5-year period immediately preceding the date of this Application? ☐ Yes ■ No

"Significant business transaction" means any business transaction or series of transactions that involve health care services, goods, supplies, or merchandise related to the provision of services to Medi-Cal beneficiaries that, during any one fiscal year, exceed the lesser of $25,000 or 5 percent of an applicant's or provider's total operating expenses.

"Wholly owned supplier" means a supplier whose total ownership interest is held by an applicant or provider or by a person, persons, or other entity with an ownership or control interest in an applicant or provider.

Do not leave any questions, boxes, lines, etc., blank.

V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS *(Cont.)*

"Subcontractor" means an individual, agency, or organization: (a) To which an applicant or provider has contracted or delegated some of its management functions or responsibilities of providing healthcare services, equipment or supplies to its patients. (b) With whom an applicant or provider has entered into a contract, agreement, purchase order, lease, or leases of real property, to obtain space, supplies, equipment, or services provided under the Medi-Cal Program.

If **No**, please proceed to Section V, Part D.

If **Yes**, complete the following information about the supplier or subcontractor:

1. Subcontractor's or supplier's full legal name	2. Subcontractor's or supplier's phone number

3. Subcontractor's or supplier's address (number, street)	City	State	ZIP code (9-digit)

4. Describe the transaction(s):

If there is more than one subcontractor or supplier, provide a separate sheet with all required information (label "Additional Section V, Part C").

☐ Check here if additional sheet(s) is attached. Number of pages attached: ____

D. List the name and address of each person(s) with an **ownership or control interest** in any subcontractor (listed in Part C) with whom the applicant or provider has had business transaction involving health care services, goods, supplies or merchandise related to the provision of services to a Medi-Cal beneficiary that total more than $25,000 during the 12-month period immediately preceding the date of the Application, or immediately preceding the date on the Department's request for such information. If there is more than one subcontractor, provide a separate sheet with all required information. (label "Additional Section V, Part D").

☒ Check here if no subcontractors listed in Part C or applicant/provider has had no business transactions with subcontractors involving health care services, goods, supplies or merchandise related to the provision of services to a Medi-Cal beneficiary that total more than $25,000 during the 12-month period immediately preceding the date of the Application, or immediately preceding the date on the Department's request for such information. **Proceed to Section VI.**

☐ Check here if additional sheet(s) is attached. Number of pages attached: ____

Name of Subcontractor in Part C

1. Full legal name of person or entity with ownership or control interest	Phone number

Address (number, street)	City	State	ZIP code (9-digit)

V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS *(Cont.)*

Name of Subcontractor in Part C

2. Full legal name of person or entity with ownership or control interest			Phone number
Address (number, street)	City	State	ZIP code (9-digit)
3. Full legal name of person or entity with ownership or control interest			Phone number
Address (number, street)	City	State	ZIP code (9-digit)
4. Full legal name of person or entity with ownership or control interest			Phone number
Address (number, street)	City	State	ZIP code (9-digit)

- Proceed to Section VI.

Do not leave any questions, boxes, lines, etc., blank.

VI. INCONTINENCE SUPPLIES

Does the applicant/provider intend to sell or currently sell incontinence medical supplies? ☐ Yes ■ No

If No, Pharmacy applicants/providers proceed to Section VII. All other applicants/providers proceed to Section VIII.

If Yes, provide the following information:

A. List the names and addresses of all current sources of capital, as defined in CCR, Title 22, Section 51000.5.

If there is more than one source of capital, provide a separate sheet with all required information (label "Additional Section VI, Part A").

☐ N/A

☐ Check here if additional sheet(s) is attached. Number of pages attached: ____

Full legal name of person or entity with ownership or control interest

Address (number, street)	City	State	ZIP code (9-digit)

B. List all manufacturers, suppliers, and other providers with whom the applicant/provider has any type of business relationship relative to the goods and services provided to Medi-Cal beneficiaries.

If there is more than one, provide a separate sheet with all required information (label "Additional Section VI, Part B").

☐ N/A

☐ Check here if additional sheet(s) is attached. Number of pages attached: ____

Full legal name of person or entity with ownership or control interest

Address (number, street)	City	State	ZIP code (9-digit)

C. List all persons or entities to which the applicant/provider has extended a line of credit, as defined in CCR, Title 22, Section 51000.10, of $5,000 or more.

If there is more than one, provide a separate sheet with all required information (label "Additional Section VI, Part C").

☐ N/A

☐ Check here if additional sheet(s) is attached. Number of pages attached: ____

Full legal name of person or entity

Address (number, street)	City	State	ZIP code (9-digit)

- Pharmacy applicants/providers proceed to Section VII.
- All other applicants/providers proceed to Section VIII.

Do not leave any questions, boxes, lines, etc., blank.

VII. PHARMACY APPLICANTS OR PROVIDERS

A. Has the individual license, certificate, or other approval to provide health care, of the ***Pharmacist-in-Charge***, ever been suspended or revoked? ☐ Yes ☐ No

If yes, include copies of licensing authority decision(s) and written confirmation from them that his or her professional privileges have been restored and provide the following information:

Where Action(s) was Taken	Action(s) Taken	Effective Date(s) of Licensing Authority's Action(s)

B. Has the individual license, certificate, or other approval to provide health care, of the ***Pharmacist-in-Charge***, ever been lost, or surrendered while a disciplinary hearing on his or her license was pending? ☐ Yes ☐ No

If yes, attach a copy of the written confirmation from the licensing authority that professional privileges have been restored and provide the following information:

Where Action(s) was Taken	Action(s) Taken	Effective Date(s) of Licensing Authority's Action(s)

C. Has any licensing authority ever disciplined the Board of Pharmacy License of the ***Pharmacist-in-Charge***? ☐ Yes ☐ No

If yes, include copies of licensing authority decision(s) including any terms and conditions and provide the following information:

Where Action(s) was Taken	Action(s) Taken	Effective Date(s) of Licensing Authority's Action(s)

- Proceed to Section VIII.

Do not leave any questions, boxes, lines, etc., blank.

VIII. DECLARATION AND SIGNATURE PAGE

I declare under penalty of perjury under the laws of the State of California that the foregoing information in this document and any attachments is true, accurate, and complete to the best of my knowledge and belief.

I declare that I have the authority to legally bind the applicant or provider pursuant to Title 22, CCR Section 51000.30(a)(2)(B).

1. Printed legal name of applicant/provider
Los Angeles County Office of Education

2. Printed name of person signing this declaration with authority to legally bind the applicant or provider (if an entity or business name is listed in Item above)
Patricia Smith

3. Original signature of the applicant, provider or the person with authority to legally bind the applicant or provider (in ink)



AB
AB

4. Title of person signing this declaration
Chief Financial Officer

5. Executed at: Downey (City), CA (State) on Mar 4, 2020 (Date)

6. Notary Public:

Applicants and providers licensed pursuant to Division 2 (commencing with Section 500) of the Business and Professions Code, the Osteopathic Initiative Act, or the Chiropractic Initiative Act ***ARE NOT REQUIRED*** to have this form notarized. If notarization is required, the Certificate of Acknowledgement signed by the Notary Public must be in the form specified in Section 1189 of the Civil Code.

Do not leave any questions, boxes, lines, etc., blank.

PRIVACY STATEMENT
(Civil Code Section 1798 et seq.)

All information requested on the Application, the disclosure statement, and the provider agreement is mandatory. This information is required by the California Department of Health Care Services and any other California State Departments that are delegated responsibility to administer the Medi-Cal program, by the authority of the Welfare and Institutions Code, Sections 14043 - 14043.75, the California Code of Regulations,Title 22, Sections 51000 – 51451 and the Code of Federal Regulations, Title 42, Part 455. The consequences of not supplying the mandatory information requested are denial of enrollment as a Medi-Cal provider or denial of continued enrollment as a provider and deactivation of all provider numbers used by the provider to obtain reimbursement from the Medi-Cal program. Some or all of this information may also be provided to the California State Controller's Office, the California Department of Justice, the California Department of Consumer Affairs, the California Department of Corporations, the California Franchise Tax Board or other California state or local agencies as appropriate, fiscal intermediaries, managed care plans, the Federal Bureau of Investigation, the Internal Revenue Service, Medicare Fiscal Intermediaries, Centers for Medicare and Medicaid Services, Office of the Inspector General, Medicaid, or as required or permitted by law. For more information or access to records containing your personal information maintained by this agency, contact the Provider Enrollment Division at (916) 323-1945.

ATTACHMENT B

SECURITY CONTROLS

I. Personnel Controls

A. ***Employee Training.*** All workforce members who assist in the performance of functions or activities on behalf of DHCS, or access or disclose DHCS protected health information (PHI) or personal information (PI) must complete information privacy and security training, at least annually, at Business Associate's expense. Each workforce member who receives information privacy and security training must sign a certification, indicating the member's name and the date on which the training was completed. These certifications must be retained for a period of six (6) years following contract termination.

B. ***Employee Discipline.*** Appropriate sanctions must be applied against workforce members who fail to comply with privacy policies and procedures or any provisions of these requirements, including termination of employment where appropriate.

C. ***Confidentiality Statement.*** All persons that will be working with DHCS PHI or PI must sign a confidentiality statement that includes, at a minimum, General Use, Security and Privacy Safeguards, Unacceptable Use, and Enforcement Policies. The statement must be signed by the workforce member prior to access to DHCS PHI or PI. The statement must be renewed annually. The User shall retain each person's written confidentiality statement for DHCS inspection for a period of six (6) years following contract termination.

D. ***Background Check.*** Before a member of the workforce may access DHCS PHI or PI, a background screening of that worker must be conducted. The screening should be commensurate with the risk and magnitude of harm the employee could cause, with more thorough screening being done for those employees who are authorized to bypass significant technical and operational security controls. The User shall retain each workforce member's background check documentation for a period of three (3) years following contract termination.

II. Technical Security Controls

A. ***Workstation/Laptop encryption.*** All workstations and laptops that process and/or store DHCS PHI or PI must be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk unless approved by the DHCS Information Security Office

B. ***Server Security.*** Servers containing unencrypted DHCS PHI or PI must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.

C. ***Minimum Necessary.*** Only the minimum necessary amount of DHCS PHI or PI required to perform necessary business functions may be copied, downloaded, or exported.

D. ***Removable media devices.*** All electronic files that contain DHCS PHI or PI data must be encrypted when stored on any removable media or portable device (i.e. USB thumb drives, floppies, CD/DVD, smartphones, backup tapes etc.). Encryption must be a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES.

E. ***Antivirus software.*** All work force members who are responsible for workstations, laptops and other systems that process and/or store DHCS PHI or PI must install and actively use comprehensive anti-virus software solution with automatic updates scheduled at least daily.

F. ***Patch Management.*** All workforce members who are responsible for workstations, laptops and other systems that process and/or store DHCS PHI or PI must apply critical security patches, with system reboot if necessary. There must be a documented patch management process which determines installation timeframe based on risk assessment and vendor recommendations. At a maximum, all applicable patches must be installed within 30 days of vendor release. Applications and systems that cannot be patched due to operational reasons must have compensatory controls implemented to minimize risk, where possible.

G. ***User IDs and Password Controls.*** All users must be issued a unique user name for accessing DHCS PHI or PI. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password, at maximum within 24 hours. Passwords are not to be shared. Passwords must be at least eight characters and must be a non-dictionary word. Passwords must not be stored in readable format on the computer. Passwords must be changed every 90 days, preferably every 60 days. Passwords must be changed if revealed or compromised. Passwords must be composed of characters from at least three of the following four groups from the standard keyboard:

- Upper case letters (A-Z)
- Lower case letters (a-z)
- Arabic numerals (0-9)
- Non-alphanumeric characters (punctuation symbols)

H. ***Data Destruction.*** When no longer needed, all DHCS PHI or PI must be cleared, purged, or destroyed consistent with NIST Special Publication 800-88, Guidelines for Media Sanitization such that the PHI or PI cannot be retrieved.

I. ***System Timeout.*** The system providing access to DHCS PHI or PI must provide an automatic timeout, requiring re-authentication of the user session after no more than 20 minutes of inactivity.

J. ***Warning Banners.*** All systems providing access to DHCS PHI or PI must display a warning banner stating that data is confidential, systems are logged, and system use is for business purposes only by authorized users. User must be directed to log off the system if they do not agree with these requirements.

K. ***System Logging.*** The system must maintain an automated audit trail which can identify the user or system process which initiates a request for DHCS PHI or PI, or which alters DHCS PHI or PI. The audit trail must be date and time stamped, must log both successful and failed accesses, must be read only, and must be restricted to authorized users. If DHCS PHI or PI is stored in a database, database logging functionality must be enabled. Audit trail data must be archived for at least 3 years after occurrence.

L. ***Access Controls.*** The system providing access to DHCS PHI or PI must use role based access controls for all user authentications, enforcing the principle of least privilege.

M. ***Transmission encryption.*** All data transmissions of DHCS PHI or PI outside the secure internal network must be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES. Encryption can be end to end at the network level, or the data files containing PHI can be encrypted. This requirement pertains to any type of PHI or PI in motion such as website access, file transfer, and E-Mail.

N. ***Intrusion Detection***. All systems involved in accessing, holding, transporting, and protecting DHCS PHI or PI that are accessible via the Internet must be protected by a comprehensive intrusion detection and prevention solution.

III. Audit Controls

A. ***System Security Review.*** Contractor must ensure audit control mechanisms that record and examine system activity are in place. All systems processing and/or storing DHCS PHI or PI must have at least an annual system risk assessment/security review which provides assurance that administrative, physical, and technical controls are functioning effectively and providing adequate levels of protection. Reviews should include vulnerability scanning tools.

B. ***Log Reviews.*** All systems processing and/or storing DHCS PHI or PI must have a routine procedure in place to review system logs for unauthorized access.

C. ***Change Control.*** All systems processing and/or storing DHCS PHI or PI must have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity and availability of data.

IV. Business Continuity / Disaster Recovery Controls

A. ***Emergency Mode Operation Plan.*** Contractor must establish a documented plan to enable continuation of critical business processes and protection of the security of electronic DHCS PHI or PI in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than 24 hours.

B. ***Data Backup Plan.*** Contractor must have established documented procedures to backup DHCS PHI to maintain retrievable exact copies of DHCS PHI or PI. The plan must include a regular schedule for making backups, storing backups offsite, an inventory of backup media, and an estimate of the amount of time needed to restore DHCS PHI or PI should it be lost. At a minimum, the schedule must be a weekly full backup and monthly offsite storage of DHCS data.

V. Paper Document Controls

A. ***Supervision of Data.*** DHCS PHI or PI in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information is not being observed by an employee authorized to access the information. DHCS PHI or PI in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.

B. ***Escorting Visitors.*** Visitors to areas where DHCS PHI or PI is contained shall be escorted and DHCS PHI or PI shall be kept out of sight while visitors are in the area.

C. ***Confidential Destruction.*** DHCS PHI or PI must be disposed of through confidential means, such as cross cut shredding and pulverizing.

D. ***Removal of Data.*** DHCS PHI or PI must not be removed from the premises of the Contractor except with express written permission of DHCS.

E. ***Faxing.*** Faxes containing DHCS PHI or PI shall not be left unattended and fax machines shall be in secure areas. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them. Fax numbers shall be verified with the intended recipient before sending the fax.

F. ***Mailing.*** Mailings of DHCS PHI or PI shall be sealed and secured from damage or inappropriate viewing of PHI or PI to the extent possible. Mailings which include 500 or more individually identifiable records of DHCS PHI or PI in a single package shall be sent using a tracked mailing method which includes verification of delivery and receipt, unless the prior written permission of DHCS to use another method is obtained.

ATTACHMENT C

NOTIFICATION OF BREACH

A. Definitions

1. Breach shall have the meaning given to such term under HIPAA, the HITECH Act, the HIPAA regulations and the Final Omnibus Rule.

2. Electronic Health Record shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C section 17921 and implementing regulations.

3. Electronic Protected Health Information (ePHI) means individually identifiable health information transmitted by electronic media or maintained in electronic media, as set forth in 45 CFR section 160.103.

4. Individually Identifiable Health Information means health information, including demographic information collected from an individual, that is created or received by a health care provider, health plan, employer or health care clearinghouse, and relates to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, that identifies the individual or where there is a reasonable basis to believe the information can be used to identify the individual, as set forth under 45 CFR section 160.103.

5. Privacy Rule shall mean the HIPAA Regulations that are found at 45 CFR Parts 160 and 164, Subparts A, D and E.

6. Personal Information shall have the meaning given to such term in Civil Code section 1798.29.

7. Protected Health Information means individually identifiable health information that is transmitted by electronic media, maintained in electronic media, or is transmitted or maintained in any other form or medium, as set forth in 45 CFR section 160.103.

8. Required by law, as set forth in 45 CFR section 164.103, means a mandate contained in law that compels an entity to make a use or disclosure of PHI that is enforceable in a court of law. This includes, but is not limited to, court orders and court-ordered warrants, subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or an administrative body authorized to require the production of information, and a civil or an authorized investigative demand. It also includes Medicare conditions of participation with respect to health care providers participating in the program, and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing public benefits.

9. Security Incident means the attempted or successful unauthorized access, use, disclosure, modification, loss or destruction of PHI or PI, or confidential data that is essential to the ongoing operation of the User's organization and intended for internal use; or interference with system operations in an information system.

10. Secretary means the Secretary of the U.S. Department of Health and Human Services (HHS) or the Secretary's designee.

11. Security Rule shall mean the HIPAA regulations that are found at 45 CFR Part 164, Subparts A and C.

12. Unsecured PHI shall have the meaning given to such term under the HITECH Act, 42 U.S.C. section 17932(h), any guidance issued pursuant to such Act, the HIPAA regulations and the Final Omnibus Act.

B. Breaches and Security Incidents:

1. ***Notice to DHCS.*** (1) To notify DHCS **immediately** upon the discovery of a suspected security incident that involves data provided to DHCS by the Social Security Administration. This notification will be **by telephone call plus email or fax** upon the discovery of the breach. (2) To notify DHCS **within 24 hours by email or fax** of the discovery of unsecured PHI or PI in electronic media or in any other media if the PHI or PI was, or is reasonably believed to have been, accessed or acquired by an unauthorized person, any suspected security incident, intrusion or unauthorized access, use or disclosure of PHI or PI in violation of this Agreement and this Addendum, or potential loss of confidential data affecting this Agreement. A breach shall be treated as discovered by Business Associate as of the first day on which the breach is known, or by exercising reasonable diligence would have been known, to any person (other than the person committing the breach) who is an employee, officer or other agent of Business Associate.

   Notice shall be provided to the DHCS Program Contract Manager, the DHCS Privacy Officer and the DHCS Information Security Officer. If the incident occurs after business hours or on a weekend or holiday and involves data provided to DHCS by the Social Security Administration, notice shall be provided by calling the DHCS EITS Service Desk. Notice shall be made using the "DHCS Privacy Incident Report" form, including all information known at the time. Business Associate shall use the most current version of this form, which is posted on the DHCS Privacy Office website (www.dhcs.ca.gov, then select "Privacy" in the left column and then "Business Use" near the middle of the page) or use this link:

   http://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/DHCSBusinessAssociatesOnly.aspx

   Upon discovery of a breach or suspected security incident, intrusion or unauthorized access, use or disclosure of PHI or PI, Business Associate shall take:

   a. Prompt corrective action to mitigate any risks or damages involved with the breach and to protect the operating environment; and

b. Any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.

2. ***Investigation and Investigation Report***. To immediately investigate such security incident, breach, or unauthorized access, use or disclosure of PHI or PI. Within 72 hours of the discovery, User shall submit an updated "DHCS Privacy Incident Report" containing the information marked with an asterisk and all other applicable information listed on the form, to the extent known at that time, to the DHCS Program Contract Manager, the DHCS Privacy Officer, and the DHCS Information Security Officer.

3. ***Complete Report***. To provide a complete report of the investigation to the DHCS Program Contract Manager, the DHCS Privacy Officer, and the DHCS Information Security Officer within ten (10) working days of the discovery of the breach or unauthorized use or disclosure. If all of the required information was not included in either the initial report, or the Investigation Report, then a separate Complete Report must be submitted. The report shall be submitted on the "DHCS Privacy Incident Report" form and shall include a full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the improper use or disclosure. If DHCS requests information in addition to that listed on the "DHCS Privacy Incident Report" form, User shall make reasonable efforts to provide DHCS with such information. If necessary, a Supplemental Report may be used to submit revised or additional information after the completed report is submitted, by submitting the revised or additional information on an updated "DHCS Privacy Incident Report" form.

4. ***Notification of Individuals***. If the cause of a breach of PHI or PI is attributable to User or its subcontractors, agents or vendors, User shall notify individuals of the breach or unauthorized use or disclosure when notification is required under state or federal law and shall pay any costs of such notifications, as well as any costs associated with the breach. The notifications shall comply with the requirements set forth in 42 U.S.C. section 17932 and its implementing regulations, including, but not limited to, the requirement that the notifications be made without unreasonable delay and in no event later than 60 calendar days. The DHCS Program Contract Manager, the DHCS Privacy Officer, and the DHCS Information Security Officer shall approve the time, manner and content of any such notifications and their review and approval must be obtained before the notifications are made.

5. ***Responsibility for Reporting of Breaches.*** If the cause of a breach of PHI or PI is attributable to User or its agents, subcontractors or vendors, and User is a Covered Entity as defined under HIPAA and the HIPAA regulations, User is responsible for all required reporting of the breach as specified in 42 U.S.C. section 17932 and its implementing regulations, including notification to media outlets and to the Secretary. If a breach of unsecured PHI involves more than 500 residents of the State of California or jurisdiction, User shall notify the Secretary of the breach immediately upon discovery of the breach. If User has reason to believe that duplicate reporting of the same breach or incident may occur because its subcontractors, agents or vendors may report the breach or incident to DHCS in addition to User, User shall notify DHCS, and DHCS and User may take appropriate action to prevent duplicate reporting. The breach reporting requirements of this paragraph are in addition to the reporting requirements set forth in subsection 1, above.

6. ***Contact Information***. To direct communications to the above referenced staff, the User shall initiate contact as indicated herein. The parties reserve the right to make changes to the contact information below by giving written notice to the User. Said changes shall not require an amendment to this Addendum or the Agreement to which it is incorporated.

DHCS Program Point of Contact	**DHCS Privacy Officer**	**DHCS Information Security Officer**
See the Data Use Agreement for Program Point of Contact information	Privacy Officer c/o: Office of HIPAA Compliance Department of Health Care Services P.O. Box 997413, MS 4722 Sacramento, CA 95899-7413 Email: privacyofficer@dhcs.ca.gov Fax: (916) 440-7680 Telephone: (916) 445-4646	Information Security Officer DHCS Information Security Office P.O. Box 997413, MS 6400 Sacramento, CA 95899-7413 Email: iso@dhcs.ca.gov Fax: (916) 440-5537 Telephone: ITSD Service Desk (916) 440-7000 or (800) 579-0874

ATTACHMENT D

DEPARTMENT OF HEALTH CARE SERVICES

CERTIFICATE OF DESTRUCTION OF CONFIDENTIAL DATA

I, Phillip A. Downing (Name of Custodian), hereby certify the following to be true and correct:

I. I am employed or contracted by Los Angeles County Office of Education (Name of User) as a(n) Business Advisory Services Coordinator (occupation/description).

II. Pursuant to the attached Data Use Agreement (DUA) between the DEPARTMENT OF HEALTH CARE SERVICES (DHCS) and Los Angeles County Office of Education (Name of User), I received and acted as custodian of the data described in Attachment A of the DUA.

III. The purpose for receiving the data described in Attachment A has been met. In compliance with Section 10 of the DUA, all data described in Attachment A received prior to **July 1, 2022**, has been destroyed by _____ (method of destruction) on _____ (date of destruction).

Please note that if the User is undergoing a DHCS review or audit, or is currently in the process of an appeal, for any fiscal year prior to July 1, 2014, it must maintain data described in Attachment A in full until all outstanding audit issues are resolved and a final cost settlement is received, or the appeal is settled.

_____
Signature of Custodian

_____
Date

ATTACHMENT E

DEPARTMENT OF HEALTH CARE SERVICES

NOTIFICATION OF CHANGE TO CUSTODIAN INFORMATION

In order to secure data and documents that reside in DHCS' Medi-Cal system of records, to ensure the integrity, security, and confidentiality of such data and documents, and to permit only appropriate disclosure and use as may be permitted by law, DHCS entered into a Data Use Agreement (DUA) with the following User:

User Name: Los Angeles County Office of Education

This form shall be used to notify DHCS when the below named custodial entity changes contact information or when the name of the person acting as custodian for a custodial entity has changed.

The custodian information in Section 3 of the DUA has changed. The updated section is as follows:

Name of Custodian of Files: _____

Title/Component: _____

Company/Organization: _____

Address: _____

Phone Number: _____

Email Address: _____

Signature: _____

Date: _____

School-Based Medi-Cal Administrative Activities (SMAA) Program
Frequently Asked Questions
Regarding Form DHCS 6207 & 6208

Section One (I)

1. Fictitious Business name, what does it mean?
    a. A fictitious business name is any fictitious, false, or assumed name, or any name other than his or her own by a licensee either alone, in conjunction with a partnership or group, or as the name of a professional corporation, in any public communication, advertisement, sign, or announcement of his or her practice.
        i. Does your LEC/LGA use a fictitious Business name?
            1. If yes, please input it on the form.
            2. If no, please select N/A.

2. Doing business as name, what does it means?
    a. "Doing Business As" is the name that the business is operating under, this may or may not be the same as the legal name as reported with the IRS.
        i. Does your LEC/LGA use a "Doing Business As" name?
            1. If yes, please input it on the form.
            2. If no, then please select N/A.

3. Section 1, sub-section G is for address where services are rendered or provided. If the providers are the LEC/LGA's public health nurses and are stationed in various regional offices throughout the County, what address should we place on the address line?
    a. All addresses need to be consistent for business, mailing, and pay-to.

4. Section 1, subsection I is for all fines/debts to and owed by applicant/provider to any federal, state, or local government that relate to Medicare, Medicaid and all other federal and state health care programs are all debts/fines required to be listed. Do we need to disclose this information into the form?
    a. Yes, all fines/debts due and owing by the applicant/provider to any federal, state, or local government that relate to Medicare, Medicaid and all other federal and state health care programs must be disclosed.

5. Do we need to state whether individual licenses have ever been suspended or revoked? Does this question pertain to the public health nurses?
    a. Yes, list all licenses that are suspended or revoked.
    b. This question pertains to the Applicant/Provider.

6. If the licenses have been suspended or revoked, is it adequate to answer this question with a statement such as: the LEC/LGA's Human Resources department performs regular exclusion and debarment checks on all licensed individuals?
    a. No, this question requires a "yes" or "no" response. If yes, please attach copies of the licensing authority's decision and written confirmations verifying that your professional privileges have been restored.

7. Section 1, sub-section G asks for the address where services are rendered or provided. If a LEC/LGA uses a Community Based Organization (CBO), would that be the CBO's address?
    a. Form 6207 relates to the Provider and in this case the LEC/LGA is the provider.

Section Three (III)

8. Section 3 referrers to the interest in the provider, is it adequate to have "none" specified in this area?
    a. If this section does not apply to your LEC/LGA please check the corresponding box that represents the section that does not apply at the top of the page.

Section Four (IV)

9. Section 4 sub-section A, page seven requests for the name of the signer to be listed, is it also recommended for the LEC/LGA Coordinators name to be listed here?
    a. Yes, enter the name of the individual signing Form 6207 and the LEC/LGA Coordinator for the LEC/LGA. Percent of ownership would be listed and can be 0% if appropriate for the LEC/LGA. Enter the NPI if applicable, and enter information where applicable on Parts B and C for each name entered in Part A.
    b. If enrolling as a LEC/LGA, providers must report all day to day managing employees of the applicant/provider in this section.
    c. Please note, a "managing employee" means a general manager, business manager, administrator, director, or other individual who exercises operational or managerial control, or who directly or indirectly conducts the day-to-day operation of an applicant or provider.

Section Five (V)

10. What is the intention of Section 5, sub-section C?
    a. The intention of this section if to have an area for the LEC/LGA subcontractors providing SMAA to be defined and listed.

11. Does Form 6207 have to be resubmitted in its entirety each time a new subcontracted provider of SMAA is established through the LEC/LGA?
    a. No, Any time during the Fiscal Year you can update subcontractor information by completing the Medi-Cal Supplemental Changes form (DHCS 6209). Form 6209 is located at: http://files.medi-cal.ca.gov/pubsdoco/forms.asp

b. Form 6209, page 17 item 37 is to report changes for subcontractors Attach relevant pages from form 6207.

12. There is not adequate space for the number of contracted providers, can the LEC/LGA add pages to cover each contracted provider? Where is it acceptable for these additional pages to be placed?
    a. To report additional subcontractors you may add an unlimited number of additional pages. These pages may be placed behind the corresponding pages of the particular section.

13. Will it be necessary for each contracted provider to provide the information in the related subsections of the disclosure statement? We anticipate this to take additional time to retrieve the information. Will DHCS consider allowing LEC/LGAs to submit the Medi-Cal Disclosure Statement (DHCS 6207) separately from the SMAA PPA?
    a. The DHCS 6207 form is part of the SMAA Provider Participation Agreement (PPA) and needs to be submitted with the PPA.

Miscellaneous

14. If a LEC/LGA is stating that they have already filled out and submitted the form to DHCS, should we accept this previously filed version and make a copy to save with our PPA?
    a. Form 6207 must be completed for the purposes of SMAA and not the LEC/LGA as a whole as this form is part of the SMAA PPA.

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School Based Medi-Cal Administrative Activities
ADDENDUM TO
PROGRAM PARTICIPATION AGREEMENT

LEC/LGA Name: Los Angeles County Office of Education (COE) EVERGREEN PA

The Department of Health Care Services (DHCS) and Los Angeles COE agree that effective July 1, 2021, this addendum updates the Los Angeles COE Program Participation Agreement (PA), by adding in Article XIV to the PA. This Amendment adds the following Article to read as follows:

ARTICLE XIV – ALTERNATIVE FORMATTING

A. Los Angeles (COE) assures the state that it complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

B. Los Angeles (COE) will ensure that deliverables developed and produced pursuant to this Agreement comply with federal and state laws, regulations or requirements regarding accessibility and effective communication, including the Americans with Disabilities Act (42 U.S.C. § 12101, et. seq.), which prohibits discrimination on the basis of disability, and section 508 of the Rehabilitation Act of 1973 as amended (29 U.S.C. § 794 (d)). Specifically, electronic and printed documents intended as public communications must be produced to ensure the visual-impaired, hearing-impaired, and other special needs audiences are provided material information in the formats needed to provide the most assistance in making informed choices. These formats include but are not limited to braille, large font, and audio.

Except as amended herein, all other terms and conditions of the PA shall remain in full force and effect.

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LEC/LGA Name: Los Angeles County Office of Education (COE)

Patricia Smith

Signature of Authorized Representative

Patricia Smith

Print Name of Authorized Representative

Chief Financial Officer

Title of Authorized Representative

9300 Imperial Hwy., Downey, CA 90242

Address

Aug 3, 2021

Date

California Department of Health Care Services

DocuSigned by:
Regina Zerne
57AA1D4423BA434...

Signature of Authorized Representative

Regina Zerne, Chief, School-Based Medi-Cal Claiming Services Section, on behalf of Brian Fitzgerald

Print Name of Authorized Representative

Chief, Local Governmental Financing Division

Title

Department of Health Care Services

Name of Department

1501 Capitol Avenue, MS 2628, Sacramento, CA 95899-7413

Address

November 22, 2021

Date

DEPARTMENT OF HEALTH CARE SERVICES
ADDENDUM TO
AGREEMENT FOR DISCLOSURE AND USE OF MEDI-CAL DATA

User Name: [Insert LEC Name] LOS ANGELES COUNTY OFFICE OF EDUCATION

The Department of Health Care Services (DHCS) and LOS ANGELES COUNTY OFFICE OF EDUCATION agree, effective August 1, 2023, this addendum amends the Agreement for Disclosure and Use of Medi-Cal Data 2020-2023 as follows:

6. The Parties mutually agree that data files furnished by DHCS will be used solely for the following purposes:

a. To allow the Local Educational Consortia (LEC) to verify the Medi-Cal eligibility of beneficiaries in order to establish the Medi-Cal Eligibility Ratio (MER). The data listed in Attachment A is the minimum amount needed for this purpose.

b. To allow the LEC to share Alternative Format request information with the Local Education Agencies (LEAs) that participate in their SMAA consortium for the purpose of relaying information about the Alternative Format requests involving that LEA's students.

Further, this addendum incorporates the most recent amended Attachment A: Data Match Record Layout into the Agreement for Disclosure and Use of Medi-Cal Data, enclosed herein.

Except as amended herein, all other terms and conditions of the Agreement for Disclosure and Use of Medi-Cal Data shall remain in full force and effect.

The undersigned individual hereby attests that he/she is authorized to enter into this Agreement on behalf of the User and agrees to the terms of the addendum.

User Name: LOS ANGELES COUNTY OFFICE OF EDUCATION

Karen Kimmel

Print Name of Authorized Representative

Chief Financial Officer

Title of Authorized Representative

9300 Imperial Highway, Downey, CA 90242

Address

Signature of Authorized Representative

TL

LJ

MC

Aug 21, 2023

Date

The undersigned individual hereby attests that she is authorized to enter into this Agreement on behalf of DHCS and agrees to the terms of the addendum.

Tara Gutierrez
Staff Services Manager I,
School Based Medi-Cal Administrative Activities Unit
Medi-Cal Claiming Services Section
Local Governmental Financing Division
Department of Health Care Services
1501 Capitol Avenue, MS 2628
Sacramento, California 95899-7413

Tara Gutierrez

Signature of DHCS Representative

Enclosure: Attachment A: Data Match Record Layout

DEPARTMENT OF HEALTH CARE SERVICES
DATA USE AGREEMENT
Attachment A

DATA MATCH RECORD LAYOUT

The following table illustrates the Data Match Record Layout output file. Please note that the first 105 characters are the return record of the input data provided by the LEC. Output fields include return of the input (positions 1-105) and output (positions 106-412) records.

FIELD	SIZE	POSITION
Social Security Number	9	1-9
Last Name	20	10-29
First Name	15	30-44
Middle Initial	1	45
Date of Birth (CCYYMMDD)	8	46-53
Sex	1	54
Provider Id	9	55-63
School Name	20	64-83
User data	20	84-103
County Code	2	104-105
Beneficiary Identification Card Number	14	106-119
Beneficiary Identification Card Issue Date (CCYYMMDD)	8	120-127
Filler	6	128-133
Match Indicator	1	134
Record Eligibility Indicator	1	135
Filler	1	136
Current Month Data	9	137-145
Eligibility Indicator	1	137
Share of Cost Amount	5	138-142
Cert Day	2	143-144
OHC Indicator	1	145
History Data – January (Given Year)	9	146-154
Eligibility Indicator	1	146
Share of Cost Amount	5	147-151
Cert Day	2	152-153
OHC Indicator	1	154
History Data – February (Given Year)	9	155-163
Eligibility Indicator	1	155
Share of Cost Amount	5	156-160
Cert Day	2	161-162
OHC Indicator	1	163
History Data – March (Given Year)	9	164-172
Eligibility Indicator	1	164
Share of Cost Amount	5	165-169
Cert Day	2	170-171
OHC Indicator	1	172

DEPARTMENT OF HEALTH CARE SERVICES
DATA USE AGREEMENT
Attachment A

DATA MATCH RECORD LAYOUT

The following table illustrates the Data Match Record Layout output file. Please note that the first 105 characters are the return record of the input data provided by the LEC. Output fields include return of the input (positions 1-105) and output (positions 106-412) records.

FIELD	SIZE	POSITION
History Data – April (Given Year)	9	173-181
Eligibility Indicator	1	173
Share of Cost Amount	5	174-178
Cert Day	2	179-180
OHC Indicator	1	181
History Data – May (Given Year)	9	182-190
Eligibility Indicator	1	182
Share of Cost Amount	5	183-187
Cert Day	2	188-189
OHC Indicator	1	190
History Data – June (Given Year)	9	191-199
Eligibility Indicator	1	191
Share of Cost Amount	5	192-196
Cert Day	2	197-198
OHC Indicator	1	199
History Data – July (Given Year)	9	200-208
Eligibility Indicator	1	200
Share of Cost Amount	5	201-205
Cert Day	2	206-207
OHC Indicator	1	208
History Data – August (Given Year)	9	209-217
Eligibility Indicator	1	209
Share of Cost Amount	5	210-214
Cert Day	2	215-216
OHC Indicator	1	217
History Data – September (Given Year)	9	218-226
Eligibility Indicator	1	218
Share of Cost Amount	5	219-223
Cert Day	2	224-225
OHC Indicator	1	226
History Data – October (Given Year)	9	227-235
Eligibility Indicator	1	227
Share of Cost Amount	5	228-232
Cert Day	2	233-234
OHC Indicator	1	235
History Data – November (Given Year)	9	236-244
Eligibility Indicator	1	236
Share of Cost Amount	5	237-241
Cert Day	2	242-243

DEPARTMENT OF HEALTH CARE SERVICES
DATA USE AGREEMENT
Attachment A

DATA MATCH RECORD LAYOUT

The following table illustrates the Data Match Record Layout output file. Please note that the first 105 characters are the return record of the input data provided by the LEC. Output fields include return of the input (positions 1-105) and output (positions 106-412) records.

FIELD	SIZE	POSITION
OHC Indicator	1	244
History Data – December (Given Year)	9	245-253
Eligibility Indicator	1	245
Share of Cost Amount	5	246-250
Cert Day	2	251-252
OHC Indicator	1	253
Meds Current Date CCYYMMDD	8	254-261
FFP Eligibility	1	262-262
Type of alternative format requested	41	263-303
History Data – January (Given Year)	9	304-312
Eligibility Indicator	1	304
Share of Cost Amount	5	305-309
Cert Day	2	310-311
OHC Indicator	1	312
History Data – February (Given Year)	9	313-321
Eligibility Indicator	1	313
Share of Cost Amount	5	314-318
Cert Day	2	319-320
OHC Indicator	1	321
History Data – March (Given Year)	9	322-330
Eligibility Indicator	1	322
Share of Cost Amount	5	323-327
Cert Day	2	328-329
OHC Indicator	1	330
History Data – April (Given Year)	9	331-339
Eligibility Indicator	1	331
Share of Cost Amount	5	332-336
Cert Day	2	337-338
OHC Indicator	1	339
History Data – May (Given Year)	9	340-348
Eligibility Indicator	1	340
Share of Cost Amount	5	341-345
Cert Day	2	346-347
OHC Indicator	1	348
History Data – June (Given Year)	9	349-357
Eligibility Indicator	1	349
Share of Cost Amount	5	350-354
Cert Day	2	355-356
OHC Indicator	1	357

DEPARTMENT OF HEALTH CARE SERVICES
DATA USE AGREEMENT
Attachment A

DATA MATCH RECORD LAYOUT

The following table illustrates the Data Match Record Layout output file. Please note that the first 105 characters are the return record of the input data provided by the LEC. Output fields include return of the input (positions 1-105) and output (positions 106-412) records.

FIELD	SIZE	POSITION
History Data – July (Given Year)	9	358-366
Eligibility Indicator	1	358
Share of Cost Amount	5	359-363
Cert Day	2	364-365
OHC Indicator	1	366
History Data – August (Given Year)	9	367-375
Eligibility Indicator	1	367
Share of Cost Amount	5	368-372
Cert Day	2	373-374
OHC Indicator	1	375
History Data – September (Given Year)	9	376-384
Eligibility Indicator	1	376
Share of Cost Amount	5	377-381
Cert Day	2	382-383
OHC Indicator	1	384
History Data – October (Given Year)	9	385-393
Eligibility Indicator	1	385
Share of Cost Amount	5	386-390
Cert Day	2	391-392
OHC Indicator	1	393
History Data – November (Given Year)	9	394-402
Eligibility Indicator	1	394
Share of Cost Amount	5	395-399
Cert Day	2	400-401
OHC Indicator	1	402
History Data – December (Given Year)	9	403-411
Eligibility Indicator	1	403
Share of Cost Amount	5	404-408
Cert Day	2	409-410
OHC Indicator	1	411
Filler	1	412

DEPARTMENT OF HEALTH CARE SERVICES

SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES (SMAA) PROGRAM

AGREEMENT FOR DISCLOSURE AND USE OF DHCS DATA

This Agreement addresses the conditions under which the California Department of Health Care Services (DHCS) will disclose and Los Angeles County Office of Education (User(s)) will obtain and use data file(s) as set out in Attachment A. This Agreement supplements any agreements between the parties with respect to the use of information from data and documents and overrides any contrary instructions, directions, agreements, or other understandings in or pertaining to any other prior communication from DHCS or any of its components with respect to the data specified in this Agreement. The terms of this Agreement may be changed only by a written modification to this Agreement or by the parties entering into a new agreement. The parties agree further those instructions or interpretations issued to User(s) concerning this Agreement, and the data and documents specified herein, shall not be valid unless issued in writing by the DHCS point-of-contact specified in Section 2 or the DHCS signatory to this Agreement shown in Section 21.

1. The parties mutually agree that the following named individuals are designated as "Custodians of the Files" on behalf of User(s) and shall be responsible for the observance of all conditions of use and for establishment and maintenance of security arrangements as specified in this Agreement to prevent unauthorized use or disclosure. User(s) agree to notify DHCS within fifteen (15) days of any change to the custodianship information.

Jessica Jacobs
(Name of Custodian of Files)

JJ

Business Advisory Services Coordinator
(Title/Component)

Los Angeles County Office of Education
(Company/Organization)

9300 Imperial Hwy., Downey, CA 90242
(Company Address)

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2. The parties mutually agree that the following named individual will be designated as "point-of-contact" for the Agreement on behalf of DHCS.

Tara Gutierrez
(Name of Contact)
Unit Chief/ SMAA Program
(Title/Component)
916-345-8334/ Tara.Gutierrez@dhcs.ca.gov
(Phone Number/ E-mail Address)

3. The parties mutually agree that Attachment A: Data Match Record Layout is part of this Agreement.

4. The parties mutually agree, and in furnishing data files hereunder DHCS relies upon such agreement, that such data file(s) will be used solely for the following purpose:

   a. To allow the LEC to verify the Medi-Cal eligibility of beneficiaries in order to establish the Medi-Cal Eligibility Ratio (MER). The data listed in Attachment A is the minimum amount needed for this purpose.

   b. To allow the LEC to know when an enrolled Medi-Cal beneficiary has requested to receive Medi-Cal information in an alternative format.

   c. To allow the LEC to share Alternative Format request information with the LEAs that participate in their SMAA consortium for the purpose of relaying information about the Alternative Format requests involving that LEA's students.

5. Some of the data specified in this Agreement may constitute Protected Health Information (PHI) under federal law and/or personal information (PI) under state law.

   a. The parties mutually agree that the creation, receipt, maintenance, transmittal, and disclosure of data from DHCS containing PHI shall be subject to the Health Insurance Portability and Accountability Act of 1996 and its implementing privacy and security regulations at 45 CFR Parts 160 and 164 (collectively and as used in this Agreement, HIPAA.). User(s) agree(s) to provide the same, or greater, level of security to DHCS data that would be required if User(s) were a Covered Entity under HIPAA, regardless of whether User is or is not a Covered Entity.

   b. User(s) agree(s) to comply with the privacy and security standards set forth in applicable State or federal laws to the extent such standards provide a

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greater degree of protection and security than HIPAA or are otherwise more favorable to the individuals whose DHCS data is covered under this Agreement. Examples of laws that provide additional and/or stricter privacy protections include but are not limited to the California Information Practices Act, Civil Code section 1798 – 1798.78 Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, Welfare and Institutions Code section 5328, and Health and Safety code section 11845.5.

c. User(s) acknowledge that they must abide by all laws applicable to the privacy and disclosure of PHI and/or PI and agree that User(s) will not use DHCS data for any purpose other than that stated in Section 4 of this Agreement. User(s) also acknowledge they will not use or disclose any DHCS data, by itself or in combination with any other data from any source, whether publicly available or not, to individually identify any person to anyone other than DHCS as provided for in this Agreement.

6. The following definitions shall apply to this Agreement. The terms used in this Agreement, but not otherwise defined, shall have the same meanings as those terms have in the HIPAA regulations or other applicable law. Any reference to statutory or regulatory language shall be to such language as in effect or as amended.

   a. Breach shall have the meaning given to such term under HIPAA and the California Information Practices Act.

   b. As used in this Agreement and unless otherwise stated, the term "PHI" refers to and includes both "PHI" as defined at 45 CFR section 160.103 and Personal Information (PI) as defined in the Information Practices Act at California Civil Code section 1798.3(a). PHI includes information in any form, including paper, oral, and electronic.

   c. Security Incident means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of PHI or PI or of other confidential data that is essential to the ongoing operation of User(s)' organization and intended for internal use, or interference with system operations in an information system.

   d. Unsecured PHI shall have the meaning given to such term under HIPAA.

   e. DHCS data means all data provided by DHCS pursuant to this Agreement as well as all data derived from such data, inclusive of de-identified data.

7. User(s) represent and warrant that, except as DHCS authorizes in writing, User(s) shall not disclose, release, reveal, show, sell, rent, lease, loan, or otherwise grant access to the data covered by this Agreement to any person, company, or organization. User(s) agrees that, within User(s)' organizations, access to the data covered by this Agreement shall be limited to the minimum number of individuals

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necessary to achieve the purpose stated in this Agreement and to those individuals on a need-to-know basis only. User(s) shall not use or further disclose the information other than is permitted by this Agreement or as otherwise required by law. User(s) shall not use the information to identify or contact any individuals.

8. User(s) agree to notify DHCS within 30 days of the completion of the purpose specified in Section 4. Upon such completion, User(s) shall destroy all electronic data files with DHCS data by wiping such data using Department of Defense standards or as approved by DHCS. User(s) shall destroy all paper documents with DHCS data by using a confidential method of destruction, such as crosscut shredding or contracting with a company that specializes in confidential destruction of documents. User(s) shall certify the destruction of the file(s) in writing and send a copy of this certification to the DHCS point-of-contact listed in Section 2 within 30 days of the destruction. User(s) agree that no DHCS data, including but not limited to parts or copies thereof as well as files derived from DHCS data (electronic, hardcopy or otherwise), shall be retained when the files are destroyed unless authorization in writing for the retention of such files has been received from the DHCS point-of-contact listed in Section 2.

9. Safeguards and Security.

   a. User(s) shall use safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of DHCS data and comply, where applicable, with subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the information other than as provided for by this Agreement.

   b. User(s) shall, at a minimum, implement security controls consistent with the National Institute of Standards and Technology Special Publication (NIST SP) 800-53 current revision at the moderate-impact level and shall maintain continuous compliance with NIST SP 800-53 Security and Privacy Controls. The current version of NIST SP 800-53, Revision 5, is available online at https://csrc.nist.gov/publications/detail/sp/800-53/rev-5/final; updates will be available online at https://csrc.nist.gov/publications/sp800.

   c. User(s) shall employ Federal Information Processing Standard (FIPS) 140-3 validated encryption of PHI at rest and in motion unless User determines it is not reasonable and appropriate to do so based upon a risk assessment, and equivalent alternative measures are in place and documented as such. FIPS 140-3 validation can be determined online at https://csrc.nist.gov/projects/cryptographic-module-validation-program/validated-modules/search. In addition, User(s) shall maintain, at a minimum, the most current industry standards for transmission and storage of DHCS data and other confidential information.

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d. User(s) shall apply security patches and upgrades, and keep virus software up to date, on all systems on which DHCS data may be used.

e. User(s) shall ensure that all members of its workforce with access to DHCS data sign a confidentiality statement prior to access to such data. The statement must be renewed annually.

f. User(s) shall, if applicable, notify the DHCS point of contact specified in Section 2 of the security official who is responsible for the development and implementation of the policies and procedures required by 45 CFR Part 164, Subpart C.

g. Subject to DHCS approval as required by Section 7, User(s) shall ensure that any agents, subcontractors, sub awardees, vendors, or others (collectively, "agents") that use or disclose DHCS data on behalf of User(s) agree to the same restrictions and conditions that apply to User(s) with respect to DHCS data.

10. Breaches and Security Incidents

a. User shall implement reasonable systems for the discovery and prompt reporting of any breach or security incident, and take the following steps:

i. User(s) shall notify DHCS within 24 hours via the online DHCS Incident Reporting Portal (or by email or telephone if User is unable to use the DHCS Incident Reporting Portal) of the discovery of:

1. Unsecured DHCS data if the DHCS data is reasonably believed to have been accessed or acquired by an unauthorized person;

2. Any suspected security incident which risks unauthorized access to DHCS data;

3. Any intrusion or unauthorized access, use or disclosure of DHCS data in violation of this Agreement; or

4. Potential loss of DHCS data.

ii. Notice submitted to the DHCS Incident Reporting Portal will be sent to the DHCS point-of-contact specified in Section 2 as well as the DHCS Privacy Office and the DHCS Information Security Office. If providing notice to DHCS via email, use the DHCS contact information at section 10.g below (collectively, "DHCS contacts").

iii. Notice shall be made using the DHCS Incident Reporting Portal via the link on the DHCS Data Privacy Website online at https://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/default.aspx

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iv. Notice via email shall be made using the current DHCS "Privacy Incident Reporting Form" and shall include all information known at the time the incident is reported. The form is available online at

https://www.dhcs.ca.gov/formsandpubs/laws/priv/Documents/Privacy-Incident-Report-PIR.pdf

b. Upon discovery of a breach or suspected security incident, intrusion, or unauthorized access, use or disclosure of DHCS data, User(s) shall take:

i. Prompt action to mitigate any risks or damages involved with the security incident or breach; and

ii. Any action pertaining to such unauthorized disclosure required by applicable Federal and State law.

c. User(s) shall immediately investigate such security incident or confidential breach.

d. User(s) shall provide a complete report of the investigation to DHCS within ten (10) working days of the discovery of the security incident or breach. This complete report must include any applicable additional information not included in the initial submission. The complete report shall include an assessment of all known factors relevant to a determination of whether a breach occurred under HIPAA and other applicable federal and state laws. The report shall also include a full, detailed corrective action plan, including its implementation date and information on mitigation measures taken to halt and/or contain the improper use or disclosure. If DHCS requests, User(s) shall make reasonable efforts to provide DHCS with such information. DHCS will review and approve or disapprove User(s)' determination of whether a breach occurred, whether the security incident or breach is reportable to the appropriate entities, if individual notifications are required, and User(s)' corrective action plan.

i. If User(s) do(es) not complete a final report within the ten (10) working day timeframe, User(s) shall request approval from DHCS within the ten (10) working day timeframe of a new submission timeframe for the complete report.

e. If the cause of a breach is attributable to User(s) or User(s)' agents, User(s) shall notify individuals accordingly and shall pay all costs of such notifications, as well as all costs associated with the breach. The notifications shall comply with applicable federal and state law. DHCS shall approve the time, manner, and content of any such notifications and DHCS review, and approval must be obtained before the notifications are made.

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f. If the cause of a breach of DHCS data is attributable to User(s) or User(s)' agents, User(s) is/are responsible for all required reporting of the breach as required by applicable federal and state law.

g. DHCS Privacy Office and Information Security Office contact information:

DHCS Privacy Officer	DHCS Information Security Officer
Privacy Officer c/o: Office of HIPAA Compliance Department of Health Care Services P.O. Box 997413, MS 4722 Sacramento, CA 95899-7413 Email: privacyofficer@dhcs.ca.gov Fax: (916) 440-7680 Telephone: (916) 445-4646	Information Security Officer DHCS Information Security Office P.O. Box 997413, MS 6400 Sacramento, CA 95899-7413 Email: iso@dhcs.ca.gov Fax: (916) 440-5537 Telephone: ITSD Service Desk (916) 440-7000 or (800) 579-0874

11. User(s) agree to train and use reasonable measures to ensure compliance with the requirements of this Agreement by employees who assist in the performance of functions or activities under this Agreement and use or disclose DHCS data, and to discipline such employees who intentionally violate any provisions of this Agreement, including by termination of employment. In complying with the provisions of this section, User(s) shall observe the following requirements:

    a. User(s) shall provide information privacy and security training, at least annually, at its own expense, to all its employees who assist in the performance of functions or activities under this Agreement and use or disclose DHCS data; and

    b. User(s) shall require each employee who receives information privacy and security training to sign a certification, indicating the employee's name and the date on which the training was completed.

12. From time to time, DHCS may, upon prior written notice and at mutually convenient times, inspect the facilities, systems, books, and records of User(s) to monitor compliance with this Agreement. User(s) shall promptly remedy any violation of any provision of this Agreement and shall certify the same to the DHCS Privacy Office in writing. The fact that DHCS inspects, or fails to inspect, or has the right to inspect, User(s)' facilities, systems and procedures does not relieve User(s) of their responsibility to comply with this Agreement.

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13. User(s) acknowledge that penalties under HIPAA and section 14100.2 of the California Welfare & Institutions Code, including possible fines and imprisonment, may apply with respect to any disclosure of DHCS data that is inconsistent with the terms of this Agreement.

14. Termination.

    a. This Agreement shall terminate at the time of the completion of the project which is described in Section 4, or three years after the date it is executed, whichever event occurs sooner, and at that time all data provided by DHCS must be destroyed as set forth in Section 8, above, and a certificate of destruction sent to the DHCS point-of-contact specified in Section 2, unless data has been destroyed prior to the termination date and a certificate of destruction sent to DHCS. All representations, warranties and certifications shall survive termination.

    b. Upon DHCS' knowledge of a material breach or violation of this Agreement by User(s), DHCS may provide an opportunity for User(s) to cure the breach or end the violation and may terminate this Agreement if User(s) does not cure the breach or end the violation within the time specified by DHCS. DHCS may terminate this Agreement immediately if User(s) breach a material term and DHCS determines, in its sole discretion, that cure is not possible or available under the circumstances. Upon termination of this Agreement, User must destroy all DHCS data in accordance with Section 8, above.

    c. The provisions of this Agreement governing the privacy and security of the DHCS data shall remain in effect until all DHCS data is destroyed or returned to DHCS.

15. Any provision of this Agreement which is in conflict with current or future applicable Federal or State laws is hereby amended to conform to the provisions of those laws. Such amendment of this Agreement shall be effective on the effective date of the laws necessitating it and shall be binding on the parties even though such amendment may not have been reduced to writing and formally agreed upon and executed by the parties.

16. User(s) agree that additional data elements may not be added to Attachment A nor transferred from DHCS to User(s) without approval by, as applicable, DHCS or DHCS's Data and Research Committee and the Committee for the Protection of Human Subjects.

17. This Agreement shall be binding on any and all successor(s)-in-interest of the Parties.

18. This Agreement may be signed in counterpart and all parts taken together shall constitute one agreement.

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19. The Custodian, as named in Section 1, hereby acknowledges his/her appointment as Custodian of the aforesaid file(s) on behalf of User(s) and agrees in a representative capacity to comply with all of the provisions of this Agreement on behalf of User(s).

Jessica Jacobs
(Name of Custodian of File(s) – Typed or Printed)

Business Advisory Services Coordinator
(Title/Component)

Jessica Jacobs (Mar 21, 2024 15:44 PDT) Mar 21, 2024
(Signature) (Date)

20. On behalf of User(s), the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all the terms specified herein.

LM
LJ TL

Karen Kimmel
(Name – Typed or Printed)

Chief Financial Officer
(Title/Component)

Los Angeles County Office of Education
(Company/Organization)

9300 Imperial Hwy.
(Address)

Downey, CA 90242
(City/State/ZIP Code)

kimmel_karen@lacoe.edu
(Phone Number and E-Mail Address)

Mar 22, 2024
(Signature) (Date)

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21. On behalf of DHCS the undersigned individual hereby attests that he is authorized to enter into this Agreement and agrees to all the terms specified herein.

Tara Gutierrez

(Name of DHCS Representative – Typed or Printed)

Unit Chief/ SMAA Program

(Title/Component)

DocuSigned by:
Tara Gutierrez
CF00A175814F4CB...

March 28, 2024

(Signature) (Date)

DocuSign

Certificate Of Completion

Envelope Id: C6E6B6D664CC44F9846E1648A9305182
Subject: Complete with DocuSign: 134295-A6.pdf
Source Envelope:
Document Pages: 10
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AutoNav: Enabled
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Signatures: 1
Initials: 0

Status: Completed

Envelope Originator:
Melissa Giamugnani
1501 Capitol Ave
Sacramento, CA 95814-5005
Melissa.Giamugnani@dhcs.ca.gov
IP Address: 130.41.51.165

Record Tracking

Status: Original
3/28/2024 12:09:44 PM
Security Appliance Status: Connected
Storage Appliance Status: Connected

Holder: Melissa Giamugnani
Melissa.Giamugnani@dhcs.ca.gov
Pool: FedRamp
Pool: Department of Health Care Services (CA DHCS)

Location: DocuSign

Location: DocuSign

Signer Events	Signature	Timestamp
Tara Gutierrez tara.gutierrez@dhcs.ca.gov Security Level: Email, Account Authentication (None)	DocuSigned by: Tara Gutierrez CF00A175814F4CB...	Sent: 3/28/2024 12:10:39 PM Viewed: 3/28/2024 12:19:39 PM Signed: 3/28/2024 12:20:15 PM
	Signature Adoption: Pre-selected Style Using IP Address: 165.85.133.51	

Electronic Record and Signature Disclosure:
Accepted: 3/28/2024 12:19:39 PM
ID: 09e539c7-77c1-44a8-9d24-3dfaf245d916

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/28/2024 12:10:39 PM
Certified Delivered	Security Checked	3/28/2024 12:19:39 PM
Signing Complete	Security Checked	3/28/2024 12:20:15 PM
Completed	Security Checked	3/28/2024 12:20:15 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Department of Health Care Services (CA DHCS) (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Department of Health Care Services (CA DHCS):

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: Russ.Rogers@dhcs.ca.gov

To advise Department of Health Care Services (CA DHCS) of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at Russ.Rogers@dhcs.ca.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Department of Health Care Services (CA DHCS)
To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to Russ.Rogers@dhcs.ca.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.
To withdraw your consent with Department of Health Care Services (CA DHCS)

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an e-mail to Russ.Rogers@dhcs.ca.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	• Allow per session cookies

	• Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Department of Health Care Services (CA DHCS) as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Department of Health Care Services (CA DHCS) during the course of my relationship with you.

AGREEMENT FOR DISCLOSURE AND USE OF MEDI-CAL DATA – Amendment 1

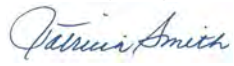
1. The User acknowledges that by participating in the SMAA program, they do so as a Business Associate of DHCS and agrees to be bound by the terms of DHCS' Business Associate Addendum (BAA), attached hereto as Attachment F. To the extent there is a conflict between the DUA, inclusive of attachments A – E, and the terms of the BAA, the terms of the BAA shall control.

On behalf of the User, the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all of the terms specified herein.

Patricia Smith
Name

Chief Financial Officer
Title/Component

Los Angeles County Office of Education
Company/Organization



AB
AB
Signature

Mar 10, 2020
Date

1. On behalf of DHCS the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all of the terms specified herein.

Name of DHCS Representative

Title/Component

Signature

Date

User Initial: PS AB

Business Associate Addendum

1. This Agreement has been determined to constitute a business associate relationship under the Health Insurance Portability and Accountability Act (HIPAA) and its implementing privacy and security regulations at 45 Code of Federal Regulations, Parts 160 and 164 (collectively, and as used in this Agreement)

2. The term "Agreement" as used in this document refers to and includes both this Business Associate Addendum and the contract to which this Business Associate Agreement is attached as an exhibit, if any.

3. For purposes of this Agreement, the term "Business Associate" shall have the same meaning as set forth in 45 CFR section 160.103.

4. The Department of Health Care Services (DHCS) intends that Business Associate may create, receive, maintain, transmit or aggregate certain information pursuant to the terms of this Agreement, some of which information may constitute Protected Health Information (PHI) and/or confidential information protected by Federal and/or state laws.

4.1 As used in this Agreement and unless otherwise stated, the term "PHI" refers to and includes both "PHI" as defined at 45 CFR section 160.103 and Personal Information (PI) as defined in the Information Practices Act at California Civil Code section 1798.3(a). PHI includes information in any form, including paper, oral, and electronic.

4.2 As used in this Agreement, the term "confidential information" refers to information not otherwise defined as PHI in Section 4.1 of this Agreement, but to which state and/or federal privacy and/or security protections apply.

5. Contractor (however named elsewhere in this Agreement) is the Business Associate of DHCS acting on DHCS's behalf and provides services or arranges, performs or assists in the performance of functions or activities on behalf of DHCS, and may create, receive, maintain, transmit, aggregate, use or disclose PHI (collectively, "use or disclose PHI") in order to fulfill Business Associate's obligations under this Agreement. DHCS and Business Associate are each a party to this Agreement and are collectively referred to as the "parties."

6. The terms used in this Agreement, but not otherwise defined, shall have the same meanings as those terms in HIPAA. Any reference to statutory or regulatory language shall be to such language as in effect or as amended.

7. **Permitted Uses and Disclosures of PHI by Business Associate.** Except as otherwise indicated in this Agreement, Business Associate may use or disclose PHI only to perform functions, activities or services specified in this Agreement on behalf of DHCS, provided that such use or disclosure would not violate HIPAA if done by DHCS.

7.1 **Specific Use and Disclosure Provisions.** Except as otherwise indicated in this Agreement, Business Associate may use and disclose PHI if necessary for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate. Business Associate may disclose PHI for this purpose if the disclosure is required by law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware that the confidentiality of the information has been breached.

8. **Compliance with Other Applicable Law**

8.1 To the extent that other state and/or federal laws provide additional, stricter and/or more protective (collectively, more protective) privacy and/or security protections to PHI or other confidential information covered under this Agreement beyond those provided through HIPAA, Business Associate agrees:

8.1.1 To comply with the more protective of the privacy and security standards set forth in applicable state or federal laws to the extent such standards provide a greater degree of protection and security than HIPAA or are otherwise more favorable to the individuals whose information is concerned; and

8.1.2 To treat any violation of such additional and/or more protective standards as a breach or security incident, as appropriate, pursuant to Section 18. of this Agreement.

8.2 Examples of laws that provide additional and/or stricter privacy protections to certain types of PHI and/or confidential information, as defined in Section 4. of this Agreement, include, but are not limited to the Information Practices Act, California Civil Code sections 1798-1798.78, Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, Welfare and Institutions Code section 5328, and California Health and Safety Code section 11845.5.

8.3 If Business Associate is a Qualified Service Organization (QSO) as defined in 42 CFR section 2.11, Business Associate agrees to be bound by and comply with subdivisions (2)(i) and (2)(ii) under the definition of QSO in 42 CFR section 2.11.

9. Additional Responsibilities of Business Associate

9.1 Nondisclosure. Business Associate shall not use or disclose PHI or other confidential information other than as permitted or required by this Agreement or as required by law.

9.2 Safeguards and Security.

9.2.1 Business Associate shall use safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of PHI and other confidential data and comply, where applicable, with subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the information other than as provided for by this Agreement. Such safeguards shall be, at a minimum, at Federal Information Processing Standards (FIPS) Publication 199 protection levels.

9.2.2 Business Associate shall, at a minimum, utilize an industry-recognized security framework when selecting and implementing its security controls, and shall maintain continuous compliance with its selected framework as it may be updated from time to time. Examples of industry-recognized security frameworks include but are not limited to

9.2.2.1 NIST SP 800-53 – National Institute of Standards and Technology Special Publication 800-53

9.2.2.2 FedRAMP – Federal Risk and Authorization Management Program

9.2.2.3 PCI – PCI Security Standards Council

9.2.2.4 ISO/ESC 27002 – International Organization for Standardization / International Electrotechnical Commission standard 27002

9.2.2.5 IRS PUB 1075 – Internal Revenue Service Publication 1075

9.2.2.6 HITRUST CSF – HITRUST Common Security Framework

9.2.3 Business Associate shall maintain, at a minimum, industry standards for transmission and storage of PHI and other confidential information.

9.2.4 Business Associate shall apply security patches and upgrades, and keep virus software up-to-date, on all systems on which PHI and other confidential information may be used.

9.2.5 Business Associate shall ensure that all members of its workforce with access to PHI and/or other confidential information sign a confidentiality statement prior to access to such data. The statement must be renewed annually.

9.2.6 Business Associate shall identify the security official who is responsible for the development and implementation of the policies and procedures required by 45 CFR Part 164, Subpart C.

9.3 Business Associate's Agent. Business Associate shall ensure that any agents, subcontractors, subawardees, vendors or others (collectively, "agents") that use or disclose PHI and/or confidential information on behalf of Business Associate agree to the same restrictions and conditions that apply to Business Associate with respect to such PHI and/or confidential information.

10. **Mitigation of Harmful Effects.** Business Associate shall mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI and other confidential information in violation of the requirements of this Agreement.

11. **Access to PHI.** Business Associate shall make PHI available in accordance with 45 CFR section 164.524.

12. **Amendment of PHI.** Business Associate shall make PHI available for amendment and incorporate any amendments to protected health information in accordance with 45 CFR section 164.526.

13. **Accounting for Disclosures.** Business Associate shall make available the information required to provide an accounting of disclosures in accordance with 45 CFR section 164.528.

14. **Compliance with DHCS Obligations.** To the extent Business Associate is to carry out an obligation of DHCS under 45 CFR Part 164, Subpart E, comply with the requirements of the subpart that apply to DHCS in the performance of such obligation.

15. **Access to Practices, Books and Records.** Business Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI on behalf of DHCS available to DHCS upon reasonable request, and to the federal Secretary of Health and Human Services for purposes of determining DHCS' compliance with 45 CFR Part 164, Subpart E.

16. **Return or Destroy PHI on Termination; Survival.** At termination of this Agreement, if feasible, Business Associate shall return or destroy all PHI and other confidential information received from, or created or received by Business Associate on behalf of, DHCS that Business Associate still maintains in any form and retain no copies of such information. If return or destruction is not feasible, Business Associate shall notify DHCS of the conditions that make the return or destruction infeasible, and DHCS and Business Associate shall determine the terms and conditions under which Business Associate may retain the PHI. If such return or destruction is not feasible, Business Associate shall extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

17. **Special Provision for SSA Data.** If Business Associate receives data from or on behalf of DHCS that was verified by or provided by the Social Security Administration (SSA data) and is subject to an agreement between DHCS and SSA, Business Associate shall provide, upon request by DHCS, a list of all employees and agents and employees who have access to such data, including employees and agents of its agents, to DHCS.

18. **Breaches and Security Incidents.** Business Associate shall implement reasonable systems for the discovery and prompt reporting of any breach or security incident, and take the following steps:

18.1 Notice to DHCS.

18.1.1 Business Associate shall notify DHCS **immediately** upon the discovery of a suspected breach or security incident that involves SSA data. This notification will be provided by email upon

discovery of the breach. If Business Associate is unable to provide notification by email, then Business Associate shall provide notice by telephone to DHCS.

18.1.2 Business Associate shall notify DHCS **within 24 hours by email** (or by telephone if Business Associate is unable to email DHCS) of the discovery of:

18.1.2.1 Unsecured PHI if the PHI is reasonably believed to have been accessed or acquired by an unauthorized person;

18.1.2.2 Any suspected security incident which risks unauthorized access to PHI and/or other confidential information;

18.1.2.3 Any intrusion or unauthorized access, use or disclosure of PHI in violation of this Agreement; or

18.1.2.4 Potential loss of confidential data affecting this Agreement.

18.1.3 Notice shall be provided to the DHCS Program Contract Manager (as applicable), the DHCS Privacy Office, and the DHCS Information Security Office (collectively, "DHCS Contacts") using the DHCS Contact Information at Section 18.6. below.

Notice shall be made using the current DHCS "Privacy Incident Reporting Form" ("PIR Form"; the initial notice of a security incident or breach that is submitted is referred to as an "Initial PIR Form") and shall include all information known at the time the incident is reported. The form is available online at http://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/DHCSBusinessAssociatesOnly.aspx.

Upon discovery of a breach or suspected security incident, intrusion or unauthorized access, use or disclosure of PHI, Business Associate shall take:

18.1.3.1 Prompt action to mitigate any risks or damages involved with the security incident or breach; and

18.1.3.2 Any action pertaining to such unauthorized disclosure required by applicable Federal and State law.

18.2 **Investigation.** Business Associate shall immediately investigate such security incident or confidential breach.

18.3 **Complete Report.** To provide a complete report of the investigation to the DHCS contacts within ten (10) working days of the discovery of the security incident or breach. This "Final PIR" must include any applicable additional information not included in the Initial Form. The Final PIR Form shall include an assessment of all known factors relevant to a determination of whether a breach occurred under HIPAA and other applicable federal and state laws. The report shall also include a full, detailed corrective action plan, including its implementation date and information on mitigation measures taken to halt and/or contain the improper use or disclosure. If DHCS requests information in addition to that requested through the PIR form, Business Associate shall make reasonable efforts to provide DHCS with such information. A "Supplemental PIR" may be used to submit revised or additional information after the Final PIR is submitted. DHCS will review and approve or disapprove Business Associate's determination of whether a breach occurred, whether the security incident or breach is reportable to the appropriate entities, if individual notifications are required, and Business Associate's corrective action plan.

18.3.1 If Business Associate does not complete a Final PIR within the ten (10) working day timeframe, Business Associate shall request approval from DHCS within the ten (10) working day timeframe of a new submission timeframe for the Final PIR.

18.4 Notification of Individuals. If the cause of a breach is attributable to Business Associate or its agents, Business Associate shall notify individuals accordingly and shall pay all costs of such notifications, as well as all costs associated with the breach. The notifications shall comply with applicable federal and state law. DHCS shall approve the time, manner and content of any such notifications and their review and approval must be obtained before the notifications are made.

18.5 Responsibility for Reporting of Breaches to Entities Other than DHCS. If the cause of a breach of PHI is attributable to Business Associate or its subcontractors, Business Associate is responsible for all required reporting of the breach as required by applicable federal and state law.

18.6 DHCS Contact Information. To direct communications to the above referenced DHCS staff, the Contractor shall initiate contact as indicated here. DHCS reserves the right to make changes to the contact information below by giving written notice to Business Associate. These changes shall not require an amendment to this Agreement.

DHCS Program Contract Manager	**DHCS Privacy Office**	**DHCS Information Security Office**
See the Scope of Work exhibit for Program Contract Manager information. If this Business Associate Agreement is not attached as an exhibit to a contract, contact the DHCS signatory to this Agreement.	Privacy Office c/o: Office of HIPAA Compliance Department of Health Care Services P.O. Box 997413, MS 4722 Sacramento, CA 95899-7413 Email: incidents@dhcs.ca.gov Telephone: (916) 445-4646	Information Security Office DHCS Information Security Office P.O. Box 997413, MS 6400 Sacramento, CA 95899-7413 Email: incidents@dhcs.ca.gov

19. Responsibility of DHCS. DHCS agrees to not request the Business Associate to use or disclose PHI in any manner that would not be permissible under HIPAA and/or other applicable federal and/or state law.

20. Audits, Inspection and Enforcement

20.1 From time to time, DHCS may inspect the facilities, systems, books and records of Business Associate to monitor compliance with this Agreement. Business Associate shall promptly remedy any violation of this Agreement and shall certify the same to the DHCS Privacy Officer in writing. Whether or how DHCS exercises this provision shall not in any respect relieve Business Associate of its responsibility to comply with this Agreement.

20.2 If Business Associate is the subject of an audit, compliance review, investigation or any proceeding that is related to the performance of its obligations pursuant to this Agreement, or is the subject of any judicial or administrative proceeding alleging a violation of HIPAA, Business Associate shall promptly notify DHCS unless it is legally prohibited from doing so.

21. Termination

21.1 Termination for Cause. Upon DHCS' knowledge of a violation of this Agreement by Business Associate, DHCS may in its discretion:

21.1.1 Provide an opportunity for Business Associate to cure the violation and terminate this Agreement if Business Associate does not do so within the time specified by DHCS; or

21.1.2 Terminate this Agreement if Business Associate has violated a material term of this Agreement.

21.2 Judicial or Administrative Proceedings. DHCS may terminate this Agreement if Business Associate is found to have violated HIPAA, or stipulates or consents to any such conclusion, in any judicial or administrative proceeding.

22. Miscellaneous Provisions

22.1 Disclaimer. DHCS makes no warranty or representation that compliance by Business Associate with this Agreement will satisfy Business Associate's business needs or compliance obligations. Business Associate is solely responsible for all decisions made by Business Associate regarding the safeguarding of PHI and other confidential information.

22.2. Amendment.

22.2.1 Any provision of this Agreement which is in conflict with current or future applicable Federal or State laws is hereby amended to conform to the provisions of those laws. Such amendment of this Agreement shall be effective on the effective date of the laws necessitating it, and shall be binding on the parties even though such amendment may not have been reduced to writing and formally agreed upon and executed by the parties.

22.2.2 Failure by Business Associate to take necessary actions required by amendments to this Agreement under Section 22.2.1 shall constitute a material violation of this Agreement.

22.3 Assistance in Litigation or Administrative Proceedings. Business Associate shall make itself and its employees and agents available to DHCS at no cost to DHCS to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against DHCS, its directors, officers and/or employees based upon claimed violation of HIPAA, which involve inactions or actions by the Business Associate.

22.4 No Third-Party Beneficiaries. Nothing in this Agreement is intended to or shall confer, upon any third person any rights or remedies whatsoever.

22.5 Interpretation. The terms and conditions in this Agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA and other applicable laws.

22.6 No Waiver of Obligations. No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

APPENDIX B

Use of RMTS System and Restrictions

The RMTS System may be accessed only by LEA Users as defined in Section 1. LACOE shall require Authorized Contractors and LEA Users to adhere to the provisions of Appendix B-1. Acceptance of this contract signifies acceptance of the terms of Appendix B-1. All LEA users must implement the provisions of Appendix B-1 prior to use of the RMTS System. All LEA users must continue to adhere to the provisions of Appendix B-1 during the term of the contract. LACOE reserves the right to restrict access of the RMTS System by any LEA User and/or Authorized Contractor who violates the confidentiality or proprietary rights of the RMTS System.

LEA acknowledges and agrees that (i) the RMTS System sublicensed to LEA by LACOE is and will remain the property of its licensors; (ii) LEA has no right, title or interest to the proprietary information and the RMTS System licensed to LACOE, (iii) not to make available the RMTS System proprietary or configuration information in any form to any third party or to use the RMTS System for any purpose other than the implementation of and as specified in this Contract, (iv) to take all reasonable steps to ensure that proprietary or confidential info of the RMTS System is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Contract, (v) ensure that appropriate proprietary notices indicating RMTS System Intellectual Property Rights in the RMTS System and related Documentation are placed on all copies of written materials distributed by LEA, (vi) not decompile, disassemble, or otherwise attempt to reverse engineer the RMTS System or any portion thereof and shall not perm.it any LEA User to decompile, disassemble, or otherwise attempt to reverse engineer the RMTS System or any portion thereof, (vii) be responsible for the quality, integrity and accuracy of al data entered and used in connection with the RMTS System Service, including all deletions of such data by LEA Users.

Appendix B-1

TERMS OF USE

Fairbanks LLC and/or its affiliates provide website features to you subject to the following conditions. If you visit fairbanksllc.com, you accept these conditions. Please read them carefully. In addition, when you use any current or future Fairbanks LLC online service or business you also will be subject to the guidelines, terms and agreements ("Terms") applicable to such service or business. If these conditions are inconsistent with such Terms, the Terms will control.

Privacy
Please review our Privacy Policy, which also governs your visit to Fairbanks LLC, to understand our practices.

Electronic Communications
When you visit Fairbanks LLC or send e-mails to us, you are communicating with us electronically. You consent to receive communications from us electronically. We will communicate with you by e-mail or by posting notices on this site. You agree that all agreements, notices, disclosures and other communications that we provide to you electronically satisfy any legal requirement that such communications be in writing.

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Site Policies, Modification, and Severability

We reserve the right to make changes to our site, policies, and these Conditions of Use at any time. If any of these conditions shall be deemed invalid, void, or for any reason unenforceable, that condition shall be deemed severable and shall not affect the validity and enforceability of any remaining condition.

Privacy Policy

This privacy policy tells you how we use personal information collected at this site. Please read this privacy policy before using the site or submitting any personal information. By using the site, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the site to make sure that you understand how any personal information you provide will be used.

Note, the privacy practices set forth in this privacy policy are for this web site only. If you link to other web sites, please review the privacy policies posted at those sites.

Collection of Information

We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our visitors. The information you provide is used to fulfill your specific request. This information is only used to fulfill your specific request, unless you give us permission to use it in another manner, for example to add you to one of our mailing lists.

Cookie/Tracking Technology

The Site may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the Site, and understanding how visitors use the Site. Cookies can also help customize the Site for visitors. Personal information cannot be collected via cookies and other tracking technology, however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties.

Distribution of Information

We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, {3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

Commitment to Data Security

Your personally identifiable information is kept secure. Only authorized employees, agents and contractors {who have agreed to keep information secure and confidential) have access to this information. All emails and newsletters from this site allow you to opt out of further mailings.

Privacy Contact information

If you have any questions, concerns, or comments about our privacy policy you may contact us using the information below:

By e-mail: info@fairbanksllc.com
By Phone: 312.321.1225

We reserve the right to make changes to this policy. Any changes to this policy will be posted.

Appendix C

Support Services System

LEA is granted a limited license to access and make personal use of the Support Services System's website. LEA is not to download (other than page caching) or modify website, or any portion of it except with express written consent of the Support Services System Vendor. This license does not include any resale or commercial use of this site or its contents; any collection and use of any product listings, descriptions, or prices; any derivative use of this site or its contents; any downloading or copying of account information for the benefit of another merchant; or any use of data mining, robots, or similar data gathering and extraction tools. This site or any portion of this site may not be reproduced, duplicated, copied, sold, resold, visited, or otherwise exploited for any commercial purpose without express written consent of the Support Services System Vendor. LEA may not frame or utilize framing techniques to enclose any trademark, logo, or other proprietary information (including images, text, page layout, or form) of the Support Services System Vendor without express written consent. LEA may not use any meta tags or any other "hidden text" utilizing the Support Services System Vendor's name or trademarks without the express written consent of the Support Services System Vendor. Any unauthorized use terminates the permission or license granted by the Support Services System Vendor. LEA is granted a limited, revocable, and nonexclusive right to create a hyperlink to the home page of the Support Services System Vendor so long as the link does not portray the Support Services System Vendor, or its products or services in a false, misleading, derogatory, or otherwise offensive matter. LEA users may not use the Support Services System Vendor's logo or other proprietary graphic or trademark as part of the link without express written permission.

Site Policies, Modification, and Severability

The Support Services System Vendor reserves the right to make changes to its site, policies, and these Conditions of Use at any time. If any of these conditions shall be deemed invalid, void, or for any reason unenforceable, that condition shall be deemed severable and shall not affect the validity and enforceability of any remaining condition.

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:	June 18, 2025
SUBJECT:	Approval of Agreement Renewal for Professional Services, Amtech Elevator Services, District-Wide Elevator Inspection and Maintenance (Restricted Routine Maintenance)

Background:
In an effort to revise the scope of work and to decrease the cost being spent on Elevator Inspection and Maintenance, the District opened up the bidding process in 2019. Amtech was selected based on pricing as well as their previous experience working with the District.

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:
This master agreement combines the previous Master Maintenance Agreement and Oil & Grease Service Agreement into one which will include the examination, adjustments, cleaning, lubrication, load tests, monthly fire service tests (elevators) as set forth in this agreement along with the required support documentation to maintain the District's annual operating permits for said equipment. This agreement will provide service for 25-hydraulic elevators and 15-wheel chair lifts (including 1 stair climber). This agreement will be renewed on an annual basis.

Financial Impact:
$55,800 (Restricted Maintenance)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement renewal between Burbank Unified School District and Amtech Elevator Services for a District-Wide Master Maintenance Agreement for the inspection and maintenance of all elevators and wheelchairs, effective July 1, 2025 through June 30, 2026, not to exceed $55,800 (01.0-81500.0-00000-81100-5631-752-3100) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AMTECH Elevator Services

3041 Roswell Street
Los Angeles, CA 90065
Phone# 323-478-2100
Fax# 323-478-2130
License # 737286

June 9, 2025

Burbank Unified School District
510 S. Shelton Street
Burnbank, CA 91506

RE: Elevator and Wheelchair Lift Service Agreement, DVA07909

Dear Crystal,

The purpose of this addendum is to extend the elevator and wheelchair lift service agreement for an additional one year period.

With your approval we will extend the existing elevator and wheelchair lift Service Agreement between Burbank Unified School District and Amtech Elevator for an additional year from July 1, 2025 to June 30, 2026.

All other terms and conditions of the Service Agreement shall remain unchanged.
There will be no change to the pricing for this next year.

This addendum will become binding effective the date it is signed, as a modification to the existing contract. All other terms, conditions and obligations in the contract referred to are to remain in full force and effect.

Please sign and return a copy of this addendum to me so we may execute internally.

Feel free to call me with any questions. We appreciate your business and look forward to continuing our successful business partnership.

Sincerely,

Steve Park

Amtech Elevator

Accepted

Customer Approval by authorized building/contract representative	**Amtech Elevator**
June 4, 2025 Date	Date
Signed	Signed
Dennis Maxwell Print Name	Print Name

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:	Malihe Shokouhi, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Approval of Professional Services Agreement, Taller Dos Flores, Architectural and Engineering Services, Two (2) Relocatable Classrooms, Adult School Annex (Adult Education Fund)

Background:
Burbank Adult School (BAS) is currently facing a critical shortage of classroom space, limiting its ability to serve the growing number of adult learners seeking to acquire new skills for employment. A key goal for BAS is to expand its medical career training programs, particularly for English learners. However, the lack of available classrooms has become a significant barrier to meeting this objective. Over the past two years, student enrollment at BAS has increased substantially, underscoring the urgent need for additional instructional space. Expanding facilities would allow the school to launch accelerated programs tailored to English learners pursuing careers in the medical field, ultimately helping more students achieve their professional goals.

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:
Adult school requires architectural professional services for design, preparation of drawings, and approval from Division of State Architect (DSA) for two new relocatable classrooms at the Adult School annex (East of the main building). Taller Dos Flores Architectural Firm has long time experience in completing similar smaller projects in short periods of time. The two new relocatable classrooms will have to be DSA approved by the end of October 2025 in order to have bid results before the end of year and constructed during summer of 2026

At present time, low voltage fiber for the Adult School annex is coming from Luther Middle School, located North of the site. This will be disconnected and new fiber will be re-routed by pulling from the Adult School main building. The existing toilet room sub-floor is also caving and will require new subfloor and finish. In addition, the parking lot asphalt has many linear cracks, requiring new seal and striping.

Financial Impact:
$71,550.00 (Adult Education Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the professional services agreement between Burbank Unified School District and Taller Dos Flores for Architectural and Engineering Services for Two (2) Relocatable Classrooms at the Adult School Annex, effective July 1, 2025 through December 31, 2026, not to exceed $71,550.00 including reimbursables (11.0-63910.0-41104-85000-6000-5330000) Adult Education Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Taller Dos Flores

1166 Mar Vista Ave.
Pasadena, CA 91104
(626) 379-6952
tallerdosflores.com

April 11, 2025

Ms. Malihe Shokouhi
Project Manager
Burbank Unified School District
510 S. Shelton Street
Burbank, CA 91506

Re: Adult School Annex - Relocatable Classrooms
Revision 4 (June 9, 2025)

Dear Ms. Shokouhi:

Taller Dos Flores is pleased to submit our Fee Proposal for Architectural and Engineering Services related to the above project.

We base the following scope of services and fees on the project description per our site visit on March 17, 2025, email information provided by Malihe Shokouhi on April 4 and May 20, 2025, telephone conversation on May 22, 2025, and team meeting on June 4, 2025. The following proposal reflects our current understanding of the project and scope of the services required.

I PROJECT

Burbank Unified School District (“Client”) intends to install two (2) new relocatable classrooms on the Adult School Annex campus, a new subfloor and interior refresh of existing relocatable restroom building, and re-route low voltage (fiber)/fire alarm systems from Luther Middle school to the Adult School.

II SCOPE OF SERVICES

Taller Dos Flores (“Architect”) will provide the following services from the project start through closeout:

A. Perform site visit(s) to review existing conditions and utilities associated with the scope of work.

B. Review client-provided as-built drawings;

C. Coordinate with Consultant;

D. Coordinate with relocatable building vendor;

E. Coordinate with district’s IT department;

F. Prepare Construction Documents consisting of full-size CAD (2D) drafted sheets specifying:
   1. Architectural drawings to show the scope of work:
      a. Installation of two (2) relocatable buildings;
      b. New subfloor at existing relocatable restroom building;
      c. Interior refresh of existing relocatable restroom building;
      d. Interior elevations of classroom buildings for district coordination;
      e. Seal coating of asphalt;
      f. Restriping.
   2. Electrical drawings to show scope of work:
      a. Provide electrical, low voltage, and fire alarm connections;
      b. Provide required plumbing calculations and changes to existing relocatable toilet building;
      c. Provide fiber optic connection.

G. Provide sheet specifications;

H. Prepare computer aided drawings (CAD) backgrounds;

I. Submit to DSA for over-the-counter (OTC) review;

J. Coordinate with Client's project manager;

K. Assist Client with the administration of typical DSA project documents (see Section IV for additional information);

L. Construction Administration:
   1. Review and respond to RFIs;
   2. Review and respond to product submittals;
   3. Review and respond to shop drawings.
   4. Attend eight (8) on-site OAC meetings.

M. Perform one (1) punch walk at completion of construction and develop final punch list;

N. Development of as-built/record drawings;

O. Assist Client with DSA close out;

P. Assign the following consultant to the project:
   1. <u>Electrical</u>

      Pacific Engineers Group

      1106 W. Magnolia Blvd., Suite A

      Burbank, CA 91506

III FEE, EXPENSE, AND SCHEDULE

The fee for the above listed design services shall be:

A. A not to exceed fee of **Sixty-nine Thousand Five Hundred Fifty Dollars ($69,550)**;

B. Reimbursable expenses shall be a not to exceed of **Two Thousand Dollars ($2,000)**;

C. Additional services will be per our hourly rates;

D. See attached Exhibit 1 for Hourly Rates and Fees;

E. Schedule:

1.	Construction Documents	No later than September 30, 2025
2.	DSA OTC Review	No later than October 31, 2025

IV NON-SCOPE SERVICES

The above-described services are based on routine applications which do not require special procedures or the preparation of additional information. All plans and other documents will be prepared only once. The Client shall acknowledge that the Architect does not include items of service not specified in the scope above.

V ASSUMPTIONS & EXCLUSIONS

We assume the following items in the scope of this Proposal:

A. Single phase construction;

B. Existing MEP, low-voltage and fire alarm services are adequate for this improvement and meet the current code requirements and regulations, fire and life safety codes, and any agency requirements, which has jurisdiction;

C. Existing dedicated MEP service such as power, switchboards, transformers, and so on, is available at the project area;

D. Existing ADA (path of travel) components meet the current code requirements and regulations, and any agency requirements, which has jurisdiction;

E. Availability of up-to-date as-built drawings for the project area;

F. The project has no Deferred Approvals;

G. Two (2) month construction schedule.

We exclude the following items from the scope of this Proposal:

A. Structural, mechanical, plumbing, and civil engineering design;

B. Electrical interior work for the relocatables;

C. Network and wiring systems design;

D. Relocatable building interior re-design and re-engineering;

E. Project management;

F. Construction meeting minutes;

G. Prepare bid solicitation for contracting;

H. Electrical distribution and emergency power systems upgrades;

I. Fire protection design, including but not limited to, fire sprinkler systems, etc.;

J. 3D modeling, including Building Information Modeling;

K. Infrastructure upgrades to existing structural system, electrical, mechanical and plumbing systems;

L. Plan check fees;

M. Permit and inspection fees;

N. Testing and inspection cost;

O. Reproduction of documents

VI ADDITIONAL SERVICES / CHANGES IN SERVICES

If any unforeseen changes in the scope of service arise, the Architect will notify the Client of the circumstances. If Additional Services/Changes in Services are necessary, Architect will perform services as authorized and approved in writing by the Client. Such items of service may include, but not limited to, the following:

A. Work associated with changes in project size or program;

B. Interior design;

C. Architectural renderings

D. Graphic design;

E. Construction Change Directives (CCD) as a result of Owner/Contractor changes;

F. Deferred Approval Documents, if not included above.

(The remainder of this page is blank intentionally.)

Thank you for the opportunity to offer our services.

Regards,
Taller Dos Flores



J. Guadalupe Flores, AIA
Owner

JGF:gf
Attachment

This fee proposal is valid for ninety (90) days from the day and year first written above.

FILE: Proposal-BUSD-ILA Relos-R4.Docx

Taller Dos Flores

1166 Mar Vista Ave.
Pasadena, CA 91104
(626) 379-6952
tallerdosflores.com

EXHIBIT 1

HOURLY RATES AND FEES

Architectural Services

Effective January 1, 2025

A. Salaries:

The hourly personnel rates listed below include overhead, burden, fringe benefits, profits, etc. This schedule is valid for services performed during 2025. Services commenced or continued beyond 2025 will be subject to the Schedule current at the time of performance of services.

Classification	Hourly Rate
a. Principal	$300.00
b. Project Architect	$159.00
c. Construction Administrator	$138.00
d. Drafting	$120.00
e. Administrator	$96.00

B. Reimbursable:

1. Plan check fee and permit fee; billed at actual cost- limited to less than $2,000 and prior approval;
2. Reproduction, express mail, etc.: billed at cost;
3. Reimbursable for prints and reports done in house are as follows:

CADD plots (30”x42”) (one check plot and one final plot for each submittal)	$10.00 per plot
Xerographic plot (30”x42”)	$2.00 per sheet
Xerographic copies (8 ½”x11”)	$0.10 each

C. Consultants Salaries:

The hourly personnel rates listed below include overhead, burden, fringe benefits, profits, etc. This schedule is valid for services performed during 2025. Services commenced or continued beyond 2025 will be subject to the Schedule current at the time of performance of services.

Classification	Hourly Rate
1. Electrical	
a. Principal	$210.00
b. Engineer	$185.00
c. Draftsman	$100.00
d. Clerical	$75.00

EXHIBIT "H"

PROJECT ASSIGNMENT AMENDMENT (PAA)
TO
MASTER AGREEMENT FOR ARCHITECTURAL SERVICES

This Project Assignment Amendment ("PAA") is entered by and between Simi Valley Unified School District ("District") and **J. Guadalupe Flores dba Taller Dos Flores** ("Architect") as of **6/9/2025**

Whereas, the District entered into a written Agreement entitled Master Agreement for Architectural Services ("Agreement") generally establishing terms and conditions for the Architect's design professional services for Projects assigned by the District to the Architect;

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Architect for completion of design professional services; and

Whereas, this PAA shall be considered attached to and incorporated into the Agreement as the Parties desire to identify a particular Project that will be completed pursuant to the terms of the Agreement.

NOW THEREFORE, the District and Architect and agree as follows:

Assigned Project Description. The Assigned Project is described as follows:

Two new relocatable classrooms 24x40 classrooms for Adult school Annex.
Re-route low voltage/FA. New route is from Adult school to Annex. (Existing low voltage route from Luther MS will be disconnected).
Linear crack fill and seal existing asphalt and re-stripe
Site visit with the District IT staff, electrician, your consultants and the relocatable manufacturer before start design.
Submittal to DSA for approval Over The Counter (OTC)
DSA approval by October 30, 2025

1. **Assigned Project Construction Budget**. Construction Budget for the Assigned Project is $1,290,900.00

2. **Assigned Project Basic Services**. The Basic Services Phases for the Assigned Project are:

Phase 1: Meeting with the stake holders & finalizing the scope of work.
Phase 2: 50% Complete Architectural, Electrical, Low voltage, Plumbing, site design
Phase 3: 100% Complete set for review and bid
Phase 4: DSA approval
Phase 5: Construction Administration

3. **Assigned Project Design Disciplines and Design Consultants**. The Design Disciplines included within the scope of the Assigned Project include the following: the Architect shall complete all services for the Design Disciplines noted below with its own employees or by Design Consultants to the Architect.

Architectural; MEP
As required.

4. **Assigned Project Schedule**. The Architect's Completion of Basic Services for the Assigned Project shall be in accordance with the following:

Basic Services Phases	Completion Date
Meeting with the stake holders	Completed
50% drawings	July 15
100 % complete drawings	August 15
DSA approval	October 30
Bid advertise	Nov 1, 2025
Construction start	June 1, 2026
Construction finish	July 30, 2026

5. **Assigned Project Contract Price**. The Contract Price for the Assigned Project shall not exceed

Sixty-nine thousand fifty hundred fifty Dollars ($69,550.00), and reimbursable expenses not to **exceed Two-thousand Dollars $2,000.** The Contract Price for the Assigned Project is allocated to the Basic Services Phases as follows:

Basic Services Phases	Contract Price Allocation	Percentage of Contract Price
Pre-design meetings		5%
50% drawings		25%
100 % drawings		25%
DSA approval		25%
Construction admin		20%
Total Contract Price:	**$**	100%

6. **Design Consultants**. Design Consultants to the Architect for the design disciplines required for the Assigned Project are as follows: Mechanical, Electrical, plumbing (MEP)

7. **Agreement Terms**. All terms of the Agreement are incorporated herein and applicable to the Assigned Project, except as modified by the terms of this PAA.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS HEREOF, the District and the Architect have executed this Project Assignment Amendment as of the date set forth above.

District	**Architect**
Burbank Unified School District	Taller Dos Flores
By: _____	By: _____
Name: Andrew Cantwell_____	Name: J. Guadalupe Flores. AIA
Title: Assistant Superintendent, Business & Facilities	Title: Owner

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:	June 18, 2025
SUBJECT:	Approval of Agreement Renewal, Intercom Clock & Signal Service (ICS), District-Wide Cellular Monitoring Services, Various Sites (General Fund)

Background:
Due to constant outages/lack of connection from the old landlines that connected to the fire alarm system, the phone system was transferred to cellular services throughout the District to provide connection to the fire alarm company in Spring 2019. ICS installed cell dialers at 18 sites (Disney, Emerson, Harte, Jefferson, McKinley, Miller, Providencia, Roosevelt, Washington, Luther, Huerta, Burbank High, Burroughs, Horace Mann, Adult School, Stevenson, Muir, and CDS) with the addition of Edison and Monterey within the last year, bringing the total to 20 sites.

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 agreement will further the implementation of a District-Wide fire alarm monitoring program and will be renewed on an annual basis to continue to monitor the cellular services at each site.

Fiscal Impact:
$3,600 (General Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement renewal between Burbank Unified School District and Intercom Clock & Signal Service (ICS) for cellular service monitoring for the District-Wide fire alarm phone system, effective July 1, 2025 through June 30, 2026, not to exceed $3,600 (01.0-00100.0-00000-83000-5850-752-1000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Estimate

Date	Estimate #
4/1/2025	102697

Riverside, CA
92517

Phone: 951-683-3637 FAX: 951-683-3034

www.icsservice.net

Name / Address
Burbank USD 510 S. Sheldon Street Burbank, Ca 91506-2818

P.O. No.	Terms	REP	Due Date	FOB	Project
	Net 30		5/1/2025		Monitoring 2025-26

Item	Description	Qty	Total
Monitoring	1-6500 Burbank CDS	12	180.00
Monitoring	1-6501 Stevenson	12	180.00
Monitoring	1-6525 Muir	12	180.00
Monitoring	1-7500 Disney	12	180.00
Monitoring	1-7501 Harte	12	180.00
Monitoring	1-7502 Emerson	12	180.00
Monitoring	1-7503 Jefferson	12	180.00
Monitoring	1-7504 McKinley	12	180.00
Monitoring	1-7505 Miller	12	180.00
Monitoring	1-7506 Burroughs	12	180.00
Monitoring	1-7507 Roosevelt	12	180.00
Monitoring	1-7508 Washington	12	180.00
Monitoring	1-7509 Luther	12	180.00
Monitoring	1-7510 Jordan	12	180.00
Monitoring	1-7511 Adult Ed	12	180.00
Monitoring	1-7512 Mann	12	180.00
Monitoring	1-7513 Burbank High	12	180.00
Monitoring	1-7514 Providencia	12	180.00
Monitoring	1-7515 Thomas Edison Elementary	12	180.00
Monitoring	1-7516 Monterey High	12	180.00
	Monthly (Cell Only) Monitoring for Fiscal Year 2025-2026 July 1, 2025-June 30, 2026		

Dennis Maxwell 5-16-2025

Subtotal	$3,600.00
Sales Tax (10.25%)	$0.00
Total ✓	$3,600.00

By Signing Above, You Agree to the Terms and Conditions Set Forth

This Estimate is valid for a term of 30 Days. Completion of project to be determined upon commencement of work.

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:	June 18, 2025
SUBJECT:	Notice of Completion, Square Signs LLC DBA Front Signs, CUPCCAA Bid 2425-013 for Variable Message Signage, Burbank Adult School (Capital Outlay)

Background:
The District is in the process of upgrading the two (2) marquee signs at Burbank Adult School. A job walk was held on October 24, 2024; three (3) contractors attended. The bid closed on November 24, 2024; two (2) contractors submitted a bid package.
Qualifying Bids for Variable Message Signage, CUPCCAA Bid 2425-013, at Burbank Adult School received were as follows:

Square Signs LLC DBA Front Signs	$69,300.00
California Marquee	$74,268.15

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 signs were outdated with one sign requiring a person to physically change the letters each time the notifications needed to be updated while the other marquee sign had low visual quality. 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 and videos. This work was completed on April 15, 2025.

Fiscal Impact:
$69,300 (Capital Outlay)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: CUPCCAA Bid 2425-013 for Variable Message Signage at Burbank Adult School, PO #25002616, not to exceed $69,300 (110-63910-0-41101-27000-6510-533-0000, 110-63910-0-41102-27000-6510-533-0000, 110-63910-0-41104-27000-6510-533-0000, 110-

63910-0-41106-27000-6510-533-0000) Capital Outlay, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	June 18, 2025
SUBJECT:	Approval of Professional Services Agreement Renewal, Cintas, District-Wide Dust Mop Cleaning Treatment (General Fund)

Background:
In an effort to create a consistent schedule of cleaning and distributing dust mops to clean the sites throughout the District, quotes were collected from several vendors to compare quality and fiscal impact. Cintas was chosen based on reviews, low cost, and availability to work with District needs.

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:
Cintas is scheduled to pick up and drop off dust mops monthly to be distributed to all the sites in the District. Service will be renewed annually.

Cintas has a pre-negotiated PWCPS piggyback agreement that allows for unit prices to be consistent without increasing during the agreed term. Over the past few years, Cintas has extended and negotiated a pricing adjustment with their Lead Public Agency Prince William County Public Schools for the OMNIA relationship on all business lines in accordance with the Master Agreement, increasing monthly invoices due to raising costs for key inputs like Labor, Water, and Fleet, Cintas' costs which have all increased substantially since the original contract.

Fiscal Impact:
$6,402.00 Annually (General Fund)
$533.50 Monthly

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement renewal between Burbank Unified School District and Cintas for the Monthly Cleaning and Delivery of Dust Mops District-Wide, effective July 1, 2025 through June 30, 2026, not to exceed $6,402.00 (01.0-00100.0-00000-82100-5631-752-1000) General Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

CINTAS
READY FOR THE WORKDAY™

FACILITY SERVICES RENTAL SERVICE AGREEMENT

Location _____ _____ No.052K Agreement No. 210577969

Customer No. 16435959 Date _____

BURBANK USD

Customer 510 S SHELTON ST City BURBANK Phone 818-729-4533

Address State CA Zip 91506-2818

FACILITY SERVICES PRODUCTS PRICING:

Material#	Description	Rental Frequency	Inventory	Unit Price
X1045	60" MOP FRAME - Rental		ANY	0.000
X1946	24" MOP FRAME - Rental		ANY	0.000
X2570	24" DUST MOP - Rental		ANY	2.100
X2610	60" DUST MOP - Rental		ANY	3.950

o This agreement is effective as of the date of execution for a term of 60 months from date of installation.

o The additional charges listed below are subject to adjustment by Company effective upon notice to Customer, which notice may be in the form of an invoice.

o COD Terms $ per week charge for delayed payment (if Amount Due is Carried to Following Week) o Credit Terms - Charge Payments due 10 Days After End of Month

o Automatic Lost Charge: $ _____ Replacement Material _____ % of Inventory $ _____ EA

o Artwork Charge for Logo $ _____ per delivery. Mat o Service Charge:

This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.

o Other _____

Customer certifies that ☐ it is ☐ is not a federal, state, or local government branch or agency.

This agreement is subject to the terms and conditions on the back of this agreement. By signing below, Customer agrees to and accepts the terms and conditions on the back of this agreement.

Cintas Loc.No Please Sign Name

Burbank USD



	Inventory	Wearers	Per Unit	Frequency	Monthly Cost
24" Dust Mops	160	1	$2.10	Monthly	$336.00
60" Dust Mops	50	1	$3.95	Monthly	$197.50
					$533.50

Monthly Service

CINTAS®
READY FOR THE WORKDAY™

By _____

Title _____

Accepted-GM _____

Please Print Name Dennis Maxwell

Please Print Title Director of Facilities

E-Mail dennismaxwell@burbankusd.org

FACILITY SERVICES RENTAL SERVICE AGREEMENT

1. The customer, its successors and assigns ("Customer") orders from CINTAS CORPORATION or any of its subsidiaries, successors and assigns ("Company") all of the Customer's requirements of garment rental services and other items covered by this agreement during the term of this agreement all in accordance with the pricing, terms and conditions contained herein. Pricing is based on 52 weeks billing per rental item per year.

2. All items will be cleaned and maintained by Company. Any items that require replacement due to normal wear will be replaced by Company at no charge to Customer.

3. The weekly rental charge for any item can be terminated, but only after all items issued to Customer, or the value of same, have been returned to Company. All items remain the property of Company. Any special products (logo mats) must be purchased by the customer if service is stopped. If items are lost or destroyed by any means, Customer will pay for said items at the then current replacement values.

4. Customer agrees to notify Company, in writing, of any hazardous materials that may be picked up by Company in the soiled products or other textiles serviced under this agreement. In no case will hazardous materials be present to the extent that they may be harmful to Company's employees.

5. If Company provides floor mats to Customer, Customer is ultimately responsible for choosing the type and placement of any floor mats provided by Company and ensuring floor safety locations at its location. If a mat needs to be replaced for any reason prior to its next scheduled service, Customer should remove it and contact Company to request replacement

6. This agreement is effective as of the date of execution. The initial term of this agreement shall be as set forth on the front of this agreement and shall automatically renew for the same period of time unless Company is notified, to the contrary, in writing, no more than 180 days, but no less than 90 days in advance of the expiration of the then current term. Company has the right to increase prices. The Customer has the right to reject the increase within ten (10) days of the notice. If Customer rejects the price increase, Company may terminate this agreement. All invoices must be paid within ten (10) days after the end of the month. Interest will accrue on any amounts which are not paid when due from the date due to the date of payment in full at an annual percentage rate equal to the lesser of (a) eighteen percent 18% or (b) the maximum rate permitted by applicable law.

7. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this agreement

8. Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.

9. Additional products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof. If this agreement is terminated early, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than for documented quality of service reasons which are not cured as set forth above, or terminated by Company for cause at any time, Customer will pay to Company, as liquidated damages and not as penalty, the greater of 50% of the average weekly invoice total multiplied by the number of weeks remaining in the unexpired term, or buy back all products allocated to Customer at the then current replacement values. Customer shall also be responsible for any unpaid charges on Customers' account prior to termination.

10. While this agreement is in effect, Customer agrees to pay a weekly minimum charge equal to 75% of (a) the charges on the initial invoice and (b) the charges for additional products and services added after the initial invoice

11. Any dispute or matter arising in connection with or relating to this agreement shall be resolved by binding and final arbitration. The arbitration shall be conducted pursuant to applicable state or federal arbitration law. Any such dispute shall be determined on an individual basis, shall be considered unique as to its facts, and shall not be consolidated in any arbitration or other proceeding with any claim or controversy of any other party. The exclusive jurisdiction and forum for resolution of any such dispute shall lie in the state where Customer is located.

CINTAS®
READY FOR THE WORKDAY™

12. Customer certifies that Company is in no way infringing upon any existing contract between Customer and any other similar service provider.

13. This agreement contains the entire agreement of the parties with respect to the subject matter of this agreement and supersedes all prior negotiations, agreements and understandings with respect thereto. This agreement may only be amended, modified or supplemented by a written document executed by all parties, provided, however, if a Federal, state or local governmental body or its representative is a party to this Agreement, the proposed modification, amendment or supplement must be in writing signed by a President or Senior Vice President of Cintas.

14. Prevailing Wage/Living Wage. Customer understands and acknowledges individuals who provide services under this Agreement could be entitled to receive prevailing wages, living wages, or other minimum wages and/or benefits established by law ("Wage Statutes"). Customer understands and agrees that Customer is in sole possession and knowledge of the facts and circumstances necessary to make a determination as to whether any or all services provided under this Agreement are subject to any Wage Statutes.

Accordingly, Customer agrees that it has the sole responsibility to determine whether the Agreement is subject to any Wage Statutes and that it will inform Cintas of this fact in writing prior to the Parties' execution of the Agreement. In the event that Customer fails to notify Cintas in writing that the Agreement is subject to a Wage Statute and either

Cintas or any federal, state, or local authority determines that the services provided under the Agreement are subject to a Wage Statute,

Customer agrees that it will pay Cintas all additional sums necessary to raise all wages and benefits covered by the applicable Wage Statute(s) for those individuals providing such services to Customer under the Agreement to the minimum levels required by the applicable Wage Statute(s), and Customer agrees that it will defend and indemnify Cintas from any and all fines, penalties, interest, or other costs, expenses, or charges of any type imposed by any federal, state, or local authority for Cintas's failure to satisfy any such Wage Statute, as well as Cintas's costs and attorneys' fees incurred in responding to or defending against any such claim.

15. By signing the agreement, Customer authorizes Cintas to check its credit to determine payment terms for this agreement.

16. By signing the agreement, Customer waives its signature as a requirement for services rendered. Customer agrees to pay all services in full without the signature on their weekly invoice(s). Customers with multiple weekly invoices have the option to waive their signature on all but one invoice or may waive their signature on all invoices. If Customer chooses to retain signature authority, the respective SSR must be able to contact the customer to obtain a delivery signature.

Single Invoice: Signature Waived

Multiple Invoices: Signature Waived On All

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	June 18, 2025
SUBJECT:	Approval of University Agreement- Pacific Oaks College

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Background
The purpose of the University Agreement with Pacific Oaks College is to provide student interns with experience through practice in schools and classes. University Interns will assume responsibility for their classroom or office.

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

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

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to approve the University Agreement between the Burbank Unified School District and Pacific Oaks College to provide educational intern experience effective June 19, 2025 through until terminated upon mutual consent from both parties, and that authority to sign the Agreement be exercised pursuant to BUSD—AR 3314, as presented.

MEMORANDUM OF UNDERSTANDING
BETWEEN

Pacific Oaks College

AND

Burbank Unified School District

This Memorandum of Understanding (the "MOU") is entered into by and between Pacific Oaks College, a non-profit institution of higher education located at **45 Eureka Street, Pasadena, California**, and **Burbank Unified School District** located at **1900 West Olive Ave. Burbank, CA 91506**

This Understanding shall be effective for a period of five (5) years from the date of signature when executed by both parties. This Understanding will automatically renew unless otherwise indicated in writing by one of the parties at least thirty (30) days prior to the end of the term. Contract and monitoring responsibilities for the MOU rest with the College. If modifications are necessary within the duration of this MOU, they will be added to this memorandum by mutual written Understanding of all parties involved.

All stipulations in this MOU are contingent upon the acceptance and funding of the Intern Program by the California Commission on Teacher Credentialing.

A. Purpose

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties to this Understanding and to set forth the operative conditions, which will govern this partnership. The District and the College will form a partnership in providing coordinating services as part of the College Intern Program, serving multiple subject and mild/moderate special education interns, hereafter referred to as the College Intern Program.

B. Roles and Responsibilities

The District agrees to:

1. Participate in program evaluation.

2. Participate in the a clearly defined selection of district support providers (i.e. mentor teachers) to participate in the College Intern Program who have the following minimum qualifications:
    a. Valid corresponding Clear or Life Credential
    b. Three years of successful teaching experience
    c. EL Authorization (if responsible for providing specified EL support).

3. Provide sufficient resources, including the identification of protected time for employer-provided support/mentor to work with intern within the school day including clearly defined expectations for type/frequency of support.

4. Clarify the intern's terms of employment, including evaluation process of site support provider (examples: retiree, contracted COE or other agency staff, current school employee). The CTC requires districts to identify an individual who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English Learners, for assessing language needs and progress, and to support language accessible instruction. This individual may be the same mentor teacher provided that they have EL authorization and are immediately available.

5. Ensure the quality of the internship experience by providing professional development plan to the intern. College support providers will work with the intern and mentor teacher to design appropriate activities that support the intern's work with English Learners.

6. Ensure that all district and site administrative staff respect the confidentiality between the mentor teacher and the intern teacher. Intern activities will not have a relationship to district teacher evaluation.

7. Only hire intern candidates who meet the requirements necessary for obtaining an intern credential.

8. Assign the intern to positions that are authorized to be performed by holders of multiple subject and mild/moderate special education intern credentials, with a load that is appropriate for a beginning teacher that will enable the adequate time necessary to complete concurrent credential coursework.

9. Provide at least 84 hours of general support/supervision of the intern, and, if the intern does not already hold an English Learner Authorization, a minimum of 22.5 hours of additional English Learner support each academic year.

10. Place each participating intern with a fully credentialed mentor teacher, preferably at the same site as the intern teacher and with experience in the curricular area or grade level assigned to the intern.

11. Ensure that mentor teachers complete the mentor teacher 10-hour training as required by the CTC.

12. Upon request of the District for good cause, the District shall notify the College of termination or change of assignment of any intern in the College Intern Program.

Pacific Oaks College agrees to:

1. Designate a member of the faculty in teacher education to provide leadership for the College Intern Program. The College will assume the cost of a faculty member to provide leadership of the College Intern Program and work with the District.

2. Ensure that intern candidates meet the requirements necessary to acquire an intern credential:
   i. Bachelor's degree from an accredited school of higher education
   ii. Certificate of Clearance or other valid CTC-issued permit
   iii. Basic Skills Requirement
   iv. Negative TB test results
   v. Cumulative minimum GPA of 3.0
   vi. Subject Matter Proficiency
   vii. U.S. Constitution
   viii. 120 pre-service hours

3. Recommend only intern eligible candidates meeting the above requirements to the CTC for the intern credential.

4. Enhance the intern candidate's growth and development by providing quality coursework, seminars, and experiences to complete the preliminary credential.

5. Assign a fieldwork supervisor who will provide support and assistance to the intern through regularly scheduled classroom visits.

6. Provide at least 60 hours of general support/supervision of the intern, and, if the intern does not already hold an English Learner Authorization, a minimum of 22.5 hours of additional English Learner support each academic year.

7. Ensure the quality of the internship experience by providing professional development plan. College fieldwork supervisors will work with the intern and intern's mentor teacher to design appropriate activities that support the intern's work with English Learners.

8. Notify the District in the event that an intern is not maintaining enrollment and/or responsibilities in the courses to complete the Intern Program.

9. Provide advising and transitional assistance as needed to interns preparing to enter the beginning teacher induction program.

D. General Terms and Conditions

1. The Understanding between the College and the School District shall be the governing legal document between the parties.

2. **Non-Discrimination**. Both parties shall comply with all federal, state, and local laws, rules, and regulations, and executive orders concerning non-discrimination in employment, education, and services on the actual or perceived basis of race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender or sexual orientation.

3. **Indemnification**. Each party shall defend, indemnify, and hold harmless the other its agents, affiliates, subsidiaries, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the indemnifying party, its agents, employees, or any tier of that party's subcontractors in the performance of this Understanding. The insurance requirements of this Understanding will not be construed as limiting the scope of this indemnification.

4. **Insurance**. Without limiting the indemnification obligations stated above, each party to this Understanding shall provide and maintain at its own expense a program of insurance covering its activities and operations hereunder. Such program of insurance shall include, but not be limited to, general liability and professional liability coverage. The School District's general liability insurance shall have minimum coverage of $1,000,000 per occurrence and $3,000,000 in the aggregate. The College's professional liability insurance shall carry a single limit of not less than $1,000,000 per occurrence and $3,000,000 in the aggregate.

5. **Effective Date**. The effective date of this Understanding is the date on which the Understanding was duly executed.

6. **Termination**. The expectation of all parties is that the intern will complete the term of this Understanding. Termination of this Understanding with cause shall be in accordance with the academic policies of the qualifying degree program or the employment or policies of the School District. Any party may terminate this Understanding without cause by giving the other party 30 days' notice of the intention to terminate. Termination of this Understanding on the part of the College or School District is separate from termination of the intern's, mentor teacher's, or Credential Analyst's employment. It is assumed that if there is an early termination of this Understanding on the part of the intern, the District or mentor teacher, that such a decision must include consultation with the qualifying degree program.

7. Each party shall ensure that a Student Teacher or Intern will not displace a certificated employee within the district.

8. **Notices**. All notices required to be given under this Understanding shall be sufficient if sent by electronic mail, facsimile, or U.S. Mail as follows:

For College: Pacific Oaks College
Attn: Dr. Gabe Jones
45 Eureka Avenue
Pasadena, CA 91103
Tel: 626.529.8420
Email: credentials@pacificoaks.edu

For District: Burbank Unified School District
Attn: Lauren Trammell
Address: 1900 West Olive Ave.Burbank, CA 91506

LaurenTrammell@burbankusd.org

9. **Modification**. This Understanding may be revised or modified only by mutual Understanding and written amendment signed by both parties.

10. **Severability**. Each paragraph of this Understanding is severable from all other paragraphs. In the event any court of competent jurisdiction determines that any paragraph or subparagraph of the Understanding is invalid or unenforceable for any reason if same should occur by operation of law, all remaining paragraphs and subparagraphs will remain in full force and effect.

11. **Waiver**. The failure or delay of either party to exercise any right, power, or privilege under this shall not operate as a waiver of any such right, power, or privilege.

12. **Assignment**. Nothing in this Understanding shall be construed to permit the assignment by either party of any rights or obligations hereunder, and such assignment is prohibited unless evidenced by the written consent of each of the parties. In addition, this Understanding contains all of the terms and conditions between the parties and may be amended only in a writing signed by each of the parties.

13. **Governing Laws and Jurisdiction**. This Understanding shall be governed by and construed pursuant to the laws of the State of California. In the event that a dispute arises in relation to this Understanding, all parties agree to submit to the jurisdiction of the courts of Los Angeles County, California.

E. Program Description

1. **Preliminary Multiple Subject Teaching Credential.** The Preliminary Multiple Subject Teaching Credential authorizes the holder to teach all subjects in a self-contained classroom, such as the classrooms in most elementary schools, in grades preschool, K–12, or in classes organized primarily for adults. This credential also includes EL authorization. Coursework focuses on strategies of inclusion, issues of equity, social justice, and cultural competence.

2. **Preliminary Mild/Moderate Education Specialist Instruction Credential.** The Preliminary Mild/Moderate Education Specialist Instruction Credential authorizes service in grades K–12 and in classes organized primarily for adults through age 22. The credential also includes autism and EL authorizations. The curriculum is based on a constructivist framework that is responsive to multiple sources of diversity in the education of children.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Understanding to be effective as of the day specified below.

	Gabe Jones	VP, Academic Affairs	
College Representative Signature	Printed Name	Title	Date
District Representative Signature	Printed Name	Title	Date

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Lourdes Moya, Administrative Secretary I
SUBMITTED BY:	Lourdes Moya, Administrative Secretary I
DATE:	June 18, 2025
SUBJECT:	Approval of School Site and Department Software Licenses and Memberships for 2025 - 2026

Background:
The use of technology is growing and expanding daily. Software applications are not only being used by our departments on behalf of the District, but also in our classrooms. The cost can range anywhere from .99 cents to thousands of dollars. The use is increasing as we move into advanced methods of supporting our teachers and students in various areas of instruction. All software purchases are required to have Board approval on an annual basis, which is being strictly enforced by Los Angeles County of Education (LACOE).

Discussion/Issues:
At the same time we continue to grow the number of annual memberships for web-based services and software licenses, LACOE is requesting that all districts using software submit Board approval (not purchase orders) for all software licensing purchases. This requirement has been in place but was not enforced until July 1, 2014.

District wide application purchases are already submitted to the Board of Education each time we enter into a contract or when they are renewed. This request is intended to cover those smaller software applications used by individual teachers and students at our school sites. It's unrealistic to have each campus request Board approval for every software license purchase. Therefore, we have created a master list of software licenses and web-based memberships that were purchased last fiscal year for approval in this fiscal year. This list will be brought before the Board of Education for approval annually.

Fiscal Impact:
The funding sources will vary. However, these applications are being funded through site or department discretionary dollars, categorical funding or gifts and donations.

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District Software Licenses and Memberships for the 2025-2026 school year, as presented.

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*	
1Password	1Password Business	$1,250.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Administrative Software Applications	ASAP (Vanco)	$15,000.00	BAS	11.0-63910-0-41101-27000-5840-5330000 11.0-63910-0-41102-27000-5840-5330000 11.0-63910-0-41104-27000-5840-5330000 11.0-63910-0-41106-27000-5840-5330000	
Aeries Software	Aeries ASP	$90,500.00	Instruction	01.0-00000.0-00000-72000-5840-7401000	
American Registry for Internet Numbers (ARIN)	Annual Maintenance	$250.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
American Technology Solutions Corp (ATS)	1095-C Software	$5,050.00	Human Resources	01.0-00000.0-00000-72000-5840-7552000	
Amplified It LLC	GoGuardian	$1,700.00	Instruction	TBD	
Amplified It LLC	Google Workspace for Education	$48,500.00	Instruction	010-00000-0-00000-77000-5840-7403200	
Amplified It LLC	Google Suite	$36,500.00	Instruction (Districtwide)/COVID	01.0-74250.0-11100-10000-5840-7429000	
Amplify	Desmos Math Student License	$17,000.00	Muir	010-30100-0-11100-10000-5840-3229000	
AMS.NET	AVA Aware License	$3,150.00	BAS	11.0-63910-0-41102-27000-5840-5330000	
AMS.NET	Nimble Maintenance and Support	$20,000.00	Technology	01.0-00000.0-00000-77000-5840-7732000	
AMS.NET	Veeam and Wasabi Solution	$20,600.00	Technology	01.0-00000.0-00000-77000-5840-7730006	
Apex Learning	Digital Curriculum	$99,000.00	Instruction/ELO	01.0-74250.0-11100-10000-5840-7429000	
Apple	Slideshow Movie Maker	$50.00	Edison	010-90201-0-11100-10000-5840-2028700	
Arey Jones Educational Solutions	Lightspeed Content Filtering/Classroom Management	$30,500.00	Technology	01.0-00000.0-00000-72000-5840-7401000	
Arey Jones	Lightspeed Alert	$30,500.00	Technology/Business Office	01.0-00000.0-00000-72000-5840-7403200	
Arey Jones	Chrome Education License	$3,000.00	Muir	010-00000-0-00000-27000-5840-3221000	
Ascend Smarter Innovation	Ascend Smarter Innovation	$240.00	Luther	010-30100-0-11100-10000-5840-3209000	
Ascend Smarter Intervention	5CCL Activity Library	$250.00	Luther	010-30100-0-11100-10000-5840-3209000	
Aztec	GED & HISET Prep Series	$18,000.00	BAS	11.0-63910.0-41101-10000-5840-5330000 11.0-63910.0-41106-10000-5840-5330000	
Aztec	Pharmacy Technician Training	$30,000.00	BAS	11.0-39130-0-41106-10000-5840-5330000	
Battle of the Books	Battle of the Books	$60.00	Emerson	010-90201-0-11100-10000-5880-2038700	
Bidding Owl	Software	$500.00	Stevenson	01.0-90201.0-11100-10000-5840-2158700	
Biddle Consulting Group Inc	Opac Plus & Testgenius	$3,200.00	HR	01.0-00000.0-00000-72000-5840-7552000	
Bitly Europe GMBH	Bitly Europe GMBH	$120.00	Student Services	010-00000-0-00000-72000-5840-7451000	
Blooket	Blooket Plus	$60.00	Luther	01.0-42030-0-47600-10000-5840-3209000	
Blooket	Blooket Plus: Friends Plan	$100.00	Luther	01.0-42030-0-47600-10000-5840-3209000	
Blooket	Blooket Plus	$60.00	Emerson	01.0-65000-0-57602-11100-4310-2031000	
Breakout EDU	Breakout EDU Digital +	$150.00	McKinley	010-90206-0-11100-10000-5840-7428001	
Brainpop	Brainpop ELL	$250.00	Edison	01.0-42030-0-11100-10000-5840-2029000	

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*	
Brainpop	School Combo 24/7	$3,050.00	Luther	01.0-30100-0-11100-10000-5840-3209000	
Brainpop	School Combo Subscription	$3,900.00	Harte	01.0-42010-0-11100-10000-5840-2059000	
Brainpop	Brainpop Jr teacher access	$3,900.00	McKinley	01.0-30100.0-11100-10000-5840-2099000	
Brainpop	School BP 24/7	$3,100.00	Huerta	01.0-30100-0-11100-10000-5840-3219000	
Burlington English	Burlington English Annual Seat	$96,000.00	BAS	11.0-63910.0-41102-10000-5840-5330000	
Calendly LLC	Counselor Professional Yearly Appointment System	$300.00	BHS	010-00000-0-11401-10000-5840-4311000	
California Financial Services	Keyanalytics	$60,000.00	Business Office	21.3-00000.0-92000-85000-5840-7400021	
California School Boards Association (CSBA)	Gamut Policy & Gamut Policy Plus	$8,150.00	Board of Education	01.0-00000.0-00000-71100-5840-7561000	
CANVA	CANVA	$15.00	Huerta	010-00000-0-11100-10000-5840-3211000	
CANVA	CANVA Individual Software	$120.00	Luther	010-00000-0-00000-27000-5840-3201000	
Canvas	(SCOE)	$2,000.00	BAS	11.0-63910.0-41104-10000-5840-5330000	
Carahsoft/SolarWinds	Remote Support Software & Maintenance	$140.00	Food Services	13.0-53100.0-00000-37000-5840-7490000	
Carahsoft/SolarWinds	Remote Support Software & Maintenance	$2,500.00	Technology	01.0-00000.0-00000-77000-5840-7732000	
CDW Amplified	Google Workspace for Education	$49,000.00	Instruction	01.0-00000.0-00000-77000-5840-7403200	
CDW-G	Little SIS for Google Classroom	$1,900.00	Instruction	01.0-00000.0-11100-10000-5840-7423200	
CharacterStrong	MS SEL and Character Development	$1,000.00	Luther	01.0-65200-0-57602-11100-5840-7440000	
CI Solutions	CI Badge ASAP	$400.00	BAS	11.0-63910-0-41101-27000-5840-5330000 11.0-63910-0-41102-27000-5840-5330000 11.0-63910-0-41104-27000-5840-5330000 11.0-63910-0-41106-27000-5840-5330000	
CISCO	CISCO Digital Network Architecture Essentials - (Term 3 yrs)	$530.00	BAS	110-63910-0-41104-10000-5840-5330000	
Curriculum Associates	I-Ready Math and Reading Site License	$15,300.00	Providencia	010-74350-0-11100-10000-5840-2139000	
Creative Engine	Creative Engine - Samsung Electronics America	$350.00	Emerson	010-00000-0-11100-10000-5840-2031000	
Customguide	Starter Annual	$2,500.00	BAS	110-63910-0-41104-10000-5840-5330000	
Cut Time LLC	CutTime Next Gen	$1,800.00	Instruction/Film LA	01.0-90711.0-11100-10000-5840-7428000	
Cyber High	Credit Recovery License Agreement	$38,500.00	Special Ed/Various	01.0-65370.0-50010-27000-5840-7440000	
Cybersoft Technologies, Inc.	PrimeroEdge	$39,500.00	Food Services	61.0-53100.0-00000-37000-5840-7490000	
Dassault Sytems	3D Experience Solidworks for Makers	$240.00	Disney	010-90206-0-11100-10000-5840-7428001	
Diffit	Diffit School License	$4,600.00	Muir	01.0-30100-0-11100-10000-5840-3229000	
Diffit	Diffit Site License	$1,700.00	Luther	010-30100-0-11100-10000-5840-3209000	
Digicert/DNS Made Easy	TBD	$1,500.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Digital Scepter Corp	Falco	$24,000.00	Technology	01.0-67620.0-00000-77000-5840-7739000	
DMARCLY (Netflare Inc.)	Email Security, Authentication	$500.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
DNS Made Easy	DNS	$9,300.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Document Tracking Services	DTS	$9,500.00	Instruction/CAASPP	01.0-00012.0-00000-31600-5840-7421000	
Docusign	Standard Plan	$350.00	Special Ed/Workability Program	01.0-65200.0-57602-11100-5840-7440000	

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*	
Dreambox	Reading Plus	$7,250.00	Muir	01.0-30100-0-11100-10000-5840-3229000	
Droplet	Droplet	$6,500.00	Fiscal Services	01.0-00000.0-00000-72000-5840-7471000	
Ed Club	Typing Club License	$1,900.00	McKinley	01.0-30100.0-11100-10000-5840-2099000	
Edmentum	Ed Options Academy Standard	$5,200.00	Instruction	010-00000-0-00000-72000-5840-7421000	
Edmentum	Pilot Program	$7,000.00	BAS	110-63910-0-41106-10000-5840-5330000	
Edmentum, Inc.	Coursewear	$3,200.00	BAS	11.0-63910.0-41104-10000-5840-5330000	
Edmentum	Apex Learning Tutorials	$36,000.00	BAS	11.0-63910.0-41106-10000-5840-5330000	
Edpuzzle, Inc.	Pro School Site License	$2,950.00	Luther	01.0-30100.0-11100-10000-5840-4311000	
Electude	Automotive Essentials	$3,000.00	K-12 LAVC/Instruction (JBHS)	01.0-63880.0-38000-10000-5840-6859003	
ELT Buzz	ELT Buzz 1 Year Teacher Subscription	$30.00	Luther	01.0-42010.0-47600-10000-5840-7429000	
EMS-LINQ	Website Hosting - School Nutrition and Fitness (Isite)	$1,300.00	Food Services	13.0-53100.0-00000-37000-5840-7490000	
Epicor Software Corp	DocStar	$4,000.00	HR	01.0-00000.0-00000-77000-5840-7731000	
ESGI	ESGI 12-Month License	$500.00	Stevenson	01.0-42010-0-47600-10000-5840-7429000	
Essential Education	Spanish GED	$20,000.00	BAS	11.0-63910-0-41106-10000-5840-5330000	
Everyday Speech	Complete Guided Therapy	$8,000.00	Special Ed	01.0-65000.0-57700-11100-5840-7441000	
ExploreLearning LLC	School Gizmos Science Department License	$4,700.00	Luther	01.0-90206-0-11100-10000-5840-3208000	
ExploreLearning LLC	Reflex, Gizmos, Science Dept	$6,500.00	Muir	01.0-30100.0-11100-10000-5840-3229000	
Finalsite	Blackboard / CMS Platform	$ 58,000.00	Instruction	01.0-00000.0-00000-77000-5840-7401000	
Flocabulary	Flocabulary Lite Access Plan	$140.00	Stevenson	01.0-42030-0-47600-10000-5840-2159000	
Follet School Solutions	Follet Library Licenses	$20,350.00	Instruction	01.0-00000.0-00000-24200-5840-7422000	
Form Approvals	G Suite Individual Subscription	$100.00	BHS	010-00000-0-00000-72000-5840-7471000	
Freckle	TBD	$3,500.00	Stevenson	01.0-00000.0-11100-10000-5840-2151000	
Freshworks Inc	Freshservice & Freshcaller	$25,000.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Freshworks Inc	Business Agents	$20,800.00	Facilities	01.0-81500.0-00000-82000-5840-7523100	
Frontline Technologies (CRS)	Absence & Substitute Management	$33,500.00	HR/Districtwide	01.0-00000.0-00000-77000-5840-7401000	
Game Salad	Student Licenses	$1,000.00	Instruction/Perkins/JBHS	01.0-35500.0-38000-10000-5840-7429000	
Get Movin'	Get Movin'	$500.00	Emerson	01.0-90201-0-11100-10000-5840-2038700	
Gimkit.com	Gimkit Pro	$200.00	Luther	01.0-00000-0-11100-10000-5840-3201000	
Gizmos	TBD	$3,525.00	Dolores Huerta	01.0-30100-0-11100-10000-5840-3219000	
GoDaddy.com	Domain Name Renewal	$175.00	JBHS	01.0-00000-0-17005-10000-5840-4321000	
GoDaddy.com	Domain Name Renewal	$1,700.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Granicus Inc	Media Manager/Peak Agenda; Encoder	$36,500.00	Districtwide/Superintendent	01.0-00000.0-00000-72000-5840-7401000	
Illuminate Education	Assessment Software and Item Bank	$80,000.00	Instruction/COVID	01.0-74250.0-11100-10000-5840-7429000	
Imagine Learning	Imagine Language & Literacy Annual Student License	$25,000.00	Instruction/Elementaries	01.0-42030.0-47600-10000-5840-7429000	
Instructure (Parchment)	Parchment Sender Services	$18,500.00	BHS/JBHS	01.0-00000.0-11100-10000-5840-4321000 01.0-90904.0-11100-10000-5840-4318100	
Interstellar/Arete Labs	Class Match	$150.00	Harte	01.0-01500.0-11100-10000-5840-7421013	
Interstellar/Arete Labs	Class Match	$150.00	McKinley	01.0-01500-0-11100-10000-5840-7421013	
IXL Learning	Enrichment Resources Math	$14,550.00	Dolores Huerta	01.0-30100-0-11100-10000-5840-3219000	
IXL Learning	Enrichment Resource English	$6,000.00	Dolores Huerta	01.0-30100-0-11100-10000-5840-3219000	

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*	
IXL Learning	IXL Site License	$700.00	Dolores Huerta	01.0-30100-0-11100-10000-5840-3219000	
IXL Learning	Math Site License	$800.00	Instruction-STEM/BCDS	01.0-90206.0-35500-10000-5840-5268000	
IXL Learning	Site License	$8,100.00	McKinley	01.0-30100.0-11100-10000-5840-2099000	
IXL Learning	Site License	$700.00	Monterey	010-42030-0-47600-10000-5840-5309000	
IXL Learning	IXL Site License IXL Foundations I & II	$2,500.00	Sp Ed/BHS	01.0-65000.0-57602-11100-5840-7441000	
JAMF Software	JAMF Pro Casper Suite	$24,000.00	Technology	01.0-00000.0-00000-77000-5840-7730006	
Jolly Phonics	TBD	$600.00	Washington	01.0-01500.0-47600-10012-5840/4210-2162000	
Kahoot!	Kahoot! EDU Licenses	$2,800.00	Luther	01.0-30100-0-11100-10000-5840-3209000	
Kahoot!	Kahoot! + Gold	$150.00	Muir	010-30100-0-11100-10000-5840-3229000	
KAMI	KAMI Teacher Plan	$100.00	JBHS	010-00000-0-18000-10000-5840-4321000	
KAMI	Virtual Learning	$130,000.00	Special Ed	010-65000-0-57602-11100-5890-7441000	
Kuta Software	Math Site License	$1,350.00	BHS	01.0-00000.0-11100-10000-5840-4311000 01.0-90904.0-11100-10000-5840-4318100	
Learning A-Z	Reading A-Z; RAZ-Kids	$500.00	Disney	01.0-30100.0-11100-10000-5840-2019000	
Learning A-Z	RAZ-Plus	$3,000.00	Stevenson	01.0-00000.0-11100-10000-5840-2151000	
Lesson Pix	Licenses	$325.00	Special Ed	01.0-65000.0-57500-31409-5840-7441000	
Librarything.org	Tiny Cat	$250.00	Miller	01.0-30100-0-11100-10000-5840-2109000	
Linguistics Inc.	Pace AI	$56,000.00	BAS	110-63910-0-41102-10000-5840-5330000	
Literary Minnesota	Northstar	$1,000.00	BAS	110-63910-0-41104-10000-5840-5330000	
Luma Booth	Luma Booth / dslr Booth	$2,000.00	Stevenson	010-90201-0-11100-10000-5890-2158700	
Mail Chimp	Software	$350.00	Stevenson	01.0-00000.0-11100-10000-5840-2151000	
Minga Solutions	Minga Hall Pass	$11,000.00	Instruction	010-00000-0-11100-10000-5840-4313200	
Mitchell 1	Prodemand	$1,100.00	Facilities	01.0-81500.0-00000-81100-5840-7523100	
Moby Max	MobyMax All Student License	$6,000.00	Special Ed	01.0-32120.0-57602-11100-5840-7449000	
Mote Technologies, Inc.	Mote Unlimited	$60.00	BHS	01.0-00000-0-11100-10000-5840-4311000	
Mote Technologies, Inc.	Mote Unlimited	$25.00	JBHS	01.0-00000-0-11401-10000-5840-4321000	
Movavi Software Inc.	Movavi Software	$40.00	Jefferson	010-90201-0-11100-10000-5840-2068700	
Music Play	Music Play / Themed and Variations Inc.	$200.00	Edison	010-67700-0-11100-10000-5840-2029000	
Mystery Science Inc.	School Membership	$1,000.00	Edison	01.0-00000.0-11100-10000-5840-2021000	
N2Y	News 2 You, Symbolstix, L*Skills	$23,500.00	Special Ed	01.0-32200.0-57602-11100-5840-7449000	
N2Y	Unique Learning System	$32,525.00	Special Ed	01.0-65000.0-57700-11100-5840-7441000	
N2Y	Polaris	$7,700.00	Special Ed	010-90350-0-11100-10000-5840-7448000	
National Health Carreer	Billing and Coding (CBCS) Pathway	$13,000.00	BAS	110-63910-0-41104-10000-5840-5330000	
Nearpod	Flocabulary Site License	$3,000.00	Disney	01.0-30100.0-11100-10000-5840-2019000	
Nearpod	Nearpod Site License	$5,500.00	Huerta	01.0-30100.0-11100-10000-5840-3219000	
Nearpod	Nearpod Gold License	$100.00	JBHS	01.0-00000-0-12300-10000-5840-4321000	
Nearpod	Flocabulary Site License	$3,000.00	Muir	01.0-01501.0-47600-10000-5840-3220000	
Nearpod	Nearpod Site License	$5,000.00	Muir	01.0-30100.0-00000-24950-5840-3229000	
New Readers Press	Engen	$3,750.00	BAS	110-63910-0-41102-10000-5840-5330000	

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*	
Newsela	Newsela Licenses	$5,000.00	McKinley	01.0-30100.0-11100-10000-5840-2099000	
Noredink Corp.	NoRedInk Premium Site License	$5,500.00	Muir	01.0-30100.0-11100-10000-5840-3229000	
NTT	Cisco Wireless Controller System Maintenance & Software	$24,200.00	Technology	01.0-00000.0-00000-77000-5840-7732000	
NTT	Smartnet for Network Equipment	$12,500.00	Technology	01.0-00000.0-00000-77000-5840-7401000	
NTT	Flex EAPL On-premises Calling	$85,000.00	Technology	01.0-00000.0-00000-77000-5840-7401000	
NTT	Informacast Notification Maintenance (Singlewire)	$14,000.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Parchment	Parchment Sender Services	$12,750.00	BHS/JBHS	01.0-00000.0-11100-10000-5840-4321000	
Pear Deck	Building-Wide Premium Service	$3,150.00; $150	Luther	01.0-30100-0-11100-10000-5840-3209000; 01.0-00000-0-13400-10000-5840-3201000	
Pear Deck	Pear Deck Premium	$250.00	Muir	01.0-30100-0-11100-10000-5840-3229000	
Pearson Assessment	License subscription	$50.00	Special Ed	01.0-32200-0-57602-11100-5840-7449000	
Planetbids	Planetbids	$40,050.00	Purchasing	213-00000-0-00000-81000-5840-7400021	
Podbean	Podbean	$125.00	JBHS	010-00000-0-18005-10000-5840-4321000	
Project Read	Professional - Decodable Generator	$200.00	Edison	010-90350-0-11100-10000-5840-2028000	
Project Wayfinder	Wayfinder Care Curriculum	$2,500.00	Muir	01.0-30100.0-11100-10000-5840-3229000	
Quizzizz.com	Quizzizz Individual Plan	$200.00	Luther	01.0-00000-0-11100-10000-5840-3201000	
Quizzizz.com	Quizzizz Individual Plan	$150.00	Huerta	010-30100-0-11100-10000-5840-3219000	
Raptor Technologies	Visitor Mngmnt Access Fee	$13,125.00	HR	01.0-00000.0-00000-77000-5840-7732000	
Raptor Technologies	Raptor Emergency Management Full Suite (4 Modules)	$65,200.00	HR	01.0-00000.0-00000-77000-5840-7732000	
Read Naturally Inc	Read Naturally Live	$3,000.00	Special Ed	01.0-65000.0-57700-11100-5840-7441000	
Read Naturally Inc	Read Naturally Live	$100.00	Washington	01.0-30100.0-11100-10012-5840-2169000	
Readtheory Education Svc	Pro Plan	$200.00	BAS	110-63910-0-41106-10000-5840-5330000	
Red River Press	ELLII	$15,000.00	BAS	110-63910-0-41102-10000-5840-5330000	
Register.com	Domain Name Renewal	$400.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Renaissance Learning	Accelerated Reader/STAR	$6,500.00	Disney	01.0-30100.0-11100-10000-5840-2019000	
Renaissance Learning	Data Integration Maintenance Fee	$3,125.00	Instruction/Title I	01.0-00000.0-11100-10000-5840-7421000 01.0-30100.0-11100-10000-5840-7429000	
Renaissance Learning	Accelerated Reader/STAR & Math	$9,200.00	Jefferson	01.0-90201.0-11100-10000-5840-2068700	
Renaissance Learning	Accelerated Reader/STAR	$7,000.00	McKinley	01.0-30100.0-11100-10000-5840-2099000	
Renaissance Learning	Accelerated Reader/STAR	$6,300.00	Providencia	TBD (PTA Gift Acct)	
Renaissance Learning	Accelerated Reader/STAR	$6,000.00	Washington	01.0-30100.0-11100-10000-5840-2169000	
Renaissance/Freckle	TBD	$3,000.00	Disney	01.0-30100.0-11100-10000-5840-2019000	
Revision History	Revision History	$35.00	BHS	010-00000-0-13400-10000-5890-4311000	
Rundown Creator	Rundown Creator	$660.00	JBHS	010-00000-0-18005-10000-5840-4321000	
Samsung Electronics	Creatve Engine	$350.00	Emerson	01.0-90201-0-11100-10000-5840-2038000	
Schooldude	Work Order System	$30,500.00	Facilities	01.0-81500.0-00000-82000-5840-7523100	
Screencastify	District License	$750.00	Instruction	01.0-74250-0-11100-10000-5840-7429000	
Screencastify	Screencastify	$15.00	Huerta	010-30100-0-11100-10000-5840-3219000	
Securitech	Continental CA4K	$3,450.00	Technology	01.0-00000.0-00000-77000-5840-7730006	

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*	
SHI International	Adobe Creative Cloud	$19,500.00	BAS	11.0-63910.0-41104-10000-5840-5330000	
SHI International	Adobe Creative Suite	$55,000.00	Instruction (Districtwide)/K-12	01.0-63880.0-38000-10000-5840-6859000	
SHI International	Adobe Creative Cloud Ent	$55,000.00	Instruction (Districtwide)/K-12	01.0-63880.0-38000-10000-5840-6899000	
SLP Toolkit Yearly	SLP Toolkit Yearly	$215.00	Special Ed	010-65000-0-57602-11901-5940-7441000	
SLP Toolkit Monthly	SLP Toolkit Monthly	$75.00	Special Ed	010-65000-0-57602-11901-5840-7441000	
Slack	Business Annual Plan	$700.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Smartetools	Smartefinance	$61,000.00	Business Office	01.0-00000.0-00000-77000-5800-0000000	
Smore	Educator Pro	$200.00	Disney	01.0-30100.0-11100-10000-5840-2019000	
Smore	Educator Pro	$200.00	Jefferson	01.0-00000.0-11100-10000-5840-2061000	
Smore	Educator Pro	$200.00	McKinley	01.0-30100-0-11100-10000-5840-2099000	
Smore	Educator Pro	$200.00	BHS	010-00000-0-13000-10000-5890-4311000	
Softchoice Corp	PRTG Network Monitor	$9,000.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Softchoice Corp	Microsoft Licensing	$126,000.00	Technology	01.0-00000.0-00000-77000-5840-7730006	
Softchoice Corp	Sophos	$49,000.00	Technology	010-00000-0-00000-77000-5840-7732000	
Soundboard Studio	Soundboardstudio.com	$10.00	Edison	01.0-90201-0-11100-10000-5840-2158700	
Soundboard Studio	Soundboardstudio.com	$60.00	Stevenson	010-90201-0-11100-10000-5840-2158700	
Spotify USA	Spotify Premium with Hulu, multiple	$225.00	JBHS	01.0-00000-0-17011-10000-5840-4321000	
Stardock	Fences	$10.00	Fiscal Services	01.0-00000.0-00000-72000-5840-7471000	
Starfall	Starfall Education Schoolwide Subscription	$375.00	Edison	01.0-90201-0-11100-10000-5840-2028700	
Starfall	Starfall Education Schoolwide Subscription	$375.00	Miller	01.0-30100.0-11100-10000-5840-2109000	
Student Televison Network	Student Television Network	$125.00	JBHS	010-00000-0-18005-10000-5840-4321000	
Texthelp Inc	Snap & Read	$30,000.00	Special Ed	01.0-90350.0-11100-10000-5840-7448000	
Texthelp Inc	Equatio	$700.00	Special Ed	01.0-65000.0-57602-11907-5840-7441000	
The Pocket Lab	Notebook Pro Subscription	$300.00	Dolores Huerta	01.0-90201.0-11100-10000-5840-3218300	
The Zones of Regulation	Digital Curriculum	$250.00	Jefferson	010-90201-0-11100-10000-5840-2068700	
Tools To Grow	Subscription	$225.00	Special Ed	01.0-65000.0-57700-11100-5840-5480000	
Tools To Grow	Full Premium Individual	$600.00	Special Ed	01.0-65000.0-57500-31409-5840-7441000	
Tools4Ever	User Management & Password Reset/NIM	$ 21,000.00	Technology	01.0-00000.0-00000-72000-5840-7401000	
Toon Boom	Toon Boom	$32,500.00	Instruction (High Schools)/K12	01.0-63880.0-38000-10000-5840-6899000	
Total Aptitude	Annual Mobile App Hosting	$1,000.00	Dolores Huerta	01.0-30100-0-11100-10000-5840-3219000	
Total Aptitude	Annual Mobile App Hosting (Jennifer Grace)	$1,000.00	JBHS	01.0-00000-0-11100-10000-5840-4321000	
Total Aptitude	Annual Hosting Plan (Jennifer Grace)	$1,000.00	McKinley	01.0-30100.0-11100-10000-5840-2099000	
Total Aptitude	Annual Hosting Plan (Jennifer Grace)	$1,000.00	Washington	01.0-30100.0-11100-10000-5840-2169000	
Total Aptitude	Annual Mobile App Hosting	$1,000.00	Edison	PTA / FRC	
Total MD	Total MD Cloud	$21,600.00	BAS	11.0-63910.0-41104-10000-5840-5330000	
Touchmath	K & GR 1 Standards Based Basic Collection	$2,800.00	Washington	01.0-65360.0-57602-11100-5840-7440000	
Transfrvf	VR Headsets	$20,000.00	BAS	11.0-63910.0-41104-10000-5840-5330000	
Typing.com	Annual License	$700.00	Muir	010-30100-0-11100-10000-5840-3229000	
Typing.com	Annual License	$60.00	BHS	010-00000-0-18003-10000-5890-4321000	

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*	
Typing Club	Typing Club (student licenses)	$1,900.00	McKinley	01.0-30100.0-11100-10000-5840-2099000	
Ultimateslp	UltimateSLP.com	$2,500.00	Special Ed	01.0-32200.0-57602-11100-5840-7449000	
WeVideo	WeVideo Educational Annual Subscription	$2,000.00	Stevenson	01.0-90201.0-11100-10000-5840-2158700	
Xello	Springboard	$900.00	Special Ed	01.0-65200.0-57700-11100-5840-7441000	
You Science	Career Skills Certification	$11,000.00	Instruction/CTEIG	01.0-63870.0-38000-10000-5840-7429000	
Zing Apps LLC	Mobile App Service & Hosting	$1,400.00	Luther	01.0-30100.0-11100-10000-5840-3209000	
Zoom Video Comm	District License	$21,000.00	Instruction	01.0-00000.0-11100-10000-5840-7423200	
Zoom Video Comm	Zoom Room	$450.00	Tech/Board Room	01.0-00000.0-00000-77000-5840-7402000	
Z-Space	Annual Licenses - Secondary (2 years)	$46,000.00	CTEIG/K-12 LAVC	01.0-63880.0-38000-10000-5840-6859000	

TO: Board of Education / Superintendent Consent 6/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 24-25-22. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Adams, Kelly	Special Ed	Home Teacher	Hourly	$42.39	113	Aug - Dec
Adams-Mubiru, Katrice	Adult School	SS Adult School	Hourly	$54.14	160	Jun - July
Alameida, Cindy	Stevenson	Intervention	Hourly	$53.46	12	June
Aleman, Richere	Washington	SS Nurse	Hourly	$66.99	105	May - August
Arenal, Shannon	Special Ed	Add'l Duties	Hourly	$98.42	60	May - August
Arenal, Shannon	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Arjoyan, Anoush	Instr Serv	Class Size	Stipend	$1175.00	1	Jan - May
Armes, Deborah	Providencia	SS Teacher	Hourly	$53.46	10	May - July
Armes, Deborah	Providencia	SS Teacher	Hourly	$53.46	105	May - July
Assali, Hayat	Adult School	SS Adult School	Hourly	$54.14	70	Jun - July
Atherton, Debra	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Bagramyan, Agavni	Stevenson	SS Nurse	Hourly	$66.99	5	May
Baker, Ryan	Edison	Teacher CC	Hourly	$32.76	120.75	May - July
Baldwin, Jacob	Adult School	SS Adult School	Hourly	$54.14	120	Jun - July
Baldwin, Jacob	Adult School	SS Adult School	Hourly	$54.14	50	Jun - July
Ballesteros, Nida	Edison	SS Teacher	Hourly	$53.46	1	May - July
Ballesteros, Nida	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Barnes, Dawn	Luther	Other Hourly	Hourly	$39.67	4	May
Baroutgian, Elizabeth	Instr Serv	Class Size	Stipend	$2100.00	1	Jan - May
Beliveau, Alyssa	Edison	SS Teacher	Hourly	$53.46	1	May - July
Benton, Nathaniel	Instr Serv	Class Size	Stipend	$50.00	1	Jan - May
Benton, Nathaniel	Roosevelt	Other Hourly	Hourly	$39.67	2.5	May - June
Bercini, Tamorah	Emerson	Intervention	Hourly	$53.46	56	January - February
Bess, Kenneth	Instr Serv	Class Size	Stipend	$150.00	1	Jan - May
Birnbaum, Courtney	Adult School	SS Adult School	Hourly	$54.14	72	Jun - July
Black, Lara	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Block, Olivia	Washington	Other Hourly	Hourly	$39.67	6	May - June
Block, Olivia	Washington	Class Coverage	Hourly	$54.74	6	May
Bonilla, Cindy	Special Ed	Add'l Duties	Hourly	$63.27	10	April - May
Branson, Marissa	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Breeden, Bruce	Mag Park	SS Teacher	Hourly	$102.62	150	May - July
Burke, Marissa	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Canas, Danielle	Adult School	SS Adult School	Hourly	$54.14	120	Jun - July

TO: Board of Education / Superintendent Consent 6/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 24-25-22. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Canas, Danielle	Adult School	SS Adult School	Hourly	$54.14	50	Jun - July
Capelle, Meliisa	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Carrillo, Jiselh	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Carrillo, Stephanie	Stevenson	Intervention	Hourly	$53.46	12	June
Carino, Jeanne	Instr Serv	Class Size	Stipend	$525.00	1	Jan - May
Carter, Eric	Sped	Add'l Duties	Hurly	$98.42	60	May - July
Chavez, Yanira	Adult School	Adult School Teacher	Hourly	$54.14	120	Jun - July
Chavez Nunez, Samantha	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Cheong, Tina	Adult School	SS Adult School Counselor	Hourly	$54.14	120	Jun - July
Christensen, Samantha	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Clark, Gregory	Instr Serv	Class Size	Stipend	$700.00	1	Jan - May
Clarke, Kelli	Emerson	Intervention	Hourly	$53.46	166	October - April
Clarkson, Emily	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Classon, Gracie	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Coca, Alicia	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Collins, Chandra	Washington	Other Hourly	Hourly	$39.67	6	May - June
Collins, Chandra	Washington	Class Combo	Stipend	$1,000.00	1	May
Conahan, Kari	Stevenson	Intervention	Hourly	$53.46	124	September - December
Cook, Jacob	Instr Serv	Class Size	Stipend	$150.00	1	Jan - May
Cook, Jacob	JBHS	Other Hourly	Hourly	$39.67	104.26	June – July
Cooney, Margaret	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Cornejo, Cara	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Coyle, James	Adult School	SS Adult School	Hourly	$54.14	120	Jun - July
Cozzi, Angela	Huerta	SS Teacher	Hourly	$66.99	150	May – July
Cozzi, Angela	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Dadekian, Kristina	HR	SS Sub Teacher	Daily	$200/$210	25	June – July
Davis, Aja	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Davis, Aja	Washington	Other Hourly	Hourly	$39.67	6	May - June
Davis, Aja	Washington	Class Coverage	Hourly	$54.74	6	May
Davis, Aja	Washington	Class Combo	Stipend	$1,000.00	1	May
Davis, S Scott	Instr Serv	Class Size	Stipend	$1500.00	1	Jan - May
Da Graca, Jennifer	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Delaurie, Jerry	Instr Serv	Class Size	Stipend	$25.00	1	Jan - May

TO: Board of Education / Superintendent Consent 6/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 24-25-22. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Diaz, Cynthia	Instr Serv	Class Size	Stipend	$500.00	1	Jan - May
Dixon, Michelle	Special Ed	Home Teacher	Hourly	$42.39	171	May - December
Dixon, Michelle	Huerta	SS Teacher SE	Hourly	$53.46	155	May - July
Dobbin, Ellen	Providencia	SS Teacher	Hourly	$53.46	105	May - July
Dobbin, Ellen	Providencia	SS Teacher	Hourly	$53.46	1	May - July
Drabecki, Nicole	Instr Serv	Class Size	Stipend	$275.00	1	Jan - May
Dysthe, Diana	Instr Serv	Other Hourly	Hourly	$39.37	25	June - July
Ebert, Kendall	Instr Serv	Class Size	Stipend	$450.00	1	Jan - May
Echeverria, Elsa	Providencia	SS Teacher	Hourly	$53.46	105	May - July
Echeverria, Elsa	Providencia	SS Teacher	Hourly	$53.46	1	May - July
Echeverria, Elsa	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Ellingsworth, Brandy	Providencia	SS Teacher	Hourly	$53.46	1	May - July
Ellingsworth, Brandy	Providencia	SS Teacher	Hourly	$53.46	105	May - July
Ellingsworth, Brandy	Washington	Other Hourly	Hourly	$39.67	6	May - June
Enokian, Stefanie	Luther	Other Hourly	Hourly	$39.67	4	May
Engel, Tamera	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Evans, David	Instr Serv	Class Size	Stipend	$650.00	1	Jan - May
Ewan, Wendy	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Flores Chavez, Ismael	HR	SS Sub Teacher	Daily	$200/$210	25	June – July
Flores, Jennifer	Instr Serv	SS TOSA	Hourly	$66.99	1	May
Flores, Jennifer	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Flynn, Claire	HR	SS Sub Teacher	Daily	$200/$210	25	June – July
Fong, Roberta	Instr Serv	Class Size	Stipend	$50.00	1	Jan - May
Franco, Mary	Instr Serv	Class Size	Stipend	$650.00	1	Jan - May
Frankenbush, Edward	Instr Serv	Class Size	Stipend	$125.00	1	Jan - May
Fuhr, Amy	Instr Serv	Class Size	Stipend	$25.00	1	Jan - May
Gallagher, Lisa	Stevenson	Intervention	Hourly	$53.46	12	June
Ganzel, Stephanie	Edison	SS Teacher	Hourly	$53.46	1	May - July
Geronimo, Edgardo	Edison	SS Teacher	Hourly	$53.46	1	May - July
Ghazarian, Joan Babbitt	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Gregerson, Lauren	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Gresham, Janice	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug – June
Griffin, Jamie	Instr Serv	Class Size	Stipend	$450.00	1	Jan - May

TO: Board of Education / Superintendent Consent 6/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 24-25-22. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Griffith, Jennifer	Instr Serv	SS TOSA	Hourly	$66.99	1	May
Griggs, Ericca	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Guba, Aniko	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Gutierrez, Meagan	Washington	Other Hourly	Hourly	$39.67	6	May - June
Guzman, Amber	Providencia	SS Teacher	Hourly	$53.46	105	May - July
Guzman, Amber	Providencia	SS Teacher	Hourly	$53.46	1	May - July
Hacek, Brittney	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Hacek, Brittany	Washington	Other Hourly	Hourly	$39.67	6	May - June
Haddad, John	HR	SS Sub Teacher	Daily	$200/$210	25	June – July
Hakobian, Tina	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Hakobyan, Armenuhi	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Hammell, Robert	Instr Serv	Class Size	Stipend	$500.00	1	Jan - May
Harney, Dina	Luther	Other Hourly	Hourly	$39.67	4	May
Harney, Dina	Instr Serv	DEI Lead	Stipend	$1117.33	1	Jan - May
Harrisson, Brenda	Edison	Teacher CC	Hourly	$34.37	120.75	May - July
Harrison, Lisa	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Hatch, Scott	Instr Serv	Other Hourly	Hourly	$39.67	10	May - July
Hawthorne, Rickie	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Heckel, Stephen	Facilities	Other Hourly	Hourly	$60.43	100	May - June
Hedin-Abreu, David	Instr Serv	Class Size	Stipend	$325.00	1	Jan - May
Hernandez, Dorothy	Edison	SS Teacher	Hourly	$53.46	1	May - July
Hernandez, Dorothy	Washington	Other Hourly	Hourly	$39.67	6	May - June
Hernandez, Jorge	Adult School	SS Adult School	Hourly	$54.14	40	Jun - July
Hochberg, Adam	Instr Serv	Other Hourly	Hourly	$39.67	10	May - July
Honig, Seth	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Howitt, Elayne	Adult Education	Department Chairperson	Stipend	$1735.00	1	May
Jackson, Anna	Stevenson	SS Nurse	Hourly	$66.99	105	May - July
Jackson, Kirsten	Harte	Class Coverage	Hourly	$54.74	1.5	May
Jackson, Ryan	Instr Serv	Class Size	Stipend	$500.00	1	Jan - May
Juarez, Candice	Providencia	Chorus Stipend	Stipend	$1,376	1	Jan - May
Juarez, Candice	Providencia	Intervention	Hourly	$53.46	22	October - May
Jung, Grace	Washington	Other Hourly	Hourly	$39.67	6	May - June
Kalachi, Monique	McKinley	SS Teacher	Hourly	$53.46	1	May - July

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Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Kelly, Laury	Ed Services	Other Hourly	Hourly	$39.67	41	May - June
Kelly, Laury	Ed Services	Intervention	Hourly	$53.46	48	June
Kelly, Laury	Edison	SS Teacher	Hourly	$53.46	1	May - July
Kenfack, Aurelie	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Keshishi, Yvette	Adult School	SS Adult School	Hourly	$54.14	75	Jun - July
Kienlen, Susan	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Kim, Alexander	Burbank High	Other Hourly	Hourly	$39.67	3	April - May
Kim, Barbara	Washington	Other Hourly	Hourly	$39.67	6	May - June
Kim, Jung	Burroughs	Saturday Teacher	Daily	$169.90	1	May
Kim, Jung	Burroughs	Saturday Teacher	Daily	$169.90	1	April
Kim, Christine	Instr Serv	Class Size	Stipend	$250.00	1	Jan - May
Kim, Terry	Instr Serv	Class Size	Stipend	$900.00	1	Jan - May
Kosten, Kelsey	Miller	Class Coverage	Hourly	$54.74	3	May
Krikorian, Christine	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Lagman, Gennine-Tiffany	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Landin White, Theresa	Washington	Other Hourly	Hourly	$39.67	6	May - June
Larson, Sarah	Roosevelt	Class Combo	Stipend	$1,000.00	1	May
Lee, Frank	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Lerner, Lia	Adult School	Adult School Teacher	Hourly	$54.14	40	Jun - July
Lerner, Lia	Adult Education	Department Chairperson	Stipend	$1735.00	1	May
Lewis, Laquannia	Instr Serv	Class Size	Stipend	$25.00	1	Jan - May
Liddell- Johnson, Marla	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Lieb, Samantha	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Lincoln, Kristina	Edison	SS Teacher	Hourly	$53.46	1	May - July
Lincoln, Kristina	Washington	Other Hourly	Hourly	$39.67	6	May - June
Lohr, Jason	Instr Serv	Class Size	Stipend	$100.00	1	Jan - May
Lucas, Amy	Burroughs	Other Hourly	Hourly	$39.67	1	May
Lucero, Alex	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Lujano, Rachel	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Machado, Michael	Miller	Other Hourly	Hourly	$39.67	6	May
Machado, Michael	Miller	Class Combo	Stipend	$1,000.00	1	May
Mac Neill, Michelle	Edison	SS Teacher	Hourly	$53.46	1	May - July
Mac Neill, Michelle	Washington	Other Hourly	Hourly	$39.67	6	May - June

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Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Magallon, Matthew	Instr Serv	Class Size	Stipend	$400.00	1	Jan - May
Mancini, Laura	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Manoukian, Mariam	Health Serv	SS Nurse	Hourly	$66.99	105	May - July
Manoukian, Zare	Instr Serv	Class Size	Stipend	$1475.00	1	Jan - May
Mardichian, Margritte	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Mata, Mark	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Matson-Fennell, Sandra	Adult School	SS Adult School	Hourly	$54.14	45	Jun - July
Mazur, Ruby	McKinley	SS Teacher	Hourly	$53.46	1	May - July
MatsuiVonGuetzow, Sarah	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
MatsuiVonGuetzow, Sarah	Bret Harte	Class Coverage	Hourly	$54.74	3.5	May
McDonald, Christy	Providencia	SS Teacher	Hourly	$53.46	105	May - July
McDonald, Christy	Providencia	SS Teacher	Hourly	$53.46	1	May - July
McDonald, Christy	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Mcgarry, Paul	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
McKain, Allison	Instr Serv	Class Size	Stipend	$175.00	1	Jan - May
McNutt, Kelly	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
McNutt, Kelly	Disney	Other Hourly	Hourly	$39.67	24	May
Meberg, Elizabeth	Instr Serv	DEI Lead	Stipend	$1257.00	1	May
Medrano, Hector	Adult School	SS Adult School	Hourly	$54.14	100	Jun - July
Melendez, Barlon	Special Ed	SS SLP	Hourly	$66.99	105	May - July
Melendez, Barlon	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Meschkat, Ryanne	Instr Serv	DEI Lead	Stipend	$1257.00	1	May
Mesquita, Nicholas	Instr Serv	Class Size	Stipend	$225.00	1	Jan - May
Meza, Manuela	Adult School	Adult School Teacher	Hourly	$54.14	125	June - July
Metcalf, Diane	Providencia	SS Teacher	Hourly	$53.46	52.5	May - July
Metcalf, Diane	Providencia	SS Teacher	Hourly	$53.46	1	May - July
Michalopoulos, Anjanette	Special Ed	Add'tl Duties	Hourly	$102.62	100	May - August
Michel, Maribel	Providencia	ELOP CC Teacher	Hourly	$28.29	120.75	May - July
Michels, John	Washington	Other Hourly	Hourly	$39.67	6	May - June
Michelman, Setaporn	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Miller, Wendy	Instr Serv	Class Size	Stipend	$500.00	1	Jan - May
Minasyan, Armine	Instr Serv	Class Size	Stipend	$25.00	1	Jan - May
Miranda, Denisse	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July

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Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Miron, Crystal	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Miron, Crystal	Special Ed	Other Hourly	Hourly	$39.67	2	July
Moore, Winston	Burroughs	Other Hourly	Hourly	$39.67	3	May
Morris, Morgan	Washington	Other Hourly	Hourly	$39.67	6	May - June
Mucha, Michele	Burroughs	Other Hourly	Hourly	$39.67	1	May
Munoz, Marylou	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Nahapetyan, Karine	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Nakashima, Karen	Instr Serv	DEI Lead	Stipend	$1257.00	1	May
Nalbantian, Jean	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Nava, Valeria	Instr Serv	Class Size	Stipend	$425.00	1	Jan - May
Nicol, Doug	Instr Serv	Class Size	Stipend	$400.00	1	Jan - May
Niwa, Jennifer	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Niwa, Jennifer	Jefferson	Intervention	Hourly	$53.46		
Noland, Ryan	Instr Serv	Class Size	Stipend	$100.00	1	Jan - May
Nothom, Joshua	Instr Serv	Class Size	Stipend	$825.00	1	Jan - May
Okeefe, Heather	Instr Serv	Class Size	Stipend	$525.00	1	Jan - May
OKeefe, Jessica	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Oldroyd, Jennifer	Stevenson	SS Nurse	Hourly	$66.99	155	May - July
Olkowski, Joshua	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Ovakimyan, Avetis	Instr Serv	Class Size	Stipend	$775.00	1	Jan - May
Park, Judy	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Pashen, Chelsea	Washington	Other Hourly	Hourly	$39.67	6	May - June
Payne, Marbell	Edison	SS Teacher	Hourly	$53.46	1	May - July
Payne, Marbell	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Peebles, John	Burroughs	CIF Assistant Coach	Daily	$127.00	3	May
Peebles, John	Burroughs	CIF Varsity Coach	Daily	$227.00	3	May
Pelayo, Gricelda	Disney	Other Hourly	Hourly	$39.67	18	May
Pepes, Chris	Burbank High	Saturday Teacher	Daily	$169.90	1	May
Pepes, Chris	Special Ed	Home Teacher	Hourly	$42.39	7.5	May
Pepes, Chris	Instr Serv	Other Hourly	Hourly	$39.67	10	May - July
Perez, Joshua	Instr Serv	Class Size	Stipend	$300.00	1	Jan - May
Pierce, Emily	Burroughs	Other Hourly	Hourly	$39.67	25	April - May
Pierce, Emily	Burroughs	Other Hourly	Hourly	$39.67	88.22	May

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Pozos, Adriana	Washington	Other Hourly	Hourly	$39.67	6	May - June
Real, Edwin	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Reardon, Michelle	Instr Serv	Class Size	Stipend	$2100.00	1	Jan - May
Rivas, Fred	Adult School	SS Adult School	Hourly	$54.14	175	Jun - July
Rodriguez, Anthony	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Rodriguez, Sabrina	Adult School	SS Adult School Counselor	Hourly	$54.14	120	Jun - July
Rogers, Sadi	Instr Serv	Class Size	Stipend	$275.00	1	Jan - May
Romero, Victoria	Washington	Other Hourly	Hourly	$39.67	6	May - June
Romero, Victoria	Stevenson	SS Teacher SE	Hourly	$53.46	105	May - July
Rothacher, Lynn	Instr Serv	Class Size	Stipend	$600.00	1	Jan - May
Rothacher, Lynn	Instr Serv	Class Size	Stipend	$675.00	1	Jan - May
Sarkis-Janoyan Talar	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Sadorski, Carolon	Burbank High	Intervention	Hourly	$53.46	1	May
Saunders, Richard	Instr Serv	Class Size	Stipend	$100.00	1	Jan - May
Saunders, Richard	Instr Serv	Other Hourly	Hourly	$39.67	10	May - July
Savala, Cynthia	Adult School	SS Adult School	Hourly	$54.14	75	Jun - July
Sayre, Jayna	Instr Serv	Class Size	Stipend	$350.00	1	Jan - May
Scheinman, MacKenzie	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Schleinkofer, Lori	Special Ed	Add'l Duties	Hourly	$61.26	205	June - Aug
Schwartz, Sarah	Instr Serv	SS TOSA	Hourly	$66.99	1	May
Schwartz, Sarah	Edison	Other Hourly	Hourly	$39.67	12	August
Seale, Andrea	Mag Park	SS Teacher	Hourly	$102.62	150	May - July
Seale, Andrea	Roosevelt	Class Combo	Stipend	$1,000.00	1	May
Sevic, Branko	Instr Serv	Class Size	Stipend	$450.00	1	Jan - May
Shafer, Chelsea	Special Ed	SS SLP	Hourly	$66.99	150	May - July
Shafer, Chelsea	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Shalts, Rachel	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Shazarian, Arpine	Providencia	SS Teacher	Hourly	$53.46	105	May - July
Shazarian, Arpine	Providencia	SS Teacher	Hourly	$53.46	1	May - July
Sheetz, Carol	Adult School	SS Adult School	Hourly	$54.14	18	Jun - July
Smith, Aiyana	Special Ed	Retention Bonus	Stipend	$12,102.00	1	Aug - June
Smith, Kourtney	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Smith, Kourtney	McKinley	Teacher CC	Hourly	$24.42	120.75	May - July

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Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Smith, Susan	Washington	Other Hourly	Hourly	$39.67	6	May - June
Snaer, Serena	Burroughs	Other Hourly	Hourly	$39.67	8	May
Snowden Frost, Dawn	Instr Serv	Class Size	Stipend	$200.00	1	Jan - May
Spargur, Conrad	Instr Serv	Class Size	Stipend	$2100.00	1	Jan - May
Stevens, Chloe	Instr Serv	Class Size	Stipend	$575.00	1	Jan - May
Stewart, Carly	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Stewart, Jenna	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Stinson, James	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Strawn, Kathryn	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Sullivan, Benjamin	HR	SS Sub Teacher	Daily	$200/$210	25	June – July
Sullivan, Benjamin	Instr Serv	Class Size	Stipend	$350.00	1	Jan - May
Sullivan, Cyrita	Special Ed	Other Hourly	Hourly	$39.67	2	July
Ta, Nien	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Taylor, LaToya	Washington	Other Hourly	Hourly	$39.67	6	May - June
Taylor, LaToya	Ed Services	Other Hourly	Hourly	$39.67	20	May - June
Taylor, LaToya	Ed Services	Intervention	Hourly	$53.46	48	June
Thompson, Wendy	Providencia	SS Teacher	Hourly	$53.46	105	May - July
Thompson, Wendy	Providencia	SS Teacher	Hourly	$53.46	1	May - July
Tobin, Randy	Special Ed	Home Teacher	Hourly	$42.39	12	May
Tobin, Randy	Special Ed	Other Hourly	Hourly	$39.67	2	July
Tostado, Andrea	HR	SS Sub Teacher	Daily	$200/$210	25	June - July
Truong, Hung	JBHS	Other Hourly	Hourly	$39.67	4.75	May
Turley, Maria	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Turner, Marcus	Instr Serv	Class Size	Stipend	$625.00	1	Jan - May
Vadlathala, Pravallika	Adult School	SS Adult School	Hourly	$54.14	35	Jun - July
Vargas, Theresa	Huerta	Intervention	Hourly	$53.46	34	June
Vasilescu-Parker, Iuliana	Special Ed	Other Hourly	Hourly	$39.67	2	July
Vehuni, Lilit	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Wahe, Debra	Luther	Other Hourly	Hourly	$39.67	4	May
Wahe, Debra	Luther	Other Hourly	Hourly	$39.67	6	May
Washausen, Dylan	Instr Serv	Class Size	Stipend	$100.00	1	Jan - May
Waters, Melissa	Providencia	SS Teacher	Hourly	$53.46	52.5	May - July
Walker, Amy	Providencia	SS Teacher	Hourly	$53.46	105	May - July

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Walker, Amy	Providencia	SS Teacher	Hourly	$53.46	1	May - July
Walker, Briahna	Instr Serv	SS TOSA	Hourly	$66.99	1	May
Waters, Melissa	Providencia	SS Teacher	Hourly	$53.46	1	May - July
Weber, Eric	Edison	Teacher CC	Hourly	$24.42	120.75	May - July
Weiner, Alexis	Instr Serv	Class Size	Stipend	$50.00	1	Jan - May
White-Love, Jacqueline	Instr Serv	DEI Lead	Stipend	$838.00	1	Jan - May
Williamson, Terry	Roosevelt	Other Hourly	Hourly	$39.67	6	June
Wisehaupt, Jamie	Instr Serv	Class Size	Stipend	$125.00	1	Jan - May
Vankooten, Heidi	Instr Serv	Class Size	Stipend	$75.00	1	Jan - May
Vankooten, Heidi	Instr Serv	DEI Lead	Stipend	$1117.33	1	Jan - May
Varma, Arti	McKinley	SS Teacher	Hourly	$53.46	1	May - July
Vaughan, Janelle	Edison	SS Teacher	Hourly	$53.46	1	May - July
Yanez, Lucille	Mag Park	SS Teacher	Hourly	$91.18	150	May - July
Yehia, Silvia	Adult School	SS Adult School	Hourly	$54.14	60	Jun - July
Yew, Christina	Adult	Dept. Chair-Parent Ed	Stipend	$1735.00	1	Jan - May

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Change of Assignment	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Page, Anna	Program Specialist	01.0-65000.0-50010-21000-1914-7440000	90	k-027-08		July 1, 2025
		01.0-00000.0-00000-21000-1914-7440000	10			

Change of Salary	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Hunter, Emily	Teacher	01.0-65000.0-57602-11200-1110-7440000	100	1582	Stipend	August 8, 2024
Hamden, Rush	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	T-5-04	Credential	August 8, 2025
Hutchings, Lusine	Adult School Teacher	11.0-39050.0-41102-10000-1130-5330000	50	L-003-03	From Step 1 to Step 3	August 27,2021 – May, 27. 2022
		11.0-63910.0-41102-10000-1130-5330000	50			
Hutchings, Lusine	Adult School Teacher	11.0-39050.0-41102-10000-1130-5330000	50	L-003-04+MA	From Step 3 to Step 4	August 1,2023 – May, 24. 2024
		11.0-63910.0-41102-10000-1130-5330000	50			
Hutchings, Lusine	Adult School Teacher	11.0-39050.0-41102-10000-1130-5330000	50	L-003-05+MA	From Step 4 to Step 5	August 5,2024 – May, 23. 2025
		11.0-63910.0-41102-10000-1130-5330000	50			

Change of Status	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Gregerson, Lauren	Teacher	010-00000.0-11100-11100-2090000	100	T-5-04+MA	Rescind Resignation	June 30,2025

Election: Management	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Vela, Seidy	Psychologist 1	01.0-00000.0-00000-31200-1214-7440000	100	K-015-08+MA+Cell	Phone	July, 1 2025
DiMundo, Daniel	Principal Alt Ed	01.0-02200.0-32000-27000-1312-5300000	100	k-002-06+MA+Cell	Phone	July 1, 2025

Election: Teacher	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Franco, Mary	Teacher	01.0-00000.0-11100-10000-1110-4320000	100	2-001-07		August 8, 2025
Chue, Torres Mauricio	Teacher	01.0-65000.0-57602-11200-1110-3210000	100	T-003-03		August 8, 2025
Hinojosa, Nicole	Teacher	01.0-00000.0-11100-10000-1110-4320000	100	T-006-12		August 8, 2025

Retirement	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Werchowsky, Nina	Sub/Sp Ed Sub	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210	Began Service: 9/28/2004	May 12, 2025

Resignation	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Bootchk, Erica	Sub/Sp Ed Sub	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210	Began Service: 9/28/2004	May 22, 2025
Curran, Martin	Sub/Sp Ed Sub	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210	Began Service: 9/28/2004	May 22, 2025
Hartlove, Katherine	Sub/Sp Ed Sub	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210	Began Service: 9/28/2004	May 22, 2025
Kim, Christine	Teacher	010.-00000.0-11100-10000-1110-4320000	100	t-003-02	Began Service: 8/8/2023	June 30, 2025
Scheinman, MacKenzie	Speech Language Path	01.0-65000.0-57602-11901-1110-7440000	100	t-006-06	Began Service: 8/10/2020	July 30, 2025
Showell, Ashley	Sub/Sp Ed Sub	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210	Began Service: 9/28/2004	May 22, 2025
Stevens, Chloe	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	t-004-02	Began Service 8/7/2023	June 30, 2025
Weaver, April	Principal	010.-02200.0-32000-27000-1312-5300000	100	k-002-08	Began Service: 9/3/2002	June 30, 2025

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
GONZALEZ VALDEZ, Fidel	Custodian	01.0-00100.0-00000-82100-2210-2090000	1.0	38-VI	A	05-29-25		McKinley Elementary Began Service 07-02-2004
MONTERO, Aurora	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000	.5625	37-VI	D	05-22-25		Burroughs High School Began service 09-13-1989
VALLES, Fidel	Custodian	01.0-00100.0-00000-82100-2210-3210000 01.0-00100.0-00000-82100-2210-3200000	.50 .50	38-VI	A	05-30-25		Luther/Dolores Huerta Middle School Began service 09-19-2012
Resignation								
CHAVEZ, Jasmine	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-III	D	06-06-25		Special Education
CHAVEZ-RUIZ, Natalie	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-4770000	.8125	45-VI	D	06-23-25		Special Education
FRANCESCO JUAREZ, Gabriel	Electrician	01.0-81500.0-00000-81100-2210-7523000	1.0	58-V	A	05-09-25		Facilities Services
GUZZETTI, Stephany	Paraeducator - Special Education	01.0-65000.0-57602-11100-2110-2090000	.75	38-III	D	06-01-25		McKinley Elementary
KARAPETIAN, Lusine	Paraeducator – Children's Center 10	12.0-50250.1-11100-10000-2110-2050000	.375	37-VI	C	08-11-25		Bret Harte Elementary
MANSOUR, Ashley	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3220000	.75	38-II	D	05-22-25		McKinley Elementary
OZTURK-PERDOMO,	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-V	D	08-07-25		Special Education
Termination								
CL-0079-25	Human Resources	01.0-67620.0-11100-10009-2910-2160000	.2075	35-I	D	05-20-25		Human Resources
Leave								
CL-0082-25	Human Resources	01.0-81500.0-00000-81100-2210-7523000	1.0	55-VI	A	06-17-25	08-28-25	Human Resources Paid Administrative Leave

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Leave (Continued)								
CL-0081-25	Human Resources	01.0-81500.0-00000-81100-2210-7523000	1.0	46-VI	A	05-15-25	01-31-26	Human Resources Paid Administrative Leave
CL-0080-25	Human Resources	01.0-81500.0-00000-81100-2210-7523000	1.0	62-VI	A	05-28-25	08-27-25	Human Resources Paid Administrative Leave
CL-0083-25	Human Resources	01.0-00100.0-00000-81100-2410-7520000	1.0	48-IV	A	06-04-25	07-15-25	Human Resources Paid Administrative Leave
Additional Compensation for Bilingual Translation								
DIAZ, Yajaira	Office Assistant – Elementary	01.0-00000.0-00000-27000-2410-2060000	1.0	36-V	C	07-30-25	06-30-25	Jefferson Elementary Oral & Written - $118 month
FARAZDAGHI, Marlene	School Office Manager – Elementary	01.0-00000.0-00000-27000-2410-2100000	1.0	43-VI	C	07-30-25	06-15-26	Miller Elementary Oral & Written - $118 month
GONZALEZ, Addys	School Office Manager – Elementary	01.0-00000.0-00000-27000-2410-2010000	1.0	43-VI	C	07-30-25	06-15-26	Disney Elementary Oral & Written - $118 month
HOSPIDALES, Staci	Paraeducator – Special Education	01.0-65000.0-57602-11106-2130-5480000	.875	38-V	D	06-02-25	07-10-25	Special Education Written - $65 month
JIMENEZ, Salvador	School Office Manager	01.0-00000.0-00000-27000-2410-3200000	1.0	43-VI	A	07-01-25	06-30-26	Luther Middle School Oral & Written - $118 month
JONES, Stephanie	School Finance Technician	01.0-00000.0-00000-27000-2410-3200000	1.0	40-VI	B	07-01-25	06-30-26	Luther Middle School Oral - $65 month
KAEDBEY, Nada	Secretary II	01.0-00000.0-00000-27000-2410-2060000	.7273	35-VI	C	08-06-25	06-30-26	Jefferson Elementary Oral & Written - $118 month
PAZ, Tracy	Paraeducator	01.0-00000.0-11100-10000-2110-2150000	.625	36-V	D	08-11-25	05-28-26	Stevenson Elementary Oral & Written - $118 month
POZOS, Rosalinda	School Office Manager – Elementary	01.0-00000.0-00000-27000-2410-2140000	1.0	43-VI	C	07-30-25	06-15-26	Roosevelt Elementary Oral & Written - $118 month
REINOSO, Patricia	Office Assistant – Elementary	01.0-00000.0-00000-27000-2410-2130000	1.0	36-VI	C	07-30-25	06-30-26	Providencia Elementary Oral & Written - $118 month

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Bilingual Translation (Continued)								
RODRIQUEZ-AVILA, Arlene	Payroll Technician	01.0-00000.0-00000-72000-2410-7470000	1.0	47-V	A	05-01-25	06-30-25	Fiscal Services Oral & Written - $118 month
Additional Compensation for DEI								
BROWN, Denise	Behavior Intervention Assistant	01.0-01500.0-00000-27000-1991-7422000	.875	45-VI	D	05-01-25	05-30-25	Instructional Services DEI - $1,676.00
GUTCHES, MacKenna	Behavior Intervention Assistant	01.0-01500.0-00000-27000-1991-7422000	.8125	45-VI	D	05-01-25	05-30-25	Instructional Services DEI - $1,257.00
VILLALBA, Kimberly	Library Coordinator	01.0-01500.0-00000-27000-1991-7422000	1.0	41-VI	C	05-01-25	05-30-25	Instructional Services DEI - $1,117.33
Additional Compensation for Health Care								
ABARCA-MENA, Amanda	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000	.9375	45-III	D	06-02-25	07-04-25	Stevenson Elementary Health Care - $309 month
AVAKIAN, Jacqueline	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000	.8125	45-VI	D	06-02-25	07-11-25	Huerta Middle School Health Care - $309 month
CACERES, Adriana	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000	1.0	45-VI	D	06-02-25	07-10-25	Huerta Middle School Health Care - $309 month
CASTELLON, Kristie	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2010000	.6875	38-VI	D	08-11-25	05-28-26	Disney Elementary Health Care - $309 month
DIEGO, Revin	Paraeducator – Special Education	01.0-65000.0-57601-11905-2110-7440000	.75	38-III	D	05-09-25	05-09-25	Special Education Health Care - $309 month
GUTIERREZ, Silvia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000	1.0	45-VI	D	06-02-25	07-10-25	Special Education Health Care - $309 month
MADRIGAL, Mariah	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2130-5480000	.8125	41-IV	D	06-02-25	07-11-25	Special Education Health Care - $309 month
MIKAELIAN, Hanna	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000	.9375	45-IV	D	06-02-25	07-04-25	Stevenson Elementary Health Care - $309 month
RANGSIYAWONG, Ada	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000	.9375	45-VI	D	06-02-25	07-04-25	Stevenson Elementary Health Care - $309 month

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Health Care (Continued)								
RUIZ DE CASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000	.9375	45-VI	D	06-02-25	07-04-25	Stevenson Elementary Health Care - $309 month
TELLEZ, Kalani	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11108-2110-2100000	.8125	47-IV	D	08-13-25	05-28-26	Bret Harte Elementary Severely Impaired - $181 month
YAEGER, Shannon	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000	1.0	45-VI	D	06-02-25	07-10-25	Huerta Middle School Health Care - $309 month
Additional Compensation for Longevity								
KAJIMOTO, Vilma	Paraeducator – Primary Language Support	01.0-01500.0-47601-10000-2110-2010000	.8775	37-VI	D	06-01-25		Disney Elementary 25 years - $87.75 month
TEUSCHER, Sydney	ELD/Office Specialist I Paraeducator – English Language Learner	01.0-01501.0-47600-27000-2410-7420000 01.0-01501.0-47600-10000-2110-2090000	.6154 .3846	35-VI 37-VI	D D	06-01-25		McKinley Elementary 15 years - $179 month
Additional Compensation for Working Out of Class								
BURKHART, Shari	Food Services Field Supervisor	13.0-53100.0-00000-37009-2312-7490000		H-VII	C	01-06-25	04-30-25	Food Services Department
DUNN, Susie	Food Services Operations Coordinator	13.0-53100.0-00000-37009-2312-7490000		H-VII	A	01-06-25	04-30-25	Food Services Department
GONZALEZ, Juan	Maintenance Leadperson	01.0-81500.0-00000-81100-2210-7523000		62-V	A	05-16-25	06-30-25	Facilities Services
HOY, Susan	Facilities Services Assistant	01.0-81500.0-00000-81000-2410-7523000		44-VI	A	05-30-25	08-30-25	Facilities Services
LEPATAN, Paul	Lead Technology Support Specialist	01.0-00000.0-00000-77000-2410-7730000		61-VI	A	03-03-25	06-30-25	Technology Services
LOPEZ, Corielle	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000		43-VI	A	04-01-25	04-30-25	Human Resources Department
LOPEZ, Corielle	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000		43-VI	A	05-01-25	05-31-25	Human Resources Department

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Additional Compensation for Working Out of Class (Continued)								
MOYA, Lourdes	Administrative Secretary I	01.0-00000.0-00000-77000-2410-7730000		45-VI	A	05-01-25	06-30-25	Technology Services
OLEA, Omar	Facilities Services Leadperson	01.0-81500.0-00000-81100-2210-7523000		62-VI	A	05-16-25	05-27-25	Facilities Services
VAZIRANI, Archana	IT Systems Analyst	01.0-00000.0-00000-77000-2410-7730000		63-V	A	05-01-25	06-30-25	Technology Services
WADE, Cheretta	Administrative Secretary I	01.0-00000.0-00000-72000-2410-7470000		45-VI	A	05-05-25	06-30-25	Fiscal Services
WALLACE, Rosetta	Budget and Accounting Technician	01.0-00000.0-00000-72000-2410-7470000		48-III	A	05-07-25	06-06-25	Fiscal Services
Change of Assignment – Classification/Location/FTE								
FLORES, Fernando	Custodian	11.0-63910.0-41101-82100-2210-5330000 11.0-63910.0-41102-82100-2210-5330000 11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41106-82100-2210-5330000 11.0-00639.0-41100-82100-2210-5330000	.20 .25 .20 .20 .15	38-VI	A	05-19-25		Burbank Adult School
Change of Assignment – Classification/Location/FTE in Lieu of Layoff								
LOZANO, John	Paraeducator – Health Care	01.0-65000.0-57601-11908-2110-3200000	.8125	41-III	D	08-11-25		Burroughs High School
Temporary Change of Assignment								
BURKHART, Shari	Food Services Field Supervisor	13.0-53100.0-00000-37009-2312-7490000		B-II	C	12-20-24	06-30-25	Food Services Department
Dunn, Susie	Food Services Operations Coordinator	13.0-53100.0-00000-37009-2312-7490000		B-II	A	12-20-24	06-30-24	Food Services Department
LUEVANO, Carlos	Lead Custodian	01.0-00100.0-00000-82100-2210-2140000		43-II	A	01-06-25	06-30-25	Roosevelt Elementary School
RENTERIA, Christopher	Lead Custodian	01.0-00100.0-00000-82100-2210-4320000		43-Ii	A	05-12-25	06-30-25	John Burroughs High School

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Election – Monthly								
BREWER, Katarina	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	05-19-25		Special Education
JUAREZ, Rudy	Facilities Worker	01.0-81500.0-00000-81100-2210-7523000	1.0	46-I	A	06-09-25		Facilities Services
MELGAR, Bryana	Secretary III	01.0-00000.0-00000-72000-2410-7450000	1.0	37-III	A	06-09-25		Student Services
MUNOZ, Amir	Grounds Technician	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7523000	.10 .90	43-I	A	06-09-25		Facilities Services
PAGHUNASAN, Rachel	Director, Food Services	13.0-53100.0-00000-37009-2312-7490000	1.0	B-I	A	06-09-25		Food Services Department
SCOTT, Julianne	Technology Support Specialist II	01.0-00000.0-00000-77000-2410-7730000	1.0	60-I	A	05-13-25		Technology Services
Election – Hourly								
ACEVEDO-CHAVEZ, Nairobi	Senior Secretary II	01.0-00000.0-00000-27000-2440-4311000		42-II	B	05-01-25	05-30-25	Burbank High
ALVAREZ, Omar	Custodian	01.0-90903.0-81000-50002-2240-5088000		38-VI	A	03-01-25	06-30-25	Facilities Services
ARELLANO, Celina	English language learner Office Specialist I	11.0-63910.0-41102-27000-2430-5330000		35-VI	E	06-02-25	06-30-25	Adult School
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	05-08-25	05-08-25	Special Education
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	05-08-25	05-08-25	Special Education
ARROYO, Serena	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3209000		$50.00	F	08-13-25	05-29-26	Luther Middle School
AYALA, Leo	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3209000		$50.00	F	08-13-25	05-29-26	Luther Middle School
BENNETT, Dustin	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2960-7550000		35-I	D	05-20-25	05-22-25	Bret Harte Elementary
BURGESS, Timothy	Custodian	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	05-29-25		Human Resources

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Election – Hourly (Continued)								
CALZADILLA, Jose	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	05-23-25	05-23-25	Burroughs High School
CALZADILLA, Jose	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	05-19-25	05-19-25	Burroughs High School
CARRASCO, Janel	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	05-23-25	05-23-25	Burroughs High School
CARRASCO, Victoria	Campus Supervisor	01.0-63910.0-41102-83000-2230-5330000		36-I	E	05-01-25	06-30-25	Adult School
CHAUDHARI, Radhika	Paraeducator – Special Education	01.0-65000.0-57601-11905-2140-7440000		38-III	D	04-26-25	04-26-25	Special Education
CORDOVA, Oscar	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		43-VI	A	04-30-25	05-02-25	Stevenson Elementary
CRUZ, Evelyn	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	05-22-25	05-22-25	Special Education
CUEVAS, Larissa	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	05-23-25	05-23-25	Special Education
DE LA CRUZ, Ruby	Attendance Technician	01.0-00000.0-11100-10000-2230-3210000		35-IV	C	06-02-25	06-03-25	Huerta Middle School
DE LEON, Juan	Lead Custodian	01.0-90711.0-81000-50002-2240-7528000		43-VI	A	05-16-25	06-30-25	Jefferson Elementary
DIEGO, Revin	Paraeducator – Special Education	01.0-65000.0-57601-11905-2130-7440000		38-III	D	05-09-25	05-09-25	Special Education
DIEGO, Revin	Paraeducator – Special Education	01.0-65000.0-57601-11905-2140-7440000		38-III	D	05-09-25	05-10-25	Special Education
DUKE, Patricia	Campus Supervisor	01.0-00000.0-11100-10000-2330-3211000		36-02	D	05-01-25	05-31-25	Huerta Middle School
ERICKSON, Amy	Library Coordinator Elementary	01.0-00000.0-00000-24200-2240-4321000		36-VI	D	05-01-25	05-31-25	Burroughs High School
ETTERBEEK, Brenda	Visual & Performing Arts Instructor – Elementary Music	01.0-67700.0-11100-10000-2171-2029000		50.00	F	08-13-25	05-28-26	Edison Elementary
FERNANDEZ, Fernando	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-V	D	05-17-25	05-17-25	Burroughs High School

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Election – Hourly (Continued)								
FLORES, Fernando	Custodian	11.0-63910.0-41101-82100-2230-5330000 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	.20 .25 .20 .20 .15	38-VI	A	05-19-25	06-30-25	Burbank Adult School
FLORES, Fernando	Custodian	12.0-90602.0-00000-82100-2240-7540000		38-VI	A	05-19-25	06-30-25	Washington Elementary
FRAGOSO, Leticia	Paraeducator – Severely Impaired	01.0-65000.0-57601-11905-2140-7440000		41-VI	D	05-23-25	05-25-25	Special Education
GARZA, Anndrea	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-I	D	05-15-25	06-22-25	Special Education
GLEN, Joshua	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	05-23-25	05-23-25	Burroughs High School
GUTIERREZ, Pedro	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		43-V	A	05-08-25	06-30-25	Emerson Elementary
HANADA, Shigeko	Campus Supervisor – Elementary	01.0-30100.0-00000-24200-2230-2099000		35-VI	D	05-08-25	05-23-25	McKinley Elementary
HERNANDEZ, Isidro	Custodian	01.0-90711.0-81000-50002-2240-7528000		38-III	A	05-18-25	05-18-25	John Muir Middle School
HUEZO, Paul	Grounds Technician	01.0-81500.0-00000-82200-2240-7523100		43-III	A	05-17-25	06-30-25	Facilities Services
JOHNSON, Rachael	Paraeductor – Special Education	01.0-65000.0-57602-11100-2130-7440000		38-III	D	05-12-25	05-12-25	Special Education
JOHNSON, Rachael	Paraeductor – Special Education	01.0-65000.0-57602-11100-2140-7440000		38-III	D	05-12-25	05-12-25	Special Education
KNOOP, Nicole	Paraeducator – Severely Impaired	01.0-65000.0-57601-11905-2140-7440000		41-VI	D	05-23-25	05-25-25	Special Education
KNOOP, Nicole	Paraeducator – Severely Impaired	01.0-00000.0-00000-72000-2930-7402000		41-VI	D	05-23-25	05-25-25	Special Education
KREISBERG, Robyn	Visual & Performing Arts Instructor – Elementary Music	01.0-67700.0-11100-10000-2170-2029000		50.00	F	08-13-25	05-28-26	Edison Elementary
LARA, Armida	Paraeducator – Children's Center 10	12.0-90602.0-11100-10000-1130-2050000		37-VI	D	05-23-25	05-30-25	Bret Harte Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
LEIVA, Nereyda	Paraeducator – Special	01.0-00000.0-00000-72000-2130-7402000		38-VI	D	05-23-25	05-23-25	Special Education
LEIVA, Nereyda	Paraeducator – Special	01.0-00000.0-00000-72000-2140-7402000		38-VI	D	05-23-25	05-23-25	Special Education
LEON HERNANDEZ, Juana	Custodian	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	06-02-25		Human Resources.
LOVE, Artese	Food Service Utility Driver 10	13.0-53100.0-00000-37000-2230-3200000		42-IV	C	05-15-25	06-03-25	Luther Middle School
LUKIC, Aleksia	At Risk Intervention Specialist	01.0-30100.0-11100-31100-2230-2019000		53-VI	D	05-30-25	05-30-25	Disney Elementary
MACARENAS, Hannah	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3209000		$50.00	F	08-13-25	05-29-26	Luther Middle School
MAGALLANES, Josephine	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	03-28-25	03-28-25	Burroughs High School
MARTINEZ, Robert	Plumber	01.0-81500.0-00000-81100-2240-7523100		55-VI	A	05-13-25	06-30-25	Facilities Services
MARZO, Maquel	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3209000		$50.00	F	08-13-25	05-29-26	Luther Middle School
MC CORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-VI	D	05-01-25	05-31-25	Luther Middle School
MORALES CHICAS, Francisco	Roof Repair Technician	01.0-00100.0-00000-82100-2240-7521000		52-I	A	05-24-25	06-30-25	Facilities Services
NAVARRO, Mark	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	05-23-25	05-23-25	Burroughs High School
NALBANTIAN, Remi	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3209000		$50.00	F	08-13-25	05-29-26	Luther Middle School
PATEL, Bhavanna	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-IV	D	04-26-25	04-26-25	Special Education
PERKINS, Helen	Health Services Assistant	01.0-26000.0-00000-31400-2230-5489000		41-VI	D	05-29-25	05-29-25	Health Services Department
RENDON MOLINA, Wilber	Custodian	01.0-90708.0-81000-50002-2240-7528000 01.0-00100.0-00000-82100-2240-7521000	.50 .50	38-I	A	04-07-25	06-30-25	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
RUIZ DE CASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	05-09-25	05-12-25	Special Education
RUIZ DE CASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	06-02-25	07-04-25	Stevenson Elementary
SALAS, Victor	Custodian	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	05-27-25		Human Resources
SANTOS, Jonah	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3209000		$50.00	F	08-13-25	05-29-26	Luther Middle School
SERRANO, Sabrina	Secretary II	01.0-00000.0-00000-27000-2440-3201000		35-IV	D	05-01-25	05-31-25	Luther Middle School
SOSA, Sidney	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3209000		$50.00	F	08-13-25	05-29-26	Luther Middle School
VASQUEZ, Jose M.	Campus Supervisor	01.0-00000.0-11100-1000-2340-3211000		36-V	D	05-01-25	05-31-25	Huerta Middle School
VASQUEZ GRANILLO, Gaudy	Health Services Assistant	01.0-26000.0-00000-31400-2230-5489000		41-V	D	05-29-25	05-29-25	Health Services Department
VAZQUEZ, Jasmine	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11200-2130-7440000		39-V	D	05-27-25	08-30-25	Special Education
VILLALTA, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-3200000		37-VI	D	05-15-25	05-22-25	Luther Middle School
YAEGER, Shannon	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	05-23-25	05-23-25	Special Education
WHITNEY, Marilyn	Career Vocational Assistant	01.0-58100.0-50010-31101-2210-7400000		40-VI	D	05-23-25	08-12-25	Special Education
Election – Summer School								
AGAZARYAN, Taline	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2130-5480000		41-VI	D	06-02-25	07-04-25	Horace Mann
ARMENTA, Brenda	Supervisor II, Food Services	13.0-53100.0-00000-37000-2330-7498000		S-VI	D	06-02-25	08-04-25	Huerta Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Summer School (Continued)								
AROUTIOUIAN, Rima	Paraeducator – English Language Learner	01.0-26000.0-11100-10000-2130-5489000		37-II	D	06-02-25	07-04-25	Edison Elementary
ARPON, Maria	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2130-5480000		41-VI	D	06-02-25	07-04-25	Stevenson Elementary
ASSRIYANS, Melina	Campus Supervisor – Elementary	01.0-65000.0-57602-83000-2230-5480000		35-VI	D	06-02-25	07-04-25	Stevenson Elementary
ATIENZA, Karol	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2130-5480000		41-IV	D	06-02-25	07-04-25	Horace Mann
AVAKIAN, Jacqueline	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2130-7547000		37-V	D	06-02-25	08-13-25	Washington Elementary
AVILA, Juan	School Office Manager Middle School	01.0-65000.0-50010-27000-2430-5480000		43-I	F	05-29-25	07-11-25	Dolores Huerta Middle School
BAGUMYAN, Vergine	Paraeducator – English Language Learner	01.0-26000.0-11100-10000-2130-5489000		37-I	F	06-02-25	07-04-25	McKinley Elementary
BAGHUMYAN, Narine	Campus Supervisor – Elementary	01.0-26000.0-11100-10009-2930-5489000		35-III	D	06-02-25	07-04-25	Edison Elementary
BEER, Nicole	Paraeducator – Special Education	01.0-65000.0-57601-11100-2130-5480000		38-IV	D	06-02-25	07-04-25	Stevenson Elementary
BESVOLD, Elke	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-7498000		40-I	F	06-02-25	07-04-25	Stevenson Elementary
BISWAS, Protiva	Food Service Assistant	13.0-53100.0-00000-37000-2230-7498000		37-III	D	06-02-25	07-10-25	Huerta Middle School
BRODY, Samantha	School Office Manager Elementary	01.0-65000.0-50010-27000-2430-5480000		43-VI	C	06-04-25	07-10-25	Horace Mann
CAFFERTY, Roni	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11106-2130-5480000		47-VI	D	06-02-25	07-04-25	Stevenson Elementary
CARRELL, Joslyn	Occupational Therapist	01.0-65000.0-57601-11100-2130-5480000		C-IV	F	06-02-25	07-10-25	Horace Mann

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Election – Summer School (Continued)								
CHILDS, Jennifer	Paraeducator – Children's Center 9.5	01.0-26000.0-11100-10000-2130-5489000		37-VI	D	06-02-25	07-04-25	McKinley Elementary
CRUZ, Samantha	Paraeducator – Health Care	01.0-65000.0-57601-11908-2130-5480000		41-III	D	06-02-25	07-04-25	Stevenson Elementary
DIAZ, Esperanza	Campus Supervisor – Elementary	01.0-26000.0-11100-10009-2930-5489000		35-VI	D	06-02-25	07-04-25	Providencia Elementary
DIAZ, Esperanza M	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11106-2130-5480000		47-I	F	06-02-25	07-04-25	Stevenson Elementary
DIAZ, Kameron	Paraeducator – Special Education	01.0-65000.0-57602-11100-2130-5480000		38-V	D	06-02-25	07-04-25	Stevenson Elementary
DIAZ, Yajaira	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000		45-I	F	06-02-25	07-10-25	Huerta Middle School
DOOMANIS, Cherie	School Office Manager Elementary	01.0-65000.0-50010-27000-2430-5480000		43-III	C	06-16-25	07-21-25	Stevenson Elementary
DORADEA, Manuel	Assistive Technology Technician	01.0-65000.0-50010-27000-2430-5480000		47-VI	F	06-17-25	07-11-25	Special Education
EIVAZIAN, Rima	Paraeducator	01.0-26000.0-11100-10000-2130-5489000		36-I	F	06-02-25	07-04-25	Providencia Elementary
EKLUND, Debra	Campus Supervisor – Elementary	01.0-26000.0-11100-10009-2930-5489000		35-VI	D	06-02-25	07-04-25	Edison Elementary
ENCARNACION, Dianna	Paraeducator	01.0-26000.0-11100-10000-2130-5489000		36-I	F	06-02-25	07-04-25	Edison Elementary
ERLICH, Jill	Paraeducator	01.0-26000.0-11100-10000-2130-5489000		36-VI	D	06-02-25	07-04-05	Providencia Elementary
ERMINO, Gilda	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2130-5480000		41-IV	D	06-02-25	07-04-25	Horace Mann
EVARTRAZIAN, Alice	Paraeducator – Children's Center 9.5	01.0-26000.0-11100-10000-2130-5489000		37-VI	D	06-02-25	07-04-25	McKinley Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Summer School (Continued)								
GARCIA, Ana Linda	Paraeducator – English Language Learner	01.0-26000.0-11100-10000-2130-5489000 01.0-90201.0-11100-10000-2130-7428710	.20 .80	37-VI	D	06-02-25	07-04-25	McKinley Elementary
GONZALEZ, Maria C	Campus Supervisor – Elementary	01.0-90201.0-11100-10009-2930-7428710 01.0-26000.0-11100-10009-2930-5489000	.80 .20	35-VI	D	06-02-25	07-04-25	McKinley Elementary
GONZALEZ DE ORTIZ, Juana	Serving Kitchen Operator	12.0-53100.0-00000-37000-2230-7498000		40-VI	D	06-02-25	07-04-25	Disney Elementary
GREEN, Kimberly	School Office Manager Elementary	01.0-26000.0-00000-27000-2430-5489000		43-II	C	06-16-25	07-21-25	McKinley Elementary
GUMM, Rachel	Paraeducator – Special Education	01.0-65000.0-57602-11100-2130-5480000		38-VI	D	06-02-25	07-04-25	Stevenson Elementary
GUZMAN ALFARO, Monica	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2130-5480000		39-I	D	06-02-25	07-04-25	Horace Mann
HANADA, Shigeko	Campus Supervisor - Elementary	01.0-26000.0-11100-10009-2930-5489000		35-VI	D	06-02-25	07-04-25	McKinley Elementary
HARTOUN MARDIRSAN, Odet	Paraeducator - Children's Center 9.5	12.0-90602.0-11100-10000-2130-7547000		37-VI	D	06-02-25	08-07-25	Providencia Elementary
HEBERT, Audrey	Paraeducator – English Language Learner	01.0-90201.0-11100-10000-2130-7428710 01.0-26000.0-11100-10000-2130-5489000	.80 .20	37-I	F	06-10-25	07-04-25	McKinley Elementary
HONORE, Bavet	Paraeducator – Children's Center 9.5	01.0-90201.0-11100-10000-2130-7428710 01.0-26000.0-11100-10000-2130-5489000	.80 .20	37-VI	D	06-02-25	07-04-25	McKinley Elementary
HUBBELL, Julie	School Office Manager Elementary	01.0-26000.0-00000-27000-2430-5489000		43-VI	C	06-16-25	07-21-25	Edison Elementary
HYRAPATIAN, Siranoosh	Paraeducator – Children's Center 9.5	01.0-2600.0-11100-10000-2130-5489000		37-VI	D	06-02-25	07-04-25	Edison Elementary
INDERMILL, Sarah	Behavior Interventionist	01.0-65000.0-57601-31420-2230-5480000		I-VII	F	06-02-25	07-10-25	Stevenson Elementary
ISAIAN, Helen	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2130-7547000		37-VI	D	06-02-26	08-07-25	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)								
JEAN, Lori	Paraeducator – Children's Center 9.5	12.0-61050.1-11100-10000-2130-2160000		38-VI	D	05-27-25	08-08-25	Washington Elementary
KAJIMOTO, Vilma	Paraeducator – Primary Language Support	01.0-90201.0-11100-10000-2130-7428710 01.0-26000.0-11100-10000-2130-5489000	.80 .20	37-VI	D	06-02-25	07-04-25	McKinley Elementary
KARAPETIAN, Lusine	Paraeducator – Children's Center 10	12.0-61050.1-11100-10000-2130-2050000		37-VI	C	06-16-25	08-07-25	Bret Harte Elementary
LARA, Armida	Paraeducator – Children's Center 10	12.0-90602.0-11100-10000-2130-7547000		37-VI	C	06-16-25	08-13-25	Bret Harte Elementary
LARA, Armida	Paraeducator – English Language Learner	01.0-90201.0-11100-10000-2130-7428710 01.0-26000.0-11100-10000-2130-5489000	.80 .20	37-VI	D	06-02-25	07-04-25	McKinley Elementary
LAVITT, Kimberly	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2130-5480000		39-III	D	06-02-25	07-04-25	Stevenson Elementary
LEWIS, Victoria	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2130-5480000		41-VI	D	06-02-25	07-04-25	Stevenson Elementary
LOPEZ, Jennifer	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-7498000		40-I	F	06-02-25	07-04-25	Edison Elementary
LOPEZ CORRALES, Elizabeth	Paraeducator - Special Education	01.0-65000.0-57602-11100-2130-5480000		38-VI	D	06-02-25	07-10-25	Huerta Middle School
LOVE, Artese	Food Service Utility Driver 10	13.0-53100.0-00000-37000-2230-7498000		42-IV	C	06-04-25	08-04-25	Huerta Middle School
MELIKIAN, Lilia	Paraeducator – Children's Center 9.5	01.0-26000.0-11100-10000-2130-5489000		37-VI	D	06-02-25	07-04-25	Edison Elementary
MIRZAKAHANIAN, Alice	Paraeducator – Children's Center 9.5	01.0-26000.0-11100-10000-2130-5489000		37-VI	D	06-02-25	07-04-25	Providencia Elementary
MORALES, Miguel	Instructional Technology Media Specialist – Elementary	01.0-26000.0-00000-24200-2230-5489000		42-V	C	06-02-25	07-04-25	Providencia Elementary
MORANTE, LaShaunda	Food Service Assistant	13.0-53100.0-00000-37000-2230-7498000		37-II	D	06-02-25	07-10-25	Huerta Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Summer School (Continued)								
NAGHIYEV, Jasmine	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2130-5480000		41-I	D	06-02-25	07-04-25	Stevenson Elementary
NGUYEN MAI, Yen	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2130-7547000		37-VI	D	06-02-25	08-08-25	Edison Elementary
OCHOA, Steven	Food Service Assistant	13.0-53100.0-00000-37000-2230-7498000		37-III	D	06-02-25	07-10-25	Huerta Middle School
OLIVER, Allison	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2130-5480000		41-III	D	06-02-25	07-04-25	Stevenson Elementary
ORTEGA, Janette	Paraeducator – English Language Learner	01.0-26000.0-11100-10000-2130-5489000		37-I	F	06-02-25	07-04-25	McKinley Elementary
PAREDES, Xiomara	Lead Educational Sign Language Supervisor	01.0-65000.0-50010-21000-2312-5480000		F-VI	F	06-02-25	07-10-25	Special Education
PAZ, Tracy	Paraeducator	01.0-26000.0-11100-10000-2130-5489000		36-V	D	06-02-25	07-04-25	Providencia Elementary
PERKINS, Helen	Health Services Assistant	01.0-26000.0-00000-31400-2230-5489000		41-VI	F	06-02-25	07-04-25	Health Services Department
PHAN-MUNOZ, Annie	Paraeducator – English Language Learner	01.0-26000.0-11100-10000-2130-5489000		37-VI	D	06-02-25	07-04-25	McKinley Elementary
PORTER, Georgina	Behavior Interventionist	01.0-65000.0-57601-31420-2230-5480000		I-VI	F	06-02-25	07-10-25	Dolores Huerta Middle School
RAMIREZ, Jacqueline	Food Service Assistant	13.0-53100.0-00000-37000-2230-7498000		37-III	D	06-02-25	07-10-25	Huerta Middle School
RAPATTONI, JoAnn	Paraeducator	01.0-26000.0-11100-10000-2130-5489000		36-I	F	06-02-25	07-04-25	Providencia Elementary
POSTELL, Cristelle	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57601-11104-2130-5480000		39-V	D	06-02-25	07-10-25	Huerta Middle School
RECINOS, Karina	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-7498000		40-V	D	06-02-25	07-04-25	McKinley Elementary
REINOSO, Patricia	School Office Manager Elementary	01.0-26000.0-00000-27000-2430-5489000		43-I	F	06-16-25	07-21-25	Providencia Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Summer School (Continued)								
ROBINSON, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000		45-I	F	06-02-25	07-04-25	Stevenson Elementary
ROSENTHAL, Erica	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11106-2130-5480000		47-VI	D	06-02-25	07-04-25	Stevenson Elementary
SANCHEZ, Bonnie	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2130-5480000		41-VI	D	06-02-25	07-04-25	Horace Mann
SCHOFIELD, Alba	Paraeducator – English Language Learner	01.0-26000.0-11100-10000-2130-5489000		37-I	F	06-03-25	07-04-25	Providencia Elementary
SEMERDJIAN, Cynthia	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2130-5480000		39-III	D	06-02-25	07-04-25	Stevenson Elementary
SHAUMYAN, Anna	Behavior Interventionist	01.0-65000.0-57601-31420-2230-5480000		I-VI	F	06-02-25	07-10-25	Dolores Huerta Middle School
SIEGEL, Leticia	Paraeducator – English Language Learner	01.0-26000.0-11100-10000-2130-5489000		37-I	F	06-02-25	07-04-25	Providencia Elementary
SOLIS, Gloria	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-7498000		40-V	D	06-02-25	07-04-05	Providencia Elementary
TELLEZ, Kalani	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11106-2130-5480000		47-IV	D	06-02-25	07-04-25	Stevenson Elementary
VALENZUELA, Elia	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2130-5480000		41-VI	D	06-02-25	07-04-25	Horace Mann
VASQUEZ GRANILLO, Gaudy	Health Services Assistant	01.0-26000.0-00000-31400-2230-5489000		41-V	F	06-17-25	07-04-25	Health Services Department
VAZQUEZ, Rita	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2130-5480000		41-VI	D	06-02-25	07-04-25	Horace Mann
VELASQUEZ, Jacqueline	Paraeducator – English Language Learner	01.0-26000.0-11100-10000-2130-5489000		37-I	F	06-02-25	07-04-25	McKinley Elementary
WAHE, Tyler	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000		45-I	F	06-02-25	07-04-25	Stevenson Elementary

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Summer School (Continued)								
WASSEM, MaryAnne	Paraeducator – Special Education	01.0-65000.0-57602-11100-2130-5480000		38-VI	D	06-02-25	07-04-25	Stevenson Elementary
WATTERS, Elizabeth	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11106-2130-5480000		47-VI	D	06-02-25	07-04-25	Stevenson Elementary
WILKEN, Tonya	Paraeducator – Children's Center 10	12.0-90602.0-11100-10000-2130-7547000		37-VI	D	06-02-25	06-13-25	Edison Elementary
WILKEN, Tonya	Paraeducator – Children's Center 12	12.0-90602.0-11100-10000-2130-7547000		37-VI	D	06-16-25	08-07-25	Edison Elementary
WILLIAMS, Teresa	Behavior Interventionist	01.0-65000.0-57601-31420-2230-5480000		I-V	F	06-02-25	07-10-25	Stevenson Elementary
WRIGHT, Leticia	Paraeducator – English Language Learner	01.0-26000.0-11100-10000-2130-5489000		37-VI	D	06-02-25	07-04-25	McKinley Elementary
YBARRA, Amanda	Campus Supervisor – Elementary	01.0-26000.0-11100-10009-2930-5489000		35-VI	D	06-02-25	07-04-25	Providencia Elementary
ZINALVAND, Ayda	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2130-7547000		37-VI	D	06-02-25	08-07-25	Stevenson Elementary
Election – Student Helpers								
U Y 0 1 8 5 6 7 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
U K 1 8 5 8 9 6 8	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
P Z 5 8 5 2 5 9 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
V H 2 1 5 8 1 4 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
K R 9 8 9 3 3 3 6	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
K Q 5 9 7 3 3 5 1	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
Y R 9 7 7 9 9 4 2	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
E D 1 9 1 3 4 7 8	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
G A 4 5 1 7 7 2 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
G E 8 9 3 4 1 6 4	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
J U 1 2 0 2 9 1 2	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
M M 7 5 8 9 9 7 5	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
A H 1 5 1 0 1 5 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
D K 8 1 8 1 4 1 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
Z S 3 4 5 4 4 5 4	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
P Z 2 2 9 0 5 6 1	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
W F 1 5 8 2 8 7 6	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
J Z 0 3 3 0 9 0 8	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
M E 3 2 0 7 9 0 8	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
T F 5 9 2 8 9 4 7	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
M H 9 1 7 1 9 4 1	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
N C 0 2 6 4 0 7 2	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
U G 8 0 1 2 4 4 9	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
D S 0 5 8 5 8 2 4	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
T J 3 5 2 0 5 9 6	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
F J 9 4 7 0 5 5 1	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
E T 3 1 4 1 9 0 3	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
X T 6 0 7 8 7 2 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
B W 1 8 4 8 6 3 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
D S 0 6 1 6 4 1 8	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
U E 8 6 3 6 0 6 5	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
A E 1 9 3 2 3 7 8	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
B Z 0 8 1 9 5 0 5	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
T Y 6 9 6 6 5 3 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
B U 2 7 4 7 5 4 4	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
C V 9 8 9 4 7 0 5	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
F J 2 3 2 4 1 3 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
Z N 7 3 7 0 6 4 2	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
E R 1 2 4 3 7 6 8	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
B D 6 9 6 5 7 4 6	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
E Y 0 0 1 2 8 9 7	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
P V 0 0 7 3 0 8 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
B M 6 2 7 4 4 5 4	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
J H 7 5 3 3 6 2 9	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
A W 9 5 9 5 0 3 7	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
M P 1 2 5 6 7 1 9	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
G Q 0 6 5 9 2 6 3	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
CJ0686328	Student Helper – Food Services	13.0-53100.0-00000-37000-293-4320000		$16.50	F	07-01-25	06-30-26	Burbank HS
XX9014645	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
MD49542280	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
CQ9626562	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
UN1355409	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
GZ0163057	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
AN2950457	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
MK9277773	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
KG8675428	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
KX4446198	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
ZC8162382	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
CB6585868	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
HM4370979	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
FB6327576	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
QR8367449	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
SF0148738	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
XJ0586801	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
YF3282461	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
Z Z 8 7 0 3 7 6 0	Student Helper – YETP	12.0-90602.0-11100-10000-2933-7547000		$16.50	F	07-01-25	06-30-26	Children's Center – Washington ES
A B 4 2 1 4 4 0 5	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
W F 7 9 3 1 9 4 0	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
D A 8 9 2 2 5 7 9	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
S C 6 7 4 0 3 0 1	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
G V 7 6 6 6 8 9 9	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
Y E 6 5 5 5 4 9 5	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
N Q 8 3 3 6 9 9 2	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
N G 5 8 9 1 6 2 3	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
Y G 9 4 3 4 5 7 7	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	John Burroughs HS
G Y 0 8 9 6 1 7 4	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
F R 7 4 3 5 7 2 6	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
P X 8 2 8 1 5 2 3	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	Burbank HS
E A 9 7 5 2 0 5 9	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education
M R 1 5 7 8 3 2 8	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	07-01-25	06-30-26	FACTS / Adult Education

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Personnel Report No. 24-25-22 June 26, 2025

Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach								
CHAVEZ, Philip	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		$16.50	F	04-01-25	04-30-25	Burbank High School
GUNNELL, Ross	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$16.50	F	05-01-25	07-31-25	Burbank High School

Signature: _____ 6/11/25

Title: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

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BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	June 18, 2025
SUBJECT:	Approval of University Agreement- University of Massachusetts Global

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Background
The purpose of the University Agreement with University of Massachusetts Global is to provide intern counselors and psychologists with experience through practice in schools and classes. Intern counselors, and psychologists will assume educational responsibilities in the classroom or offices.

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

Discussion/Issues
This program builds a relationship with the University of Massachusetts Global expands the pool of qualified school psychologists and counselors. The District will provide support to the interns through field experience in schools and classes of the District for students of the University who are qualified for such assignments.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and the University of Massachusetts Global, to provide educational field experience for school psychologist and counselor interns effective from July 1, 2025 through July 1, 2028, or until terminated with thirty (30) days written notice and that authority to sign the Agreement be exercised pursuant BUSD—AR 3314, as presented.

SUPERVISED INTERNSHIP AGREEMENT

Please check below all the applicable supervised internship programs in which your DISTRICT will be participating with University of Massachusetts Global.

SINGLE SUBJECT	☐	**SCHOOL PSYCHOLOGY**	☑
MULTIPLE SUBJECT	☐	**SCHOOL COUNSELING**	☑
SPECIAL EDUCATION	☐	**EDUCATION ADMINISTRATION**	☐
		EARLY CHILDHOOD EDUCATION	☐

THIS AGREEMENT is made and entered into by and between University of Massachusetts Global hereinafter called the "UNIVERSITY," and the

Burbank Unified School District ,hereinafter called "DISTRICT."

WHEREAS, an INTERN, as program and role is defined in Appendix A and B, is required to enroll in education courses while serving under the supervision of experienced UNIVERSITY and DISTRICT professionals, during which time the INTERN shall hold an internship credential granted by the California Commission on Teacher Credentialing, (hereinafter the "COMMISSION" or "CTC").

I. THE DISTRICT AGREES:

A. To employ and provide job opportunity for Intern to work as a teacher in the subject area for which the Intern is obtaining their credential. The DISTRICT will not hire an Intern if hiring the Intern would displace certificated teacher.

B. To pay Intern according to the applicable Collective Bargaining Agreement and the DISTRICT's Payroll Tables in place at the time Interns begin internship with the DISTRICT. The DISTRICT reserves its right to reduce Interns' salary by no more than 1/8 of its total to pay for costs of supervision for Interns but will not pay an Intern less than the minimum salary required to be paid by the state to a regularly certificated teacher. (Education Code section 44462)

C. To identify and designate a Support Provider that possesses a valid, corresponding life teaching credential or clear teaching credential and a minimum of three years of successful teaching experience. Support Providers will mentor, coach, and consult with Interns on all areas of responsibility as a teacher of record by visiting classrooms to conduct observations, debriefing, modeling, coaching and assessment of the Intern while Intern is working at the DISTRICT. DISTRICT Support Providers shall counsel each Intern and shall develop a plan for the Intern to complete the requirements to earn a credential in the content or specialty area(s) of the intern credential ("Plan")

D. To comply with Education Code section 44830.3(b) and CTC Preconditions (Appendix B) in developing the Plan.

E. The DISTRICT has authority to remove or terminate any Intern if, in the DISTRICT's judgment, the Intern's conduct or behavior violates the DISTRICT's rules, regulations, policies, or procedures or otherwise threatens the health, safety or welfare of any DISTRICT Pupils, invitees, or employees at DISTRICT.

The DISTRICT is to notify the University of any removal or termination of Intern supported through the University.

F. The DISTRICT shall allow Intern to video record their teaching, including visibility and audio of pupils and intern, for credentialing requirements, as required by the CTC. Video will not be shared publicly and only shared within password protected platforms with required University designees.

II. UNIVERSITY AGREES:

A. University is accredited, and will maintain accreditation, by the Western Association of Schools and Colleges. University has met, and will continue to meet, all of the CTC requirements to offer the internship credentials.

B. To identify and designate a qualified faculty member as the University Supervisor for the Program to act jointly with the DISTRICT Support Provider to ensure the appropriate type and amount of mentoring to Intern in accordance with the Plan. The qualifications of each University Supervisor shall be documented by the University and made available to the DISTRICT upon request.

C. To ensure that the University Supervisor will coordinate with the Intern and DISTRICT Support Provider to implement the Plan on DISTRICT school sites or virtually, as required or needed.

D. To ensure that each agent and employee implementing the Programs is aware of all applicable DISTRICT policies and procedures and shall direct each agent and employee to conform to all such DISTRICT policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of DISTRICT and University.

E. To comply with all applicable DISTRICT policies in implementing the Programs and ensure that all agents and employees visiting any DISTRICT School or virtually complies with the Code of Conduct with Students.

F. To ensure agents and employees implementing the Programs comply with the DISTRICT's rules related to security and protection of the DISTRICT's Protected Health Information ("PHI") and Personally Identifiable Information ("PII") of DISTRICT Pupils, and that they may not, therefore, either retain PHI or PII outside of the DISTRICT or disclose PHI or PII to anyone outside of the DISTRICT, except as required by law. For purposes of compliance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g and 34 C.F.R. Part 99, and California Education Code §§ 49060-49085, agents and employees implementing the Programs are considered "school officials" with respect to the use and maintenance of PII from education records. The University shall advise agents and employees implementing the Programs that, for purposes of compliance with the Health Insurance and Portability Accountability Act ("HIPAA"), they are considered "work force members," defined as individuals who are given access to the DISTRICT's PHI, and that PHI means any information, whether oral or recorded in any form or medium, created or received by the agents and employees and: (i) that relates to the past, present or future physical or mental condition of the patient; the provision of health care to the patient; or the past, present or future payment for the provision of health care to the patient; and (ii) that identifies the individual or with respect to which there is reasonable basis to believe the information can be used to identify the patient and shall have the same meaning as the term "protected health information" defined in the Code of Federal Regulations (45 CFR § 164.501).

G. To assume responsibility for assuring compliance with all federal, state, and local laws and policies concerning the confidentiality of DISTRICT Pupil records and not to disclose DISTRICT Pupil records except to DISTRICT officials who have a legitimate need to know consistent with their official responsibilities. University recognizes that records relative to Pupils, maintained by them respectively, are confidential pursuant to provisions of

applicable federal and state law, including but not limited to the FERPA and California Education Code §§ 49060-49085.

H. To maintain accurate and complete records and reports regarding the Interns' participation in the Programs.

I. To assume responsibility for assuring compliance with applicable educational standards and to oversee required academic and instructional content provided to Interns of the Programs.

J. To inform the DISTRICT immediately, and in no event more than five business days, if it has information that it, the University Supervisor, or the Intern is not qualified in any way to carry out any of the duties they are responsible for.

K. The University has authority to terminate the participation of an Intern in the Program if the Intern violates any of the University's policies, rules, regulations, or procedures. The University shall have full responsibility for the conduct of any student disciplinary proceedings regarding the Intern's violation of its policies, rules, regulations, or procedures.

III. RESPONSIBILITIES OF THE UNIVERSITY

A. The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites, if so required, to be eligible for supervised fieldwork. For intern teachers, this includes the minimum number of preservice hours required by the CTC for issuance of the Intern Credential.

B. Each Intern shall apply for the Internship Credential through the UNIVERSITY, upon verification of employment from the DISTRICT.

C. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the DISTRICT mentor teacher at the DISTRICT, the activities of each student assigned to DISTRICT, and student fieldwork experience.

D. The UNIVERSITY shall complete observations following CTC guideline and/or evaluations of the student regarding their performance at the DISTRICT as per arrangement between the UNIVERSITY faculty or staff member and the DISTRICT supervisor.

IV. RESPONSIBILITIES OF THE DISTRICT

A. The DISTRICT shall provide students with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics, and/or disabilities.

B. The DISTRICT staff will promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the DISTRICT or involving employees or agents of the DISTRICT, take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.

C. To notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.

D. Comply with all federal, state, and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.

E. The DISTRICT staff shall comply with APPENDIX A and B regarding the DISTRICT's supervision of UNIVERSITY students.

F. The DISTRICT acknowledges that each INTERN under this Agreement shall be a paid employee of the DISTRICT and thus covered under the DISTRICT'S insurance policies, including Workers' Compensation, to the extent available to other teachers. No intern shall be considered an employee or agent of UNIVERSITY while performing services for the DISTRICT.

V. THE PARTIES MUTUALLY AGREE

A. Neither party shall discriminate in the assignment of INTERNS on the basis of race, color, disability, gender, religion, national origin, ancestry, sexual orientation, or any other basis prohibited by law.

B. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of $1,000,000 per occurrence, $3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

C. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents, employees, or students.

D. The DISTRICT agrees to indemnify, hold harmless, and at the UNIVERSITY'S request, defend the UNIVERSITY, its agencies and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents, or employees.

E. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

DISTRICT CONTACT INFORMATION:

Burbank Unified School District
Attn: Sarah Rudchenko
1900 West Olive Ave.
Burbank, CA 91506-2438

UNIVERSITY CONTACT INFORMATION:

University of Massachusetts Global
65 Enterprise, Suite 150
Aliso Viejo, CA 92656
Attn: School of Education, Dean

F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.

G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.

H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

J. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.

VI. TERM AND TERMINATION OF AGREEMENT

A. THE TERM of this Agreement shall be effective: 07/01/2025

(Cannot be older than older than 2 months from signature date)

and shall continue in full force and effect through: 07/01/2028

(not to exceed 3 years). This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.

B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the DISTRICT with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.

SIGNATURES:

FIELDWORK SITE:	Signature:	
	Name:	
	Title:	
	Date:	
UNIVERSITY:	Signature:	DocuSigned by: David Andrews 5FE5BE3779704C0...
	Name:	Dr. David Andrews
	Title:	Chancellor & CEO
	Date:	06/10/2025

Appendix A
Specific Supervision Requirements for Each Program

Intern Teachers:

A. Candidates in the internship program to assume the functions that are authorized by the regular standard credential and that the interns' services meet the instructional or service needs of the participating DISTRICT(s).
B. The intern is expected to attend all school and DISTRICT in-service training sessions whenever possible. The intern will also attend assigned DISTRICT and School orientations that occur prior to the start of the school. If there is a conflict between University and DISTRICT training, University meetings shall take priority during the Internship period.
C. Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the DISTRICT. The UNIVERSITY and DISTRICT have shared authority and responsibility for implementing the program, and for the continuous improvement of the program. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

a. **General Support and Supervision Provided to All Intern Teachers**

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring. Supervision for each intern teacher per school year may include: coaching, modeling and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of 9 hours of support, mentoring, and supervision must be provided to an intern teacher every five instructional days, to be shared by University and DISTRICT.

i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.

ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct observations a minimum of six times each term that include co-planning meetings and advising. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.

iii. The DISTRICT shall select mentor teachers who meet the following qualifications:
   1. valid corresponding Clear or Life credential in a subject area comparable to that of the intern's subject area,
   2. three years successful teaching experience, and
   3. the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the DISTRICT must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.

iv. of university and employer- provided support/mentoring to ensure that intern teachers are receiving the minimum 144 hours of general support.

v. The DISTRICT Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

vi. DISTRICT must allow the use of video capture for candidate supervision, reflection. and CalTPA completion to reflect to the extent possible Intern's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards.

b. **Support and Supervision Specific to Teaching English Learners**

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

i. The University and DISTRICT shall share the responsibility to provide 45 hours of support/mentoring and supervision, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.

ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).

iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.

iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners.

School Counseling Fieldwork:

A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school counselor with at least two years of professional experience.
B. The program assigns qualified supervisors and provides training based on the program's design.

Qualifications for supervisors must include, but are not limited to:

a. Possession of a PPS School Counselor credential and a minimum of two years PPS experience as appropriate to the candidate's fieldwork setting.
b. The University will provide materials for supervisors on training in models of supervision, the SCPEs, and program fieldwork requirements share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.

Candidates are required to:

c. Complete a minimum of eight hundred (800) clock hours in two of three school levels such as elementary, middle, high school with a minimum of two hundred (200) clock hours within each level. Two hundred (200) hours of the eight hundred (800) clock hours may be completed in other areas related to schools and/or counseling, such as field work hours needed for a Child Welfare and Attendance (CWA) authorization.
d. Meet with their supervisor for one (1) hour of individual or one-and-one- half (1.5) hours of small group (limit 8 candidates per group) supervision per week. 600 clock hours are required in a public Pre-K-12 school, must be supervised by a professional who holds a valid PPS credential and is always also accessible to the candidate while the candidate is accruing fieldwork hours.

C. University Supervision Requirements include:

e. One-and-one-half (1.5) hours per week of group supervision provided on a regular schedule throughout the field experience, usually performed by a program faculty member.
f. The program provides preparation and continuing education for field experience supervisors on program requirements, models of supervision, and the SCPEs, in collaboration with site supervisors. Site Supervisors share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.

D. Provide opportunities for students to gain a broad range of experiences, including experiences in:

   a. Personal and career assessments
   b. Personal counseling experience in either an individual or group context
   c. Experience in School-based programs serving parents and family members
   d. Observing classroom instruction
   e. Attending DISTRICT and school-based meetings
   f. Mapping school-based community resources
   g. The candidate is to perform, under supervision, the functions of school counselors in school counseling domains.
   h. Participating in professional development activities.
   i. Participating in individual or group supervision.
   j. Learning about and using technology and information systems.
   k. Learning about Individual differences and student diversity.

E. The DISTRICT shall provide activities that occur across at minimum of two of four settings, including, (a) elementary, middle school or junior high, and (b) high school.

F. The DISTRICT in collaboration with the UNIVERSITY will designate one school counselor who has at least two years' experience in school counseling to serve as the primary supervisor. The candidate may also work with other experienced school counselors for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two candidates.

G. The DISTRICT shall ensure that the candidate receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.

H. The DISTRICT supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.

I. The DISTRICT shall ensure that the candidate will be treated by the DISTRICT as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the candidate is encouraged to participate in DISTRICT, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

Specific Supervision Requirements School Psychology Fieldwork:

A. There are two required levels of field-based activities. The first level, practicum, consists of a series of supervised experiences that occur prior to the culminating field experience or internship, and is conducted in field-based settings. The practicum provides for the application of pedagogical knowledge, skills and abilities as identified in the SPPEs.

B. Provide an average of two (2) hours of individual or small group supervision per week from an experienced school psychologist.

C. Assigned practicum supervisors must meet the following qualifications for practicum/fieldwork supervisors must include but are not limited to:
   • Minimum of 3 years of experience as professional in the field
   • Possession of a PPS School Psychology Credential
   • Knowledge of context and content appropriate to the practicum experience. A field-based professional holding a current and valid credential authorizing service as a school psychologist provides direct culminating fieldwork or internship supervision.

D. Provide experiences with a diverse student population.

E. Provide experiences with a variety of educational programs.

F. A minimum of twelve hundred (1,200) clock hours of field experience is required as part of the culminating fieldwork or internship according to the following guidelines:
    a. The culminating field experience or internship is typically completed within one (1) academic year but shall be completed within no more than two (2) consecutive academic years.
    b. The culminating field experience or internship must include a minimum of one thousand (1000) clock hours in a preschool –grade 12 school setting providing direct and indirect services to pupils.
    c. Up to two hundred (200) hours of field experience may be acquired in other settings such as(a) private, state-approved educational programs; (b) other appropriate mental health-related program settings involved in the education of pupils; (c) relevant educational research or evaluation activities. Supervision and principal responsibility for the field experience in other settings is the responsibility of the off-campus agency.
    d. A written plan for the culminating field (or intern) experience is prepared and agreed upon by representatives of the local educational agency, the field (or intern) supervisor(s), and program supervisory staff. The field experience plan is completed early in the field experience and is periodically reviewed and revised by the University Supervisor along with input from the site supervisor. The plan identifies the field experience objectives, describes appropriate experiences for the achievement of the objectives across settings, and outlines the evaluation plan for determining the achievement of each objective. The plan also delineates the responsibilities of both the university and the local supervisory personnel.

G. Provide opportunities for candidates to gain a broad range of experiences, including experiences in:

    a. Data based decision making: Assessing and reevaluating individual pupils and their programs.
    b. Collaboration and consultation with school personnel and participation on interdisciplinary teams.
    c. Developing, implementing and evaluating academic and behavioral interventions.
    d. Providing counseling and other mental health interventions.
    e. Home, school, community collaboration: working with parents and community members.
    f. Learning about, helping develop, or evaluating policy, practices and programs.
    g. Participating in professional development activities.
    h. Participating in individual or group supervision.
    i. Learning about and using technology and information systems.
    j. Learning about Individual differences and student diversity.

H. The University will provide materials for supervisors on training in models of supervision, the SPPEs, and program fieldwork requirements share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.

I. The DISTRICT shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.

J. The DISTRICT in collaboration with the UNIVERSITY will designate one school psychologist who has at least three years' experience in School Psychology to serve as the primary supervisor. The student may also work with other experienced school psychologists for specific activities. In no case shall any supervisor be assigned by the DISTRICT to provide concurrent supervision for more than two interns or students.

K. The DISTRICT shall ensure that the student receives an average of two hour of individual or two hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.

L. The DISTRICT supervisor, in collaboration with the UNIVERSITY faculty, will complete at least

one written evaluations of the student's performance near the end of each university session.

M. The DISTRICT shall ensure that the candidate will be treated by the DISTRICT as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the candidate is encouraged to participate in DISTRICT, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

School Administration Fieldwork:

A. The DISTRICT shall provide student with individual and/or small group supervision from an experienced school administrator.

B. The DISTRICT shall provide student with experiences with a diverse student population.

C. The DISTRICT shall provide student with experiences with a variety of educational programs.

D. The DISTRICT shall ensure that the student receives an average of one hour of individual and/or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.

E. The DISTRICT supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university semester.

F. The DISTRICT shall ensure that the student will be treated by the DISTRICT as part of the professional staff and is provided a supportive work environment and adequate supplies. In addition, it shall see that the INTERN is encouraged to participate in DISTRICT or county committees and that he/she is provided release time as needed to attend professional development experiences or professional association meetings

Appendix B
CTC Preconditions for Teaching Internship Programs

A. **Bachelor's Degree Requirement**. Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code Sections 44325, 44326, 44453.

B. **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code Section 44325(c) (3).

C. **Pre-Service Requirement.**
   a. Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and
   planning, reading/language arts, subject specific pedagogy, human development, and specific content regarding the teaching English Learners pursuant to California Code of Regulations §80033.
   b. Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.

D. **Professional Development Plan**. The employing DISTRICT has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
   a. Provisions for an annual evaluation of the intern.
   b. A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching. Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.
   c. Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.

E. **Supervision of Interns.**
   a. In all internship programs, the participating institutions in partnership with employing DISTRICTs shall provide 144 hours of support and supervision annually and 45 hours of support and supervision specific to teaching English learners pursuant to California Code of Regulations §80033.

b. University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one DISTRICT support person. Reference: Education Code Section 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.

F. **Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code Section 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating DISTRICT(s). Reference: Education Code Section 44458.

G. **Participating DISTRICTs.** Participating DISTRICTs are public school DISTRICTs or county offices of education. Submissions for approval must identify the specific DISTRICTs involved and the specific credential(s) involved. Reference: Education Code Sections 44321 and 44452.

H. **Early Program Completion Option.** (Does not apply to an Education Specialist intern program) Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five-year preliminary teaching credential. This option must be made available to interns who meet the following requirements:
   a. Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
      i. Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
      ii. Techniques to address learning differences, including working with students with special needs
         1. Techniques to address working with English learners to provide access to the curriculum
      iii. Reading instruction in accordance with state standards
         1. Assessment of student progress based on the state content and performance standards
         2. Classroom management techniques
         3. Methods of teaching the subject fields
   b. Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.
   c. Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).
   d. Meet the requirements for teacher fitness.
      i. An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code Section 44468).

I. **Length of Validity of the Intern Certificate**. Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a DISTRICT intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code Section 44325 (b).

J. **Non-Displacement of Certificated Employees.** The institution and participating DISTRICTs must certify that interns do not displace certificated employees in participating DISTRICTs.

K. **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c) (4).

Appendix C
Literacy Instruction

Literacy instruction is required of all Commission approved Preliminary Multiple Subject, Education Specialist (Mild to Moderate Support Needs, Extensive Support Needs, Visual Impairments, Deaf and Hard of Hearing, Early Childhood Special Education), and PK-3 Early Childhood Education (ECE) Specialist Instruction teacher preparation programs pursuant to Senate Bill (SB) 488 (Chap. 678, Stats. 2021).

A. DISTRICT and University must ensure that:
   a. Candidates have the opportunity to Practice Teaching Foundational Literacy Skills in settings that allow candidates opportunities to practice teaching students foundational skills. Opportunities must be provided to candidates in clinical practice settings to take and pass a Commission approved literacy performance assessment that includes a focus on foundational literacy skills and the additional cross cutting themes in literacy.

   b. Candidates must have the opportunity to practice a strong literature, language, and comprehension component with a balance of oral and written language.

   c. The clinical practice settings must allow candidates opportunities to practice TPEs related to oral and written language, as applicable to the credential program. Candidates must have opportunities to practice diagnostic techniques that inform teaching and assessment and early intervention techniques. This includes practice screening and diagnostic techniques that inform teaching and assessment and early intervention techniques, as appropriate to the credential and as identified in the TPEs and standard.

   d. In addition to the full list of Teaching Performance Expectations (TPEs), candidates must have opportunities to engage specifically with TPE 7.6, 7.7, and 7.8 in their clinical experiences. The TPEs are outlined below:

      i. 7.6/U7.6 Meaning Making. Engage students in meaning making by building on prior knowledge and using complex literary and informational texts (print, digital, and oral), questioning, and discussion to develop students' literal and inferential comprehension, including the higher-order cognitive skills of reasoning, perspective taking, and critical reading, writing, listening, and speaking across the disciplines. Engage students in reading, listening, speaking, writing, and viewing closely to draw evidence from texts, ask and answer questions, and support analysis, reflection, and research.

      ii. 7.7/U7.7 Language Development. Promote students' oral and written language development by attending to vocabulary knowledge and use, grammatical structures (e.g., syntax), and discourse-level understandings as students read, listen, speak, and write with comprehension and effective expression. Create environments that foster students' oral and written language development, including discipline-specific academic language. Enhance language development by engaging students in the creation of diverse print, oral, digital, and multimedia texts. Conduct instruction that leverages students' existing linguistic repertoires, including home languages and dialects, and that accepts and encourages translanguaging.

      iii. 7.8/U7.8 Effective Expression. Develop students' effective expression as they write, discuss, present, and use language conventions. Engage students in a range of frequent formal and informal collaborative discussions, including extended conversations, and writing for varied purposes, audiences, and contexts. Teach students to plan, develop, provide feedback to peers, revise using peer and teacher feedback, edit, and produce their own writing and oral presentations in various genres, drawing on the modes of opinion/ argumentation, information, and narration. Develop students' use of keyboarding, technology, and multimedia, as appropriate, and fluency in spelling, handwriting, and other language conventions to support writing and presentations. Teach

young children letter formation/printing and related language conventions, such as capitalization and punctuation, in conjunction with applicable decoding skills.

e. Within each clinical setting, it is expected that candidates have opportunities to practice skills outlined in the California Dyslexia Guidelines: http://www.cde.ca.gov/sp/se/ac/documents/cadyslexiaguidelines.pdf