BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

Thursday, August 7, 2025

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/NHc8n1jf443ZoWKz5 3pm on Wednesday, August 6th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

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

3. When it is time for a speaker to address the Board, the speakerâ€™s name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled.

4. After a speaker completes their public comment, or if the five-minute (5) time limit has

been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with 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.b Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957

3.c 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 960029710, 960031132, 960035043 and 960042944.

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

3.e Conference with Chief Administrative Officer, Existing Litigation Pursuant to Government Code Â§54956.9
One Case: No.: 22BBCV01084 - Doe, Jane (L.B.) v. Burbank USD

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, Fernandeno

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)
Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.b Reports from the Superintendent
Oscar Macias, Interim 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, Interim Superintendent, will respond to public comment.

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

10. NEW AND/OR UNFINISHED BUSINESS

10.a Approval of Teachers Assignments for the 2025-2026 per Education Code 44258.3 (a), Education Code 44258.7 (b), Education Code 44258.7(c), Education Code 44258.7 (d), Education Code 44263, and Education Code 44865
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Teacher Assignments for 2025-2026, as described per Education Codes 44258.3 (a), 44258.7 (b), (c) & (d), 44263, and 44865, as presented.
Approval of Teacher Assignments 2025-2026.pdf

10.b Approval of Declaration of Need for Fully Qualified Educators for the 2025-2026 Fiscal Year
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Declaration of Need for Fully Qualified Educators for the

2025-2026 Fiscal Year, as presented.
Approval of Declaration of Need for Fully Qualified Educators for the 2025-2026 Fiscal Year.pdf

10.c Approval of Revised Board Policy 6146.1 High School Graduation Requirements
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revisions to Board Policy 6146.1 High School Graduation Requirements, as presented.
High School Graduation Requirements 8 7 25.pdf

10.d Approval of Notice of Completion, Engie Services U.S. Inc., Removal and Re-Installation of Rooftop Solar Panels, John Muir Middle School (Bond Funds)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Removal and Re-Installation of the Solar Panels at John Muir Middle School, PO #25004594, not to exceed $166,804.99 (21.0-00000.0-00000-85000-6230-322-00000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.
NOC_Engie_Muir_Bond.pdf

10.e Approval of Deductive Change Order No.1, AME Builders Inc., 2425-022 Summer Roofing Project, Magnolia Park (Bond Fund)
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve deductive change order #1 between Burbank Unified School District and AME Builders Inc., for the 2425-022 Summer Roofing Project at Magnolia Park, not to exceed $218,698.69 (21.0-00000-0-91008-85000-6230-517-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.

Note: The original allowance approved for this project was for an additional $4,000 for any unforeseen circumstances to complete the project. The $2,101.31 decrease, bringing the not to exceed to $218,698.69, is to accurately reflect that only $1,898.69 of the $4,000 allowance was expended to replace four gravity vents.
Ded CO1_AME_Mag Park_Bond.pdf

10.f Approval of Notice of Completion, AME Builders Inc., 2425-022 Summer Roofing Project, Magnolia Park (Bond Fund)
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education accept the following as completed: the 2425-022 Summer Roofing Project at Magnolia Park, PO #25003617, not to exceed $218,698.69 (21.0-00000-0-91008-85000-6230-517-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
NOC_AME_Mag Park_Bond.pdf

10.g Recommendations for the Selection of Members to the School Facilities Oversight Committee (SFOC) for Measure ABC Bond
Andrew Cantwell, Chief Administrative Officer, will facilitate the recommendation of potential members and alternates for the Measure ABC Bond School Facilities Oversight Committee (SFOC) and the identification of the group that each of these members would represent, as presented.
SFOC Measure ABC Selection.pdf

10.h Discussion and Approval of Amended Board Representation on District and Community Committees/Groups for 2025
The President of the Board of Education recommends that the Members of the Board approve the amended list of Board Representation on Committees / Groups for 2025, following discussion, as presented.
Board Representation on Committees_Report 2025.pdf

10.i Approval of Agreement for Professional Services Provided by First student, Inc. for Special Education
Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and First Student, Inc., to provide transportation services for Special Education students, for a total not to exceed of $3,806,332.20 (01.0-07240.0-50010-36000-5812-7440000), effective August 11, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
First Student, Inc Agreement 080725.pdf

10.j Amendment of Bylaws Governing the Measure ABC Citizensâ€™ Oversight Committee
Oscar Macias, Interim Superintendent, recommends that the Board of Education approve the amended bylaws, as presented.
SFOC Bylaws.pdf

11. 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.

11.a Approval of the 2024-2025 Purchase Order Report
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through July 14, 2025, as presented.
2024-2025 PURCHASE ORDER REPORT.pdf

11.b Approval of the 2025-2026 Purchase Order Report
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through July 17, 2025, as presented.
2025-2026 PURCHASE ORDER REPORT.pdf

11.c Approval to Continue Contracting with Childcare Careers LLC, aka CCC, and The Education Team, aka TET
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education agree to provide additional funding for Child Care Careers (CCC) to provide substitutes for child care centers for the remainder of the 2025-2026 school year.
Approval to Continue Contracting with Childcare Careers & Ed Team 080725.pdf

11.d Approval of Agreement for Professional Services Provided by Gwendolyn Olicker for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and

Gwendolyn Olicker for Special Education student 960034998, for a total not to exceed of $3,325 (01.0-65360.0-57602-11900-5850-7440000), effective August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960034998 Gwendolyn Olicker.pdf

11.e Approval of Agreement for Professional Services Provided by Oren R. Boxer, Ph.D., A Psychological Corporation for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. R. Boxer, Ph.D., A Psychological Corporation, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960026732, effective August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960026732 Dr. R. Boxer, Ph.D..pdf

11.f Approval of Agreement for Professional Services Provided by SoCalPsychology Center for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and SoCal Psychology Center, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960031132, effective August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960031132 SoCal Psychology Center.pdf

11.g Action on Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960035043, total not to exceed $23,855, (01.0-65000.0-50010-36000-5813-7440000), August 8, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960035043 Settlement Agreement.pdf

11.h Action on Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960031132, total not to exceed $21,000, (01.0-65000.0-50010-36000-5813-7440000), August 8, 2025 through June 30, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960031132 Settlement Agreement.pdf

11.i Action on Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960042944, total not to exceed $58,120, (01.0-65000.0-50010-36000-5813-7440000), May 1, 2023 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960042944 Settlement Agreement.pdf

11.j Approval of Agreement for Professional Services Provided by Gary D Stromberg & Associates, LLC for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a speech and language pathologist, not to exceed $141,960 (01.0-65000.0-57602-11901-5850-7440000), effective August 8, 2025 through May 22, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Gary D Stromberg & Assoc_SLP.pdf

11.k Ratification of Agreement for Professional Services, Lozano Smith (General, Bond, and Special Education Funds)
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2025 through June 30, 2026, not to exceed $403,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund) and (01.0-65000.0-50010-21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSDâ€"AR 3314, as presented.
Lozano Smith Agreement 080725.pdf

11.l Approval of Personnel Report Number 25-26-03
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-03, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.
Personnel Report 25-26-03.pdf

11.mApproval of University Agreement- University of the Pacific
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and University of the Pacific to provide field experience effective September 1, 2025 through until terminated five (5) years on September 1, 2030, unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.
Approval of University Agremeent- University of the Pacific.pdf

11.n Approval of Instructional Consultant Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Approval of Instructional Consultants 080725.pdf

11.o Approval of Minutes
Minutes 2.1.24 UNOFFICIAL AM.pdf

11.p Amendment of Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend the Final Settlement Agreement for Special Education student

960029710, total not to exceed $20,435, (01.0-65000.0-50010-36000-5813-7440000), October 2022 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was April 17, 2025 for a total not to exceed $14,900. This amendment adds an additional $5,535. The new not to exceed amount is $20,435.
SPED Student 960029710 Settlement Agreement_Amendment.pdf

11.q Approval of Memorandum of Understanding between Burbank Adult School and Los Angeles County Office of Education
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Adult School and Los Angeles County Office of Education, effective August 8, 2025 through June 30, 2026, as presented.
BUSD-LACOE - MOU 8 7 25.pdf

11.r Ratification of Burbank Adult School Software License with Edmentum, Inc
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the agreement between Burbank Adult School and Edmentum, effective August 1, 2025 through January 20, 2026, not to exceed $8,000.00 (35% = 11.0-63910.0-41101-10000-5840-5330000 and 65% = 11.0-63910.0-41106-10000-5840-5330000) and the authority to sign the Agreement be exercised
pursuant to BUSD â€“ AR 3314 as presented.
BAS - Edmentum Agreement 8 7 25.pdf

11.s Approval of Agreement for Instructional Technology Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement with Amplify for a total not to exceed $54,362.48, (01.0-00000.0-11121-11100-5840-7420000), August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Instructional Technology Software Amplify.pdf

11.t Ratification of Agreement for Instructional Technology Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement with IXL for a total not to exceed $22,000 (010-30100-0-11100-10000-5840-320-9000-0000) August 8, 2025 through August 8, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Instructional Technology Software IXL 8 7 25.pdf

11.u Approval of Additive Change Order No.1, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed $4,358,780.67 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Note: The $1,188,780.67 increase, bringing the not to exceed to $4,358,780.67, is to add the furnish of the equipment, material, and installation of the timing system to meet competition

guidelines and aquatic standards. The original design and specifications for the Aquatic Pool contract with Hart Build Design, did not include the timing system in the DSA stamped project number 03-122682. No time extension was requested to the projects completion date.
8-7 ADD CO1_Hart_BHS Pool_Capital Outlay.pdf

11.v Approval of Amended advertising proposal between Burbank Unified School District (Burbank Adult School) and AABC TV
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the advertising proposal between Burbank Unified School District and AABC TV to promote the adult education programs to the Armenian community, effective July 1, 2025 through January 31, 2026, not to exceed $34,000 total (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 AABC TV AD CONTRACT 8 7 25.pdf

12. REPORTS FROM BOARD MEMBERS

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

13. ADJOURNMENT

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:	August 7, 2025
SUBJECT:	Approval of the Teacher Assignments for the 2025-2026 per Education Codes, Education Code 44258.3(a), Education Code 44258.7(b), Education Code 44258.7(c), Education Code 44258.7(d), Education Code 44263, and Education Code 44865

Background
California has a number of provisions within the Education code that provide avenues for assignment of certificated employees outside their basic credential authorization. These Education Code options allow local school districts the flexibility to assign teachers to teach subjects other than those authorized by the credential held. Working cooperatively to ensure that the District meets the requirements of the law, school site administrators and Human Resources Services staff monitor each teacher's subject area assignments and credential authorizations.

Discussion/Issues
The Burbank Unified School District always seeks to hire fully credentialed teachers to teach all subjects. When credentialed teachers are not available, or when there is not a credential offered in a particular subject, some teachers are assigned classes that are outside their credential authorizations. Several options are available to Local Education Agencies to authorization these assignments.

I. As provided for in Education Code 44258.3(a), persons holding a credential, other than an emergency permit, may be assigned to teach any subjects in departmentalized classes in kindergarten or any grades 1 to 12, inclusive, provided that the governing board verifies, that the teacher has adequate knowledge of each subject to be taught and the teachers consents to that assignment.

Name	Subject
Carroll, Brett	Physical Education
Cavanaugh, Annie	Physical Education
Dagata, Patty	ASL
Espana, David	Physical Education
Fernando, Gajan	Introduction to Math
Jennings, Brendan	Physical Education
Rogers, Sadi	Physical Education
Schackne, Jessica	Science 6

Valle, Jose	Health
VanLoo, Brendhen	Biology

II. The following certificated employees have met requirements outlined in provisions of Education Code 44258.7(b) and are authorized to teach one period of competitive sports which are not named on their credentials.

Name	**Subject**
Brinton, Joel	PE/Coaching
Grimshaw, Douglas	PE/Coaching
Movsessian, Armenia	PE/Coaching
Oganyan, Victoria	PE/Coaching
Peebles, John	PE/Coaching
Phan, John	PE/Coaching

III. The Committee on Assignments met on _____to review the qualifications of persons teaching elective courses outside their credential authorizations. Representing district administration: Sarah Rudchenko and Oscar Macias. Representing teacher staff: Sarah Schwartz. The following certificated employees have met the requirements outlined in provisions of Education Code 44258.7 (c) & (d).

Name	**Site**	**Subject**
Devirgilis, Edward	Muir	Japanese Culture
Gallego, Kathryn	Muir	Yearbook
Keeler, Fred	Huerta	Change Makers
Vargas, Theresa	Huerta	Change Makers
Weiss, Joshua	Huerta	Computer Applications
Winn, Amy	BHS	Yearbook

IV. As provided in Education code 44263, persons who have either 19 upper and lower division units or 9 upper division units may teacher subjects in the areas of their earned units. The following certificated secondary school employees have met requirements outlined in provisions of Education Code 44263, and are authorized to teach subjects listed which are not named on their credentials.

Name	**Subject**
Davis, S. Scott	Earth and Space Science
Grasty, Melonie	Spanish
Malinovsky, Kaitlyn	Biology
Vargas, Theresa	English
Vournas, Anastasia	Earth Science
Wertlieb, Jessica	Social Science

V. As provided for in Education Code 44865, persons holding a teaching credential based on a bachelor's degree and a teacher preparation program including student teaching may accept the following assignments: home teacher, classes organized primarily for adults, hospital classes, necessary small high schools, continuation schools, alternative schools, opportunity schools, juvenile court schools and county community school. The following certificated employees have met requirements outlined in provisions of Education Code 44865 and are authorized to teach the subjects listed which are not named on their credentials.

Name	Subject
Adult School:	
Adelman, Bianca	Parent Education
Ahn, Devika	ESL
Bagdasarian, Susanna	ESL
Branson, Marissa	ABE ELA
Bennett, Edward	ESL
Cooney, Margaret	ESL; ELA; Resource Lab
Coyle, James	ESL
Dorsey, Erin	ABE Math
Gamboa, Patricia	ESL
Gomez, Yesenia	ESL
Gonder, Marguerite	ESL
Jennings, Deanna	Parent Education
Lerner, Lia	ESL
Medrano, Hector	ESL, ABE
Miranda, Denisse	ABE
Noss, Marianne	ESL
Pisano, Jennifer	ASE
Robertson, Rebecca	ASE
Rubyan Abrahamian, Shake	Parent Education
Solley, Alyson	Parent Education
Stewart, Jenna	ESL
Vehuni, Lilit	ELA; Math; Resource Lab
Yew, Christina	Parent Education
Home Teachers:	
Adams, Kelly	General Subjects
Beal, Briana	General Subjects
Bickelmann, Christopher	General Subjects
Bishop, Darrell	General Subjects
Bommarito, Giana	General Subjects
Bonino, Gabriella	General Subjects
Cablao, Stellamaris	General Subjects
Capelle, Melissa	General Subjects
Chung, Ruth Kim	General Subjects
Dawes, Jacqueline	General Subjects
Dixon, Joann Michelle	General Subjects
Dodd, Sharie	General Subjects
Esparza, William	General Subjects
Kukan, Brian	General Subjects
McDermott, Sara	General Subjects
Mindel, Brittany	General Subjects
Mucha, Michelle	General Subjects
Oliver, Yvonne	General Subjects
Papavasiliou, Demetrula	General Subjects
Patterson, Patricia	General Subjects
Pepes, Chris	General Subjects
Pisano, Jennifer	General Subjects

Proano, Leonardo	General Subjects
Prosser, Amy	General Subjects
Raisbeck, Erica	General Subjects
Rapp, Trevor	General Subjects
Seale, Andrea	General Subjects
Sherman, Tara	General Subjects
Tobin, Randy	General Subjects
Vehuni, Lilit	General Subjects
Wahe, Debra	General Subjects
Ware, Zeborah	General Subjects
Wells, Timothy	General Subjects
Wenzel, Anne	General Subjects

Name	**Subject**
Continuation High School:	
Angelini, Amy	Social Science, Electives
Holubek, Carol	Contemporary Issues, Health, Agriculture
Dungereaux-Otis, Michelle	English, Electives
Loyd, Brian	Contemporary Issues, Consumer Studies
Hackbardt, Alexandra	Contemporary Issues
Independent Learning Academy:	
Bowren, Stacy	English, Algebra, Geometry, Spanish, Social Studies
DiFrancesco, Gina	Algebra, Geometry, Spanish, Social Studies, Biology
Fischbach, Joshua	English, Geometry, Spanish, Algebra, Biology
Good, Heather	Biology, Algebra, Geometry, Spanish, Social Studies
Lee, Dara	Algebra, Biology, English, Geometry, Spanish

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Teacher Assignments for 2025-2026, as described per Education Codes 44258.3(a), 44258.7 (b), (c) & (d), and 44865, 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:	August 7, 2025
SUBJECT:	Approval of Declaration of Need for Fully Qualified Educators for the 2025-2026 Fiscal Year

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Background
The Declaration of Need for Fully Qualified Educators is an annual form submitted to the California Commission on Teacher Credentialing (CCTC) to justify the need for emergency and limited assignment permit requests. The Declaration of Need is established by California Code of Regulations 80026. The Declaration of Need must be approved annually by the Governing Board for the employment of certificated personnel in the areas and numbers attached. There may be insufficient number of certificated persons who meet the district's specified employment criteria.

Discussion/Issues
This Declaration of Need for Fully Qualified Educators shall remain in force for the 2025-2026 fiscal year, and it shall be valid only for the type(s) attached but may be revised by the Burbank Unified School District as needed.

Fiscal Impact
There is no cost to the District associated with the Declaration of Need.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Declaration of Need for Fully Qualified Educators for the 2025-2026 Fiscal Year, as presented.

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2025-2026

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Burbank Unified School District District CDS Code: 64337

Name of County: Los Angeles County CDS Code: 19

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 21 / 2025 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

▶ ***Enclose a copy of the board agenda item***

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

Submitted by (Superintendent, Board Secretary, or Designee):

Sarah Rudchenko Ed.D.		Assistant Supt. Human Resources
Name	*Signature*	*Title*
818-729-4554	818-729-4410	07/24/2025
Fax Number	*Telephone Number*	*Date*

1900 W. Olive Ave. Burbank CA 91505
Mailing Address

sarahrudchenko@burbankusd.org
EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

▶ ***Enclose a copy of the public announcement***

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date

Mailing Address

EMail Address

▶ *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	15
Bilingual Authorization (applicant already holds teaching credential)	1
List target language(s) for bilingual authorization: Spanish	
Resource Specialist	
Teacher Librarian Services	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	3
Single Subject	1
Special Education	2
TOTAL	6

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED
Music	1

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☐ Yes ☑ No

If no, explain. District too small

Does your agency participate in a Commission-approved college or university internship program? ☐ Yes ☐ No

If yes, how many interns do you expect to have this year? 10

If yes, list each college or university with which you participate in an internship program.

CSULA, CSUN, National University, Pacific Oaks, University of Southern California, Global Mass University, Azusa Pacific, Los Angeles County of Education

If no, explain why you do not participate in an internship program.

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Julie Markussen, Director, Secondary Education
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 7, 2025
SUBJECT:	Approval of Revised Board Policy 6146.1 High School Graduation Requirements

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 high school graduatrion requirements.

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

New langauge is in bold print. This includes the requirement for a one semester ethnic studies for students graduating in 2028-29 and one semester of personal finance for students graduating in 2030-31 school year.

The policy upgrade also updates language for students experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy 6146.1 High School Graduation Requirements, as presented.

Policy 6146.1: High School Graduation Requirements Status: ADOPTED

Original Adopted Date: 04/04/2019 | Last Revised Date: 11/04/2021 | Last Reviewed Date: 11/04/2021

The Board of Education desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

~~(cf. 5127 - Graduation Ceremonies and Activities)~~
~~(cf. 5147 - Dropout Prevention)~~
~~(cf. 6011 - Academic Standards)~~
~~(cf. 6143 - Courses of Study)~~
~~(cf. 6146.3 - Reciprocity of Academic Credit)~~

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

~~(cf. 6142.91 - Reading/Language Arts Instruction)~~

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "Category C" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

~~(cf. 6142.92 - Mathematics Instruction)~~
~~(cf. 6152.1 - Placement in Mathematics Courses)~~

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

~~(cf. 6142.3 - Civic Education)~~
~~(cf. 6142.94 - History-Social Science Instruction)~~

5. One course in visual or performing arts; world language, or career technical education (CTE). For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language.

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education. (Education Code 51225.3)

~~(cf. 6142.2 - World/Foreign Language Instruction)~~
~~(cf. 6142.6 - Visual and Performing Arts Education)~~
~~(cf. 6178 - Career Technical Education)~~
~~(cf. 6178.2 - Regional Occupational Center/Program)~~

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

~~(cf. 6142.7 - Physical Education and Activity)~~
~~(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)~~
~~(cf. 6142.8 - Comprehensive Health Education)~~

7. One **semester** course in Health/Careers

~~(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)~~
~~(cf. 6142.8 - Comprehensive Health Education)~~

8. One course in Practical Arts/Career Technical Education (or three courses of the same foreign language)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

9. **One semester course in Ethnic Studies, commencing with students graduating in the 2028-29 school year (a course based on the model curriculum developed pursuant to Section 51226.7; an existing ethnic studies course; an ethnic studies course taught as part of a course that has been approved as meeting the A–G requirements; or a locally developed ethnic studies course approved by the governing board of the school district or charter school)**

10. **One semester of a separate, standalone course in Personal Finance, commencing with pupils graduating in the 2030-31 school year**

11. Upon approval of the Superintendent or Designee, students may receive credit by examination for credits earned by a non-accredited institution or because they enrolled in the school after the period to add classes for full credit has passed.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with the law.

~~(cf. 6146.11 - Alternative Credits Toward Graduation)~~
~~(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)~~
~~(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)~~

Exemptions from District-Adopted Graduation Requirements

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code 51225.3 and those adopted by the Board.

However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or ~~a newly arrived immigrant~~ **newcomer** student who is in the third or fourth year of high school ~~and is participating in a newcomer program,~~ shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer ~~or of the commencement of participation in a newcomer program,~~ **into a school by the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student,** as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption **from local graduation requirements** and whether the student qualifies for it. (Education Code 51225.1)

~~(cf. 1312.3 - Uniform Complaint Procedures)~~
~~(cf. 5145.6 - Parental Notifications)~~
~~(cf. 6173 - Education for Homeless Children)~~
~~(cf. 6173.1 - Education for Foster Youth)~~
~~(cf. 6173.2 - Education of Children of Military Families)~~
~~(cf. 6173.3 - Education for Juvenile Court School Students)~~
~~(cf. 6175 - Migrant Education Program)~~

The Superintendent or designee shall not require or request the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)

If the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible. (Education Code 51225.1)

Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (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**

The district's responsibility to provide a free appropriate public education shall not terminate when a student with a disability who is exempted from district- adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)

Annually, the Superintendent or designee shall report to the California Department of Education, in accordance with Education Code 51225.1, the number of student's graduating from the fourth or fifth year of high school who, for the prior school year, graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements.

In addition to credit requirements, students shall:

1. Demonstrate computer literacy: Students will acquire computer knowledge, skills and computer literacy throughout the regular high school curricula as outlined in the schools' technology plans

2. Since 2003, students in grades 9-11 must be enrolled in a minimum of six courses in both the first and second semesters, and students in grade 12 must be enrolled in a minimum of six courses in the first semester, and five courses in the second semester, unless exempt under Education Code Section 46145. Students in grades 11 and 12 must attend a minimum of 4 periods during the regular school day. However, they may complete the six-period requirement with college or Career Technical Education courses.

3. Since Spring 2005, student transcripts will only be accepted from schools that are accredited by Western Association of Schools and Colleges (WASC) or one of the other five regional associations that accredit public and private schools, colleges, and universities in the United States (North Central Association Commission on Accreditation and School Improvement, New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools, and Northwest Association of Schools, Colleges, and Universities).

4. Students who enroll from another country shall provide transcripts whenever possible.

Students will receive an initial grade level placement by a school site administrator that is subject to change based on a comprehensive review of the transcripts and other enrolling documentation.

If students arrive without transcripts, the grade level placement will be based on age.

The transcripts shall be evaluated by the Superintendent or Designee, with a maximum of seventy (70) credits awarded per grade level, per year.

A change in grade level placement, if necessary, shall occur within thirty (30) calendar days.

When necessary, Instructional Services will arrange for the translation of the transcript. In no circumstances shall the enrollment of the student be delayed pending translation, nor shall parents/guardians be required to pay for translation of transcripts.

Parents/Guardians may appeal the grade placement to the Superintendent or his/her designee. A written response will be provided within 10 business days.

5. Students must receive prior approval from the Superintendent or designee before any college or high school coursework taken at another site while enrolled in a district school will be accepted on the high school transcript.

6. High school credit may be granted for a college course taken prior to completion of the eighth grade based on the following criteria:

a. Must receive prior approval from the middle school principal before registering for the college course.

b. The principal must complete an approval form and develop a written academic plan.

c. Must receive prior approval from the Superintendent or designee before class begins.

d. Content of the course must be aligned to state standards and District standards.

7. Students may take course credit via on-line instruction while enrolled in high school, grades 9-12. Students who want to take online courses not offered by the District, must receive prior approval from the Superintendent or designee for on-line instruction under the following conditions:

a. No more than 20 semester credits for on-line courses taken outside the District may be applied towards graduation, unless students receive prior approval from the Superintendent or his/her designee.

b. Grades submitted for on-line courses will be credited on a four-point scale.

c. The student will arrange for a teacher to proctor the final exam before enrolling in the course, or take the final exam for the equivalent course at the high school.

d. Upon completion of the on-line coursework, it is the student's responsibility to arrange for the student's transcript to be forwarded to the high school registrar.

Second semester seniors must provide all documentation of the completed coursework at least 10 school days prior to the student's date of graduation.

e. A student may be requested to provide the principal or assistant principal evidence including, but not limited to, specific assignments completed, log-in records, and/or take an end-of-course assessment to determine mastery of course content before course credit is granted. If the student cannot show mastery and/or required evidence, then the principal can determine that the student cannot receive high school credit for the on-line coursework.

f. Students have one full year to complete on-line courses in order to receive high school credits. Students facing a graduation deadline in less than a month are prohibited from enrollment.

8. Students are expected to make up failed courses during the summer session as close as possible to the semester/year in which the course was failed. Options for repeating classes in addition to summer school may include the Adult School, Monterey High, and community college enrollment.

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. Were interned by order of the federal government during World War II or who are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

4. **Are former members of the military, a resident of California, and received an honorable discharge, or, are current members of the military, a resident of California, and a resident of California when entering the military**

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall evaluate classes completed in any high school, community college, or state college, grant credit toward graduation for military service and training received while in the military, and if satisfied that the person has completed the equivalent of the requirements for graduation from high school, grant the person a diploma of graduation.

5. Were in their senior year of high school during the 2019-2020 school year, were in good academic standing and on track to graduate at the end of the 2019-2020 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district

(cf. 6145.6 - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Legal Reference:
EDUCATION CODE
47612 Enrollment in charter school
48200 Compulsory attendance
48204.4 Parents/guardians departing California against their will
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Student in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51230 Credit for community emergency response training
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4670 Uniform complaint procedures
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Education, High School: http://www.cde.ca.gov/ci/gs/hs
University of California, List of Approved a-g Courses:
http://www.universityofcalifornia.edu/admissions/freshman/requirements

Policy BURBANK UNIFIED SCHOOL DISTRICT
adopted: September 5, 2019 Burbank, California

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Chief Administrative Officer
PREPARED BY:	Malihe Shokouhi, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 7, 2025
SUBJECT:	Approval of Notice of Completion, Engie Services U.S. Inc., Removal and Re-Installation of Rooftop Solar Panels, John Muir Middle School (Bond Funds)

Background:
During the Summer 2025 Roofing Project, John Muir Middle School will have twelve (12) roofs repaired. The existing solar panels located on building 200 will need to be disassembled prior to the start of the roofing construction. Once the roofing project is completed, the solar panels will be reinstalled to their original placement.

Discussion/Issues:
The District received a proposal on May 9, 2025, from Engie Services U.S Inc., formally known as Opterra Solar Services who originally installed the Solar Panels in 2016. The roughly 5,500 square feet of solar panels will need to be moved prior to the new roof installation. The panels will be removed and stored to the north section of building 200's roof during construction. Once the roof area of the original placement is completed, the panels will be reinstalled to the original location, allowing the roofers to complete the remainder of the 200-building roof.

This work was completed by July 25, 2025.

Fiscal Impact:
$166,804.99 (Bond Funds)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Removal and Re-Installation of the Solar Panels at John Muir Middle School, PO #25004594, not to exceed $166,804.99 (21.0-00000.0-00000-85000-6230-322-00000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Chief Administrative Officer
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 7, 2025
SUBJECT:	Approval of Deductive Change Order No.1, AME Builders Inc., 2425-022 Summer Roofing Project, Magnolia Park (Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites over the 2025 summer break.
The District held a job walk on January 14, 2025. There were twelve (12) contractors in total, eight (8) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Summer Roof Repair received were as follows:

ADCO Roofing.	$236,000.00
AME Builders Inc.	$220,800.00
Best Contracting Services	$258,783.00
Chapman Coast Roof	$428,527.00
Commercial Roofing Systems	$333,173.00
Courtney	$277,750.00
Letner Roofing	$293,000.00
R&R Roofing	$250,670.00

Discussion/Issues:
The District is in the process of replacing the roof at Magnolia Park as part of the Summer 24/25 Roofing Project. Magnolia Park has one (1) roof being replaced and will have a 5-year workmanship warranty from the installer.

Fiscal Impact:
$216,800 Bid Amount (Bond Fund)
$2,101.31 decrease for a revised total of $1,898.69 Allowance (Bond Fund)
$218,698.69 Revised Grand Total (Bond Fund)

Recommendation:
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve deductive change order #1 between Burbank Unified School District and AME Builders Inc., for the 2425-022 Summer Roofing Project at Magnolia Park, not to exceed $218,698.69 (21.0-00000-0-91008-85000-6230-517-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The original allowance approved for this project was for an additional $4,000 for any unforeseen circumstances to complete the project. The $2,101.31 decrease, bringing the not to exceed to $218,698.69,

is to accurately reflect that only $1,898.69 of the $4,000 allowance was expended to replace four gravity vents.

BURBANK UNIFIED SCHOOL DISTRICT

ALLOWANCE PROPOSAL AUTHORIZATION

School Name:	Magnolia Park	P.O. Number:	
Project Name:	Summer 2025 Roofing	**Initiation Date:**	6/25/2025
To: *Program Mgr*	Malihe Shokouhi	**Allowance Authorization No.:**	
From: *Contractor*	AME builders	Project Number:	
		Bid Number:	2425-022-04

Description of Item(s) to be charged to Contract Allowance is as follows:

Replace four Gravity Vents	$ 1,898.69
Total	$ 1,898.69

A. Original Contract Allowance	$ 4,000.00
B. Net Allowance Disbursements previously authorized	$ -
C. Charges to Contract Allowance as a result of this authorization	$ 1,898.69
D. Current Contract Allowance Balance including this authorization	$ 2,101.31

Don Seo Don Seo (Jun 25, 2025 14:25 PDT) Contractor	DON SEO	Date
Malihe Shokouhi Malihe Shokouhi (Jun 25, 2025 14:27 PDT) Project Manager	MALIHE SHOKOUHI	06/25/2025 Date
Andrew Cantwell (Jun 25, 2025 14:39 PDT) Assistant Superintendent, Administrative Services	ANDREW CANTWELL	Date

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER PROPOSAL (COP)

School Name: Magnolia Park School
Date: 5/28/2025
Project Name: Summer 2025 Roofing at Magnolia F
COP Number: 01-00
Project Manager: Malihe Shokouhi
Project Number:
Contractor: AME Builders, Inc.
Bid Number: 2425-022-04

Description of Work: Replace low four (4) gravity vents

WORK PERFORMED BY SUBCONTRACTOR(S)

			COST
1	a.	**Material** (attach itemized quantity and unit cost plus sales tax)	
	b.	**Labor** (attach itemized hours and rates, fully encumbered)	
	c.	**Equipment** (attach suppliers' invoices)	$ -
	d.	**SUBTOTAL**	$ -
	e.	**Add overhead and profit** for any and all tiers of Subcontrator The total not to exceed 10% of item d.	$ -
	f.	**SUBTOTAL**	$ -
2	a.	**Material** (attach itemized quantity and unit cost plus sales tax)	
	b.	**Labor** (attach itemized hours and rates, fully encumbered)	$ -
	c.	**Equipment** (attach suppliers' invoices)	$ -
	d.	**SUBTOTAL**	$ -
	e.	**Add overhead and profit** for any and all tiers of Subcontrator The total not to exceed 10% of item d.	$ -
	f.	**SUBTOTAL of all work performed by Subcontractors**	$ -
	g	**GC Percentage on Subcontractor Work** **5%**	$ -

WORK PERFORMED BY CONTRACTOR

			COST
	a.	**Material** (attach itemized quantity and unit cost plus sales tax)	$ 630.42
	b.	**Labor** (attach itemized hours and rates, fully encumbered)	$ 1,142.40
	c.	**Equipment** (attach suppliers' invoices)	$ -
	d.	**SUBTOTAL**	$ 1,772.82
	e.	**Add overhead and profit for Contractor** Insert % here ---> 5.0%	$ 88.64
	f.	**SUBTOTAL**	$ 1,861.46
	g.	**Add Bond and Insurance** from bid form [2] 2%	$ 37.23
	h.	**SUBTOTAL**	$ 1,898.69
	i.	**AMOUNT OF THIS COP**	**$ 1,898.69**
	j.	**Time** (zero unless indicated) Calendar Days	4

☑ The proposal would ☑ Increase ☐ Decrease the Contract time by 4 calendar days.

☐ The proposal does not affect the contract time.

Don Seo — Digitally signed by Don Seo, DN: C=US, E=don seo@amebuilders.net, O="AME Builders, Inc.", CN=Don Seo, Date: 2025.05.28 14:34:51-07'00'

Contractor's Signature

Don Seo / President — 05/28/25

Printed Name & Title — Date

Provide all supporting documentation as required by the Contract Documents

AME BUILDERS, INC.

CONTRACTOR CHANGE ORDER REQUEST (COR) COST BREAKDOWN

PROJECT NAME	CONTRACTOR	CONTRACT NUMBER	DATE
Magnolia Park School	AME Builders, Inc.	2425-022-04	6/12/2023
DESCRIPTION OF CHANGE	**REFERENCE**	**COR NUMBER**	**ADDITIONAL DAYS REQUIRED**
Replace low four (4) gravity vents	RFI 01	01-00	4 DAYS

LINE NO	ITEM	UNIT OF MEASURE	QUANTITY	MATERIAL		LABOR			EQUIPMENT	OTHER DIRECT COST	LINE TOTAL
				UNIT PRICE	TOTAL	MANHOUR	AVERAGE RATE	TOTAL			
1	Gravtity Vents	EA	4.00	142.63	570.52	12.00	95.20	1,142.40	0.00	0.00	1,712.92
A	Total Direct Cost				570.52			1,142.40	0.00	0.00	1,712.92
B	Tax		10.50%		59.90						59.90
C	Subtotal				630.42			1,142.40	0.00	0.00	1,772.82
D	OH and Profit for Labor Cost		5.00%								57.12
E	OH and Profit for Material, Equipment and Other Direct Cost		5.00%								31.52
F	Bond		2.00%								37.23
G	**TOTAL**				**630.42**			**1,142.40**		**0.00**	**1,898.70**

AME BUILDERS, INC.

Material	Qty	Unit	Coverage	Coverage Unit	Waste Factor	Material Qty	Unit Price	Amount
Vents	4	EA	1	EA/EA	0%	4.0	55.13	220.52
Misc	1	EA	1	EA/EA	0%	1.0	150	150.00
Delivery	1	EA	1		0%	1.0	200	200.00
Sum								570.52
Unit Price								142.63

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Chief Administrative Officer
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 7, 2025
SUBJECT:	Approval of Notice of Completion, AME Builders Inc., 2425-022 Summer Roofing Project, Magnolia Park (Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites over the 2025 summer break.
The District held a job walk on January 14, 2025. There were twelve (12) contractors in total, eight (8) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Summer Roof Repair received were as follows:

ADCO Roofing.	$236,000.00
AME Builders Inc.	$220,800.00
Best Contracting Services	$258,783.00
Chapman Coast Roof	$428,527.00
Commercial Roofing Systems	$333,173.00
Courtney	$277,750.00
Letner Roofing	$293,000.00
R&R Roofing	$250,670.00

Discussion/Issues:
The District is in the process of replacing the roof at Magnolia Park as part of the Summer 24/25 Roofing Project. Magnolia Park has one (1) roof being replaced and will have a 5-year workmanship warranty from the installer.

Deductive change order No.1 was approved by the Board of Education on August 7, 2025, to accurately reflect that only $1,898.69 of the $4,000 allowance that was initially approved, was expended to replace four gravity vents.
This work was completed on July 16, 2025.

Fiscal Impact:
$218,698.69 (Bond Fund)

Recommendation:
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education accept the following as completed: the 2425-022 Summer Roofing Project at Magnolia Park, PO #25003617, not to exceed $218,698.69 (21.0-00000-0-91008-85000-6230-517-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Chief Administrative Officer
PREPARED BY:	Crystal Cozakos, Senior Administrative Assistant
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 7, 2025
SUBJECT:	Recommendations for the Selection of Members to the School Facilities Oversight Committee (SFOC) for Measure ABC Bond

Background

The School Facilities Oversight Committee (SFOC) is a Board-appointed committee of independent citizens, initially established in 1997. The committee is charged with providing recommendations to the Board of Education and Superintendent regarding: Fiscal responsibility in the appropriation and expenditure of funds for construction, modernization, and/or renovation of District facilities; (2) Review of District-wide standards governing renovation and new construction; (3) Review of Facilities Master Plan, Five-Year Deferred Maintenance Plan, and Long-Term Maintenance Plan as developed and implemented; (4) Represent the interests of community, staff, students, and parents in school renovation and new construction; (5) Verify compliance with all legal requirements; (6) Verify that bid documents, contracts, requests for proposals and other documents are written to protect the District's fiscal, legal and educational interests; (7) Review all approved change orders; and (8) Review all construction and/or facilities fiscal reports; and any additional duties as described in Education Code sections dealing with Proposition 39 Citizens' Oversight Committees.

The purpose of the committee is to represent the interest of the community, staff, students, and parents in school renovation and new construction as well as to inform the public of the District's fiscal responsibility in the appropriation and expenditure of all funds for construction, modernization, and/or renovation of District facilities, and specifically, as required by Proposition 39.

Discussion/Issues:

With the passing of the Measure ABC Bond, the Board of Education is seeking members to join a new oversight committee, specific to this bond. Each member would be a representative from a major group of stakeholders as indicated below. The District actively advertised in local media outlets in order to recruit reliable and interested individuals to fill the open positions. The application period closed at 4:30 p.m. on May 16, 2025, and the applications were subsequently submitted to the Board of Education for review. Members of the Board of Education have had an opportunity to verify and review the applications, including independent candidate interviews at their discretion.

Pursuant to Education Code 15282, and Measure ABC Bylaws, the SFOC Committee shall consist of at least seven (7) members (may be larger) and must include, but not limited to:

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

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

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

(d) One member who is a parent or guardian of a child enrolled in the district; and

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

(f) Two (2) or more general members, must not be an employee or official of the District.

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

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

Applicants	Business Organization	Senior Citizens' Organization	Taxpayers' Group	Parent	Parent Active in PTA/SSC
Matt Benson				X	
Ari Altman				X	
J.J. Blumenkranz				X	
Christina Cervantes					X
East Chao				X	
Kallista Churchill-Aragon				X	
Myles Collins				X	
Bilyana Decker				X	
Lisa Garcia				X	X
Jessica Grimshaw				X	
Greg Jackson		X			
Preston Joseph					X
Christa Kassouny				X	
Gerald Foster Kerrison				X	X
Gwen Mesco					X
Angela Pop-Sorokin				X	X
Chantal M. Sampogna				X	X
Molly Schwartz				X	X
Loren Semmens	X			X	
Anush Shahverdyan				X	
Diana Simon				X	X
Jennifer Sosnowski					X
Victor A. Taraceha					
Whitney Wetta			X	X	X
Verjine Yesaian	X		X	X	

The selected members of the new citizens' oversight committee will be recognized and appointed within sixty (60) days of the reading into minutes of the certification of the election results of a Proposition 39 General Obligation Bond (October 10, 2025). Additionally, at the discretion of the Board of Education, ex-officio positions may be discussed and additional direction given to staff. Any ex-officio member serves as a process observer who can provide input that may be beneficial to the committee's discussions or deliberations. Alternates and ex-officio members do not have voting rights. An alternate will only vote in the event that a sitting member leaves or becomes disqualified, and the alternate is appointed to replace an outgoing member. District staff will seek direction from the Board regarding filling ex-officio positions.

Fiscal Impact
There is no fiscal impact.

Recommendation
Andrew Cantwell, Chief Administrative Officer, will facilitate the recommendation of potential members and alternates for the Measure ABC Bond School Facilities Oversight Committee (SFOC) and the identification of the group that each of these members would represent, as presented.

RECEIVED MAY -7 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Matt Benson Email: [redacted]

Address: [redacted]

Phone: Home:_____ Work:_____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 36 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: Graduated Burbank High School Class of 2006
Graduated California State University Long Beach with a Degree in Business Managment in 2011

Name of employer and position held: IATSE Local 728 Film, Television Lighting Union

Employer address: 1001 W. Magnolia Blvd. Burbank, CA 91506

Professional organizations: Member of Academy of Television Arts and Sciences

School, Community, and Youth Activities: Burbank Temple Emanu El, Burbank Little League, FSA Sponsor

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Matt Benson

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

In the Entertainment Industry I serve as a head of Department responsible for budget managment, labor managment, as well as rigourus schedule and time managment. I also serve in a volunteer capacity at Burbank Temple Emanu El serving as thir head of House and Grounds, which I feel directly coorilates to the work of the SFOC.

Why would you like to be appointed to this position?

As a lifelong Burbank resident and home owner, with two students in the BUSD, I feel a great responsability to our district and community to actviley participate in making our city the best it can possibly be. I am a strong supporter of improving our district assests and feel like it is my responsability to activetly particiapte in making the commnuity a better place.

Signature 

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED APR 23 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Ari Altman Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 2.5 years Are you a registered voter? yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: BA Sociology, Princeton University
MA Energy and Resources, UC-Berkeley
JD, George Washington University

Name of employer and position held: Southern California Edison, Senior Advisor

Employer address: 2244 Walnut Grove Ave Rosemead, CA 91770

Professional organizations: _____

School, Community, and Youth Activities: _____

Please go to Page 2

Use additional sheets if necessary

Application – SFOC, page 2 Name: Ari Altman

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

I practiced environmental and energy law for eight years in Washington, DC, and am familiar with many regulatory processes. My current role is to manage the interface between my employer, the large electric utility Southern California Edison, and the state Public Utilities Commission. One of my key skills is to act as a moderate voice when there are differences of opinion on a contested issue. I've worked for the federal government, I've worked for large companies, and I've also run my own small business. I understand the importance of the processes and procedures that the SFOC will be engaged in, as well as the duty to tax payers to make the right choices.

Why would you like to be appointed to this position?

It is critical that the tax payer funds supporting the Measure ABC bond issuance are properly stewarded. ABC could go a long way to improving the appearance and functioning of Burbank's schools, which in turn raises the appeal of the city to families, increases the size of the student body, and increases property values. Further, with two children in two different elementary schools in BUSD, I am keenly aware of the fact that each school has different challenges and needs.

Signature Ari Altman Digitally signed by Ari Altman Date: 2025.04.23 22:36:22 -07'00'

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED MAY - 8 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: J.J. Blumenkranz Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 7 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: BS Mechanical Engineering, UCLA,
Grad Stutdy in Medicine, Stanford University & UCLA (No Degree)
Grad study in Aerospace Engineering (No Degree

Name of employer and position held: Meta, Special Projects Supervisor

Employer address: 1 Meta Way, Menlo Park, CA 94025-1444

Professional organizations: AMPAS, ASIFA

School, Community, and Youth Activities: _____

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: J.J. Blumenkranz

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

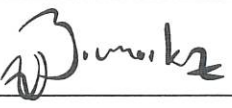
not aware of anything

What experience and qualifications would you bring to the SFOC?

Eclectic backroud in medical, engineering, and animation

Why would you like to be appointed to this position?

I have a daughter at Roosevelt, and I want to be more involved.

Signature 

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED MAY 15 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Christina Cervantes Email: [redacted]

Address: [redacted]

Phone: Home: [redacted] Work: _____ Cell: _____

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 4 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ■ Parent Active in PTA/SSC

Educational background: I have a Bachelors degree and attended Masters Level classes.

Name of employer and position held: I work in Film as a DP and Camera Op

Employer address: Freelance

Professional organizations: _____

School, Community, and Youth Activities: PTA Board Member, Site Council Member

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Christina Cervantes

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

I am actively involved in my daughtes school , as a PTA Board Member and a Site Council Member. I am also invovled in the community as a Pilates Instructor. I work in the local market of Film and Wellness.

Why would you like to be appointed to this position?

I would like to continue my involvement in the Burbank education field. This is not only for my daughter but keeping Burbank a top place for academics, social responsibilty and DEI.

Signature

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED MAY 14 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: east chao Email: [redacted]

Address: [redacted]

Phone: Home:_____ Work:_____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 12 yrs Are you a registered voter? y

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: BS EE, UCLA

Name of employer and position held: retired

Employer address: _____

Professional organizations: _____

School, Community, and Youth Activities: _____

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: east chao

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

no

What experience and qualifications would you bring to the SFOC?

finance, project management, real estate, web technology

Why would you like to be appointed to this position?

I'm a parent of a middle and high school student and am interested in the school district doing well. Hopefully, I can help to make sure the dollars can stretch further. Announcing well used money and good plans.

Signature east chao

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED FACILITIES
MAY 6 '25 PM3:28

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Kallista Churchill-Aragon Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work [redacted] Cell [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 58 yrs Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☑ Parent
- ☐ Parent Active in PTA/SSC

Educational background: I have 4 associates Degrees From Los Angeles Pierce College and a Bachelors Degree from California State University Northridge along with Honors

Name of employer and position held: John muir middle school DHH Paraeducator

Employer address: 1111 North Kenneth Road Burbank, CA 91504

Professional organizations: Involved with Burbank University Womens Club. and I volunteer at the Braille Institute in Los Angeles

School, Community, and Youth Activities: I am on the Scholarship Committee in my womens club BUW. I used to volunteer at Kaiser pet program and no one dies alone.

Please go to Page 2
Use additional sheets if necessary

When my children were in school I served on the PTA. I also volunteered my time to teach first aid and safety to both Burbank and Burroughs High School students. I am part of a womens club Burbank University of women. We give scholarships to 4 outstanding High school students. I am on this committe. I read every submission and carefully weigh my decisions I was born and raised in Burbank I met my husband in High school and we live in the family home. I am very much involved in my school activities. My two grandaughters will be attending Burbank schools. next year for the first one and two years for the second I raised 5 children and have have much of the Burbank school experience. I attended Providencia, luther Burbank and Burbank High. I love my job as a Deaf/Hard of Hearing paraeducator and I speak fluent American Sign Language. I am a hard worker and team player. I am also a member of the Joslyn center. where my grand-children atted school. IS very important to me my parents purchased their home in Burbank for the school system. many over achievers come out of Burbank I am one of them. I made the Deans list in college. several times. In regards to the scholarship committee I am on. Chosing just four is challenging but it is an honor to be able to further a young persons education.

Application – SFOC, page 2 Name: Kallista Churchill-Aragon

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

NO

What experience and qualifications would you bring to the SFOC?

I have served on the PTA when my children were in school. I taught first aid and safety to Burbank + Burroughs High school. I worked/volunteered at Kaiser in the pet program along with no one dies alone. I started volunteering at age 13 and now volunteer at the Braille Institute and GLAD. I am involved with muir school functions, spelling bee, track race, cleanup day etc.

Why would you like to be appointed to this position?

I am a person who is reliable and loves to be hands on. I grew up in Burbank and both of my parents worked in Burbank. my neighborhood has a strong community we have exchanged numbers and check on each other. What happens in Burbank is very important to me. I am raising my granddaughters in Burbank and do not plan on ever leaving Burbank is my community that I feel I have always been a big part of.

Signature Kallista Churchill Aragon

Thank you for your time.

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED MAY 15 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Myles Collins Email: [redacted]

Address: [redacted]

Phone: Home: [redacted] Work: [redacted] Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 13 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: Ph.D. in Policy Analysis from RAND Graduate School (2010); Master of Public Policy (MPP) from UCLA (2003); B.S. in Environmental Engineering from Northwestern University (1999)

Name of employer and position held: Policy Researcher at Lawrence Berkeley National Lab

Employer address: 1 Cyclotron Road, Berkeley, CA 94720 (I work remotely)

Professional organizations: Smart Electric Power Alliance

School, Community, and Youth Activities: Assistant coach of 2 soccer teams; board member of Burbank AYSO with position of Field Coordinator; volunteer soccer referee; condo HOA board member; misc. volunteering for BUSD school events and activities

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Myles Collins

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

I have 20 years of experience in public policy and energy, including utilities (Southern California Edison), private energy consulting (Resource Innovations), and my current position as policy researcher at Lawrence Berkeley National Lab. I also spent 3 years as the Rates Manager for Burbank Water and Power. I have three children in BUSD at Roosevelt, Huerta, and Burroughs. I have been an active volunteer in the community - particularly in Burbank AYSO coordinating field usage. This has allowed me to get to know the BUSD Facilities staff and many of the custodians who work in our schools. I would bring a mix of analytical experience, city knowledge, and familiarity with BUSD facilities.

Why would you like to be appointed to this position?

I love Burbank and I recognize that our schools are a treasure. I believe that my background in energy and water use - along with my familiarity with the schools - would allow me to give back to the District by helping ensure our facilities continue to be effectively managed and continuously improved.

Signature Myles Collins Digitally signed by Myles Collins Date: 2025.05.16 14:26:21 -07'00'

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED MAY 15 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Bilyana Decker Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 9 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: MBA, University of Mississippi
B.S. Economics, University of National and World Economy

Name of employer and position held: Omnia Consulting Group, President

Employer address: 303 N Glenoaks Blvd SUite 200, Burbank CA 91502

Professional organizations: President, AACE Southern California

School, Community, and Youth Activities: Thomas Jefferson Elementary School; Boys and Girls Club of Burbank

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Bilyana Decker

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

None

What experience and qualifications would you bring to the SFOC?

With over 13 years of experience managing complex budgets and schedules for capital construction portfolios across multiple industries, I bring strong expertise in project controls, financial forecasting, and stakeholder communication. As a Project Cost Controls Lead, I have successfully overseen the financial aspects of large-scale construction projects, ensuring compliance, efficiency, to the successful delivery of infrastructure initiatives that meet both financial and operational objectives and strategic allocation of resources. My ability to analyze and optimize project costs has contributed to the successful delivery of infrastructure initiatives that meet both financial and operational objectives.

Why would you like to be appointed to this position?

I can apply my experience to the School Facilities Oversight Committee for Measure ABC helping ensure accountability, transparency, and cost-effective decision-making in the district's construction projects.I look forward to contributing my knowledge in budget management, forecasting, and stakeholder collaboration to support the district's mission of maintaining high-quality educational facilities.

Signature Bilyana Milanova Decker

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED MAY 15 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Lisa Garcia Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 2.5 years Are you a registered voter? yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent
- ☒ Parent Active in PTA/SSC

Educational background: CA High School Diploma, Herbert Hoover High School, 1996; BA, American Literature & Cultures (major), History (major), University of California, Los Angeles, 2001; PhD, Education, University of Southern California, 2011

Name of employer and position held: University of California Office of the President; Policy & Program Analyst

Employer address: 1111 Franklin St, Oakland, CA 94607

Professional organizations: Past Member, American Educational Reseach Association (AERA); Past Member, Association for the Study of Higher Education (ASHE); Past Member, Western Association for College Admission Counseling (WACAC)

School, Community, and Youth Activities: Chair, RL Stevenson (RLS) SSC, 2023–25; Member, RLS PTA, 2023–present; Vice President of Legislation, RLS PTA, 2024–present; Member, RLS Families for Stevenson (FFS), 2023–present

Please go to Page 2

Use additional sheets if necessary

Application – SFOC, page 2 Name: Lisa Garcia

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

I am not aware that I have any conflicts of interest if appointed to the SFOC.

What experience and qualifications would you bring to the SFOC?

See attachment for response.

Why would you like to be appointed to this position?

See attachment for response.

Signature 

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Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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Q: What experience and qualifications would you bring to the SFOC?
I believe my experience and skillset would well serve the Burbank SFOC. For the past 2.5 years, I have immersed myself in the RLS community. From my two years chairing the RLS SSC to my experience chairing and working on-campus PTA and FFS events getting to know school administrators, staff, and families, I have a better sense of the needs of not only RLS but the BUSD community at large in terms of maintaining, improving, and modifying its physical infrastructure to better support its educational goals. I feel that I have the connections to ask people what they need and how the district can better serve them. I was a strong and vocal supporter of Measure ABC last fall, helping communicate Burbank Council PTA's endorsement of the measure in my role as RLS PTA Vice President of Legislation. I explained to many Burbankers how the proposed bond would work including the oversight component that would help monitor the community's investment in its schools.

Also, I bring almost 24 years of experience working in California secondary and postsecondary education. I currently provide guidance to senior university administrators and faculty leaders as well as statewide task forces and oversight committees on highly-visible undergraduate admissions policies and initiatives. I support a strategic and long-range direction for admissions, contributing to and managing the production of reports prepared for the UC Regents and President, as well as the California State Legislature. I have many years of experience working with sensitive and controversial matter within a public, shared governance structure serving multiple stakeholders. I am a seasoned researcher and a skilled communicator aware of the importance of acknowledging and serving all community members' concerns and priorities.

Q: Why would you like to be appointed to this position?
My childhood home in Glendale is approximately 400 feet from the border with the Burbank Hillside neighborhood. I attended Burbank Catholic schools for grades K–5 and 7–10, growing up and living my life in Burbank. I formally moved to Burbank for a few years in my mid-20s, finally returning permanently in late 2022 with my husband and Kindergartner in tow. In short, I consider myself a longtime Burbanker both in practice and spirit, ready to serve the broader community by overseeing the new school bond funds and projects.

I am very aware of the conflicting priorities of our schools as well as the larger Burbank community. I am vested in the success of BUSD as a parent of a second grader and have dedicated my adult life to supporting quality public education opportunities for all Californians. I view service on the SFOC as a way to ensure that our community's students, families, staff, and faculty experience the best learning environments that support high educational outcomes, and meaningful and impactful experiences. I would like to serve the broader Burbank community that helped afford me both a supportive and nurturing childhood and adulthood. Thank you for your consideration!

RECEIVED MAY - 8 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Jessica Grimshaw Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 17 years Are you a registered voter? yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: B.A.

Name of employer and position held: Anonymous Content, Head of Nonfiction

Employer address: 8501 Washington Blvd. Culver City

Professional organizations: Member of the Academy of Television Arts and Sciences

School, Community, and Youth Activities: Parent of a Roosevelt Elementary student. Served on the SSC for two years. Member of the PTA. My child participates in Boys and Girls Club, Burbank Parks and Rec activities.

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Jessica Grimshaw

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

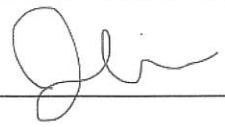
No.

What experience and qualifications would you bring to the SFOC?

I come from a family of public school educators. My mother, father, brother, cousin, sister-in-law, all work or have worked in the public school system in Florida. My husband is currently in school to get his teaching credentials. We are believers in the power of public education. I have been a producer for almost 20 years and understand the need for effective project management, budgeting, and project oversight.

Why would you like to be appointed to this position?

I am honored to live in Burbank and grateful to have my child a part of our school system.

Signature 

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED FROM CITY CLERK
MAY 12 '25 AM 9:48

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Greg Jackson Email: [redacted]

Address: [redacted]

Phone: Home:_____ Work:_____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 40+ years Are you a registered voter? yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ■ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ☐ Parent Active in PTA/SSC

Educational background: UC Berkeley - BA in History/Economics
CSU Long Beach- Graduate Studies in Public Administration

Name of employer and position held: Retired

Employer address: N/A

Professional organizations: AARP

School, Community, and Youth Activities: City Infrastructure Oversight Board (2013 to 2023)
Burbank Planning Board (1997 to 2009); Burbank Transportation Commission (1995 to 1997).

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Greg Jackson

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

To the best of my knowledge I have no Conflicts of Interest.

What experience and qualifications would you bring to the SFOC?

I have been on both BUSD Citizens School Bond Oversight Committees (1997 to 1999 and 2013 to 2021) and I served as Chairman of the latter committee for two years. I believer that this experience will be helpful.

Both my father and grandfather were contractors and I'm familar with the construction trades.

Why would you like to be appointed to this position?

I want to insure that our students and faculty benefit the most from the monies spent from the latest bonds.

Signature Greg Jackson

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Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Preston Joseph Email: [redacted]

Address: [redacted]

Phone: Home: [redacted] Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 3 years Are you a registered voter? yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ■ Parent Active in PTA/SSC

Educational background:
BS in Social Science Education, The University of Georgia
MA in Education Administration and Policy, Cal St. Northridge

Name of employer and position held: Beverly Hills Unified Schools; Teacher

Employer address: 241 Moreno Dr. Beverly Hills, CA 90212

Professional organizations: National Educators Association, Beverly Hills Education Association

School, Community, and Youth Activities: John Muir Middel School Site Council,
JMMS Instramental Music Parent Volunteer, AYSO Soccer Coach

Please go to Page 2
Use additional sheets if necessary

 Name: Preston Joseph

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

With over 20 years of experience in education as both a teacher and administrator, I bring a wide range of expertise. My career includes working in three different school districts and serving on four different school site councils. I am confident that my diverse experiences will provide valuable perspectives to the oversight committee.

Why would you like to be appointed to this position?

As a resident and parent in Burbank, I feel a strong civic responsibility to serve my community with my time and talents. I place great value on transparency and oversight, particularly when finances are involved, as they are essential to maintaining trust and ensuring efficiency.

Signature Preston Joseph 5-13-25

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Christa Kassouny Email: [redacted]

Address: [redacted]

Phone: Home: [redacted] Work: [redacted] Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 14 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background:
LaVerne University Paralegal Studies

Name of employer and position held: Radancy, Chief Client Partner

Employer address: 330 N. Brand Blvd, Glendale, CA

Professional organizations:
Influencer Marketing Association, Woman in Leadership Board if Directors at a Global Software Organization

School, Community, and Youth Activities:
I have served on The School Site Council at both Thomas Jefferson Elementary School (2019-2021) and John Muir Middle School (2022-2024)

I also am very active in my Twins Boy Scout Troop (weekly) where I serve as Troop Secretary. I have also served on multiple boards to help Scouts with their Eagle Ranking.

Please go to Page 2
Use additional sheets if necessary

Docusign Envelope ID: CED7F40C-6D3D-4F4A-AA42-BACECF924978

Application – SFOC, page 2 Name: Christa Kassouny

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

None.

What experience and qualifications would you bring to the SFOC?

I have extensive experience managing multi-million dollar budgets, profit and loss statements while managing the entire Southwest Region of a Global Advertising Firm. My career has given me opportunities to solve both simple and complex business challenges, enhance organizationl development processes and develop new programs and processes within my own organization and for my clients on both a local and global scale. I have also served 4 years on the School Site Council at our Elementary and Middle School which allowed me to experience this at the scholastic/education level - it was an honor to do so.

Why would you like to be appointed to this position?

I love our City. I love our community. I love our Teachers, Staff and Schools. Hard Stop. I feel very passionate about supporting the community and giving back whenever I can. The work that BUSD does is nothing short of magical. Budget cuts, bad press, judgemental parents - I can't imagine what you are all up against everyday, but if I can make a small difference - pay it forward to help such a selfless, carrying organization who is responsible for teaching our children and preparing them to be our future leaders - then I'm all in and would consider it an honor to do so. I appreciate your consideration.

Signature Signed by: Christa Kassouny FCD8D6D841274CA...

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED APR 25 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Gerald Foster Kerrison Email: [redacted]

Address: [redacted]

Phone: Home: [redacted] Work: [redacted] Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 10 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ■ Parent Active in PTA/SSC

Educational background:
University of New Hampshire, Bachelor of Science (Zoology)
University of Southern California, Master of Public Policy

Name of employer and position held: U.S. Government Accountability Office, Senior Analyst

Employer address: 441 G St., NW Washington, DC 20548

Professional organizations: N/A

School, Community, and Youth Activities: Former member of School Site Council at Theodore Roosevelt Elementary School, Parent/Volunteer Referee at Burbank AYSO Soccer, Parent/Volunteer at Toluca Youth Baseball, Red Cross Disaster Volunteer

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Gerald Foster Kerrison

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

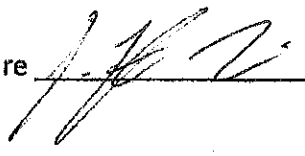
No

What experience and qualifications would you bring to the SFOC?

I have been a public policy analyst with the U.S. Government Accountability Office for almost 20 years, reviewing the efficiency and effectiveness of federal programs for the U.S. Congress. For much of that work, I reviewed the effectiveness of federal agencies - in particular the Department of Defense and the military services - in managing their portfolio of military installations, and the facilities on those installations. As such, I believe I am qualified to conduct oversight of the facilities owned and operated by the Burbank Unified School District.

Why would you like to be appointed to this position?

As the parent of a child attending Luther Burbank Middle School, I have a strong interest in ensuring that the Burbank Unified School District continues to provide an excellent education and a positive learning environment. I understand that the district is working through significant financial challenges, and I am interested in helping to balance those challenges with the need for continued excellence in education. I believe my experience reviewing how the Department of Defense formulates and executes its policies for facility sustainment, restoration, and modernization will provide value to the SFOC.

Signature 

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Burbank Unified School District
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Burbank, CA 91506
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RECEIVED MAY 15 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Gwen Mesco Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 5 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ■ Parent Active in PTA/SSC

Educational background: I have a BA in Politics from Brandeis University and a JD from the University of Pennsylvania Law School, where I also completed MBA coursework at the Wharton School

Name of employer and position held: Freelance writer and writing teacher

Employer address: Same as above

Professional organizations: N/A, previous member of WGA Reality Organizing Committee

School, Community, and Youth Activities: Roosevelt Elementary School Site Council 2022-25, Roosevelt PTA VP of Programs 2025-27, Roosevelt PTA Legislative Chair 2022-25, Roosevelt Musical Revue Co-Producer 2023-ongoing, Roosevelt DEI Committee 2021-present, Roosevelt Room Parent 2021-2022 Feminists in Action, Momtivist

Please go to Page 2

Use additional sheets if necessary

Application – SFOC, page 2 Name: Gwen Mesco

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

I'm a former real estate lawyer, and focused my law school coursework on land use and local government law. I also have a public policy background and served as a post-JD intern to the White House Domestic Policy Council under President Obama. On the local level, I've been an active member of our School Site Council for two years, and am familiar with the challenges and specifics of our local schools and their facilities.

Why would you like to be appointed to this position?

I care deeply about Burbank schools, and fought hard to help pass Measure ABC. I want to use my skills and experience to serve our community, to make sure these funds are spent as effectively as possible, and to help assure voters and taxpayers that we being thoughtful and responsible, so that every single BUSD student has a safe and successful physical environment at school.

Signature Gwen Mesco

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Angela Pop-Sorokin Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 20 Years Are you a registered voter? yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ■ Parent Active in PTA/SSC

Educational background: BFA from School of Visual Arts, NY, NY
Graduate studies at UCLA in Cinematography

Name of employer and position held: Freelance Art Teacher at Gorilla Art

Employer address: email: gorilla@gorillaartstudios.com - (818) 822-6032

Professional organizations: _____

School, Community, and Youth Activities: Luther Burbank PTSA - VP of Fundraising ,
Luther Burbank VMA, LBMS School site council - parent rep.

Please go to Page 2
Use additional sheets if necessary

 Name: Angela Pop-Sorokin_____

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:
No, I am not

What experience and qualifications would you bring to the SFOC?
I am eager to be considered for this appointment because I possess a strong understanding of budgeting, community engagement, and effective teamwork. Over the years, I have served in various roles on the PTSA board, including President, Executive Vice President, and currently, as Vice President of Fundraising at LBMS. These experiences have allowed me to build a deep knowledge of how to collaborate with diverse groups, manage resources, and get things done efficiently.

Why would you like to be appointed to this position?

As Vice President of Fundraising, I have had the opportunity to develop innovative solutions to bring the community together while ensuring the success of our fundraising efforts. I believe that this experience, coupled with my background in strategic planning and team coordination, will bring a fresh perspective to the committee.
I am confident that I can make meaningful contributions by leveraging my skills to enhance teamwork, communication, and community involvement. I look forward to the opportunity to collaborate and drive positive change through this role

Signature A. Pop-Sorokin

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED APR 16 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Chantal M. Sampogna Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 7.10 years Are you a registered voter? Y

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background:
BA Rhetoric (major); Public Policy (minor) UC Berkeley 1995
JD University of California College of the Law, San Francisco 1998

Name of employer and position held: State of CA, Ofc. of Admin. Hrgs - Administrative Law Judge

Employer address: 320 W. 4th St., Ste. 630 Los Angeles CA 90013

Professional organizations: Los Angeles Bar Association; Womens Lawyers of Los Angeles

School, Community, and Youth Activities: Member BUSD 7-11 Committee (current); Adjunct Member BUSD SFOC (June '20-present) for Measure S; Stevenson Talent Show Mentor 2016-2024; Families for Stevenson Parliamentarian, 2018-2019; School Site Council and ELAC, 2017-2019, President, Parliamentarian.

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Chantal M. Sampogna

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No.

What experience and qualifications would you bring to the SFOC?

I have over four years' experience as an adjunct member of BUSD's current SFOC. In this capacity, I have had the pleasure of becoming familiar with the issues that arise, including bond authorization and spending, oversight of construction proposals, review of financial audits, and transparent communication with the public. In addition, in my current role as a member of the BUSD's 7-11 committee I have learned more about BUSD's facilities, spending, and enrollment forecasts. Finally, as an administrative law judge I regularly hear matters before the Contractors Sate License Board and other similar agencies addressing construction, spending, and audits.

Why would you like to be appointed to this position?

I would like to serve as a member of BUSD's SFOC for Measure ABC because I want to continue to serve BUSD and the greater community of Burbank. I would like to bring my experience to the SFOC to help support all of our efforts to ensure our students and community have safe, effective, and up to date facilities and to ensure our bond dollars are spent in agreement with measure ABC and our community.

Signature Digitally signed by 2019
Date: 2025.04.16 20:35:29 -07'00'

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED MAY - 8 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Molly Schwartz Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 16 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ☒ Parent Active in PTA/SSC

Educational background: B.S. Business Administration, Finance - USC
MBA, Investments concentration - USC

Name of employer and position held: Western Asset Management, Portfolio Manager

Employer address: 385 E Colorado Blvd., Pasadena, CA 91101

Professional organizations: CFALA, WIIN

School, Community, and Youth Activities: School Site Council at John Muir Middle School: 2024- present
School Site Council at Thomas Jefferson Elementary: 2019-2022

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Molly Schwartz

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No, none at all.

What experience and qualifications would you bring to the SFOC?

I am an experienced investment professional with >20yrs experience in the investment management industry. I have been an active member of 2 different school site councils and am very passionate about the BUSD schools. My educational background is in business adminstration, investments, and project management.

Why would you like to be appointed to this position?

I was very excited to learn of the passing of Measure ABC and would love to have a seat at the table for decisions to be made around the district for the improvement of our facilities. I have vested interest in the success of the schools - not just for my children but for all residents of the city because it is well known that cities with strong school districts are the best cities to live in, and while our academic rigor is wonderful, we need our facilities to keep up with the changing times.

Signature Molly Schwartz

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED MAY 15 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Loren Semmens Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 9 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ■ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: Bachelors of Fine Art Emerson College

Name of employer and position held: Showdown Digital Studios: President, Los Angeles Baseball Federation: Comissioner

Employer address: 1024 N Cordova St Burbank, CA 91505

Professional organizations: LABF non-profit member, CERT member, LA Zoo member, LA Academy Museum Member, Huntington Library member, LACMA member

School, Community, and Youth Activities: Comissioner of non-profit co-ed baseball league, Burbank Tennis Center pickleball team member, JBHS tennis lessons, Burbank co-ed slowpitch softball member

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Loren Semmens

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

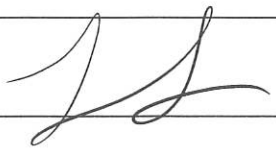
In two years, I will have a child attending a BUSD school. Not necesarily a conflict of interest, but wanted to be transparent.

What experience and qualifications would you bring to the SFOC?

Through my work in film production, one of my responsibilities is allocating budgets to various department heads, after determining their needs. Also, as comissioner of the LABF, I work closely with cities and LA County and LAUSD schools for field bookings, permitting, and insurance needs.

Why would you like to be appointed to this position?

As a resident of Burbank, and a parent of a soon to be BUSD student, I understand the importance of a well rounded education, and believe that this starts with the facilities and environment in which our teachers operate. Helping ensure that their needs, plus the community needs are met is a fine balance that I find particularly interesting.

Signature 

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Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED MAY 15 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: ANUSH SHAHVERDYAN Email: [redacted]

Address: [redacted]

Phone: Home:_____ Work:_____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? since 2021 Are you a registered voter? No

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: Master in Education Administration and Organization Development, Kent State University, OH, USA

Name of employer and position held: Department of Public Social Services, Los Angeles County

Employer address: 9188 Glenoaks Blvd, Sun Valley, CA 91352

Professional organizations: The Armenian Society of Fellows, an international network of scholars, scientists, academics, artists, and entrepreneurs, Elected Member, 2023 – present, https://asof.am/

School, Community, and Youth Activities: Parent-Representative of John Muir Middle School at the BUSD District English Learner Advisory Committee (DELAC), 2023-2024

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Anush Shahverdyan

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

N/A

What experience and qualifications would you bring to the SFOC?

My background includes extensive expertise in teaching, research, policy and data analysis, and the design and implementation of education projects. I have over two decades of experience in education management and research across academia, the NGO sector, and international development institutions. This experience has equipped me with a comprehensive understanding of how educational facilities impact learning outcomes and equity. I believe this combination of strategic oversight, policy insight, and hands-on project management makes me well-qualified to contribute meaningfully to the School Facilities Oversight Committee.

Why would you like to be appointed to this position?

I would like to be appointed to the School Facilities Oversight Committee because I am committed to ensuring that our school environments are safe, functional, and conducive to learning. I believe that well-maintained and thoughtfully developed facilities directly impact student achievement, staff satisfaction, and community pride, as learning infrastructure is a vital component of education quality. Serving on this committee would allow me to help safeguard public resources, ensure transparency in how funds are used, and support long-term planning that benefits students.

Signature Anush Shahverdyan Digitally signed by Anush Shahverdyan Date: 2025.05.11 22:00:52 -07'00'

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED MAY - 8 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Diana Simon Email: [redacted]

Address: [redacted]

Phone: Home: [redacted] Work: _____ Cell: _____

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 8 years Are you a registered voter? yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ■ Parent Active in PTA/SSC

Educational background: I am an Educational Psychologist
BA in Psychology, MA in Educational Psychology, Board of Behavioral Sciences License in Educational Psychology (LEP)

Name of employer and position held: N/A

Employer address: N/A

Professional organizations: PTA, LEP, CASP, NASP

School, Community, and Youth Activities: Member of Jefferson School Site Council, parent to clients of the Regional Center/children enrolled in Special Education, PTA 5th VP of DEI at Jefferson

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Diana Simon

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

Not that I'm aware of

What experience and qualifications would you bring to the SFOC?

I am a frequent volunteer and very involved in my school's PTA. In addition, I am an Educational Psychologist and LEP with 7 years of experience working in multiple school districts so I am aware of the psychological and social needs of diverse student populations. As a member of the disabled community, and as a parent to children with disabilities, I can bring that perspective to this Committee. Since both of my children are enrolled as BUSD students, I am deeply invested in this school district and its future success.

Why would you like to be appointed to this position?

I am primarily applying to this position because I have been advocating for more inclusive facilities at our school site, such as a ramp to our front office, a more accessible auditorium with a ramp, paved walkways to student pick up and drop off areas, and ramps for student pick up and drop off areas. If this is such an issue at our school site, I am sure it is an issue at others, as well, and I would like to advocate for more equitable facilities for our disabled population.

Signature 

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Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED APR 15 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Jennifer Sosnowski Email: [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 10years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ■ Parent Active in PTA/SSC

Educational background: Doctorate of Physical Therapy

Name of employer and position held: Cranial Technologies, Clinical Support Specialist

Employer address: 1224 Green St, Pasadena 91106

Professional organizations: _____

School, Community, and Youth Activities: Miller PTA member since 2021, PTA DEI Chair, PTA Multicultural Festival Chair, Scout Parent

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Jennifer Sosnowski

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

I will bring my viewpoint as a parent of a Burbank Elemantary student and as a healthcare provider. My drive and my passion is caring for people. All people, from all walks of life. When determining how funds should be used, equity will be essential. Burbank parents, students and school staff are counting on it and I want our community to be proud of what we're doing for our students!

Why would you like to be appointed to this position?

I would like to have a say in the future of Burbank, for our students, for our teachers and for our schools. I think I will bring an open mind-set and perspective, ready to listen and learn.

Signature Jennifer Sosnowski

Jennifer Sosnowski 4/18/25

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Burbank Unified School District
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Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED FACILITIES
NOV 15 '25 PM 12:22

BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: VICTOR A. TARACENA Email: [redacted]

Address: [redacted]

Phone: Home: [redacted] Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 40 YRS Are you a registered voter? YES

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ☐ Parent Active in PTA/SSC

Educational background: GEN. ED. & ARCH. DRAFT'G & DESIGN @ GLENDALE COMMUNITY COLLEGE; BACHELORS IN ARCHITECTHRAL DESIGN FROM WOODBURY UNIVERSITY; U.C.L.A. EXTENSION - PLUMB'G ENG. & DESIGN.

Name of employer and position held: BAYSHORE ENG. & GEN. CONST.: PROJ. ARCHITECT

Employer address: 651 W. SAN JOSE AVE., CLAREMONT, CA 91711

Professional organizations: (THROUGH MY EMPLOYER): U.S. GREEN BUILDING COUNCIL; STEEL FRAMING INDUSTRY ASSOCIATION; PLUMBING HEATING COOLING CONTRACTORS

School, Community, and Youth Activities: I AM NOT SURE IF THIS WOULD QUALIFY AS A COMMUNITY ACTIVITY/INVOLVEMENT BUT I SERVE AS A COMMISSIONER FOR BURBANK'S FIRE & BLD'G APPEALS BOARD. PLEASE SEE ATTACHED PAGE.

Please go to Page 2

Use additional sheets if necessary

Application – SFOC, page 2 Name: VICTOR A. TARACENA

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

NOT TO MY KNOWLEADGE.

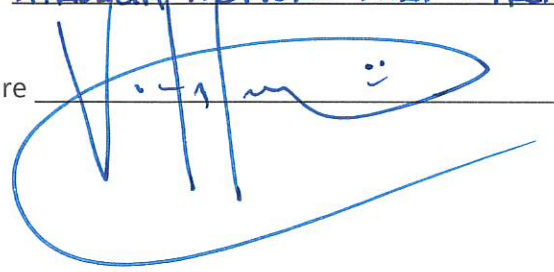
What experience and qualifications would you bring to the SFOC?

THE EXPERIENCE AND QUALIFICATIONS THAT I BRING TO THE S.F.O.C., CAN BE BROKEN THREE AREAS OF EXPERIENCE. THEY ARE: (1) EDUCATION AND WORK EXPERIENCE; (2) EDUCATION - ACADEMIC TEACHING; (3) COMMUNITY EXPERIENCE. MY EDUCATIONAL BACKGROUND BEGINS WITH MY ATTENDING GLENDALE COMMUNITY COLLEGE WHERE I STUDIED ARCHITECTURAL DRAFTING AND DESIGN ALONG WITH MY GENERAL EDUCATION, (PLEASE SEE ATTACHED PAGE(S))

Why would you like to be appointed to this position?

SETTING ASIDE THE PROFESSIONAL EXPERIENCE, I TRULY AM INTERESTED IN MY PURSUIT OF CIVITAS, AND WHAT I MEAN IS THAT BY CITIZENSHIP; ESPECIALLY WORKING THROUGH A COMMUNITY, ORGANIZATION/INSTITUTIONS - A COMMON PURPOSE, CREATING A SENSE OF ACCOMPLISHMENT THROUGH ACTIONS THAT STRENGTHEN THE COMMUNITY BY

(CONTINUED ON THE ATTACHED PAGE...)

Signature 

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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SCHOOL, COMMUNITY, AND YOUTH ACTIVITIES CONTINUED . . . .,

ADDITIONALLY, I SUCCESSFULLY COMPLETED THE CITY OF BURBANK'S R.I.S.E. PROGRAM. THIS GOVERNMENT - CITIZEN PARTNERSHIP WHERE A CROSS-SECTION OF BURBANK'S CITIZENRY BEGINS TO LEARN AND UNDERSTAND HOW THE CITY'S INNER-WORKINGS OPERATE AND FUNCTION AT A DEPARTMENTAL LEVEL. THE OBVIOUS BENEFITS OF UNDERSTANDING BUDGETS AND MULTI-YEAR STRATEGIC PLANS WAS NECESSARY BECAUSE THE ULTIMATE GOAL IS TO CREATE AMBASSADORS FOR THE CITIZENS OF BURBANK TO INTERACT WITH ITS CITIZENS SO TO GIVE THE COMMUNITY A DIFFERENT AVENUE TO OBTAIN INFORMATION AS WELL AS TO SHOWCASE THE CITY'S INITIATIVES THAT WILL ENHANCE AND BENEFIT TO THE QUALITY OF LIFE IN BURBANK.

WHAT EXPERIENCE AND QUALIFICATIONS WOULD YOU BRING TO THE SFOC? CONTINUED....,

AFTER TWO YEARS OF STUDY AT GLENDALE COMMUNITY COLLEGE, I TRANSFERED TO WOOD BURY UNIVERSITY WHERE I OBTAINED A BACHELORS DEGREE IN ARCHITECTURE AND DESIGN. IN ADDITION I ENROLLED IN ADVANCED COURSES IN PLUMBING ENGINEERING DESIGN FROM U.C.L.A. CONTINUATING EDUCATION PROGRAM. BETWEEN ALL THIS I PARTICIPATED IN CERTIFICATE AND SEMINAR COURSE TO FURTHER ENHANCE MY KNOWLEDGE OF DESIGN AND CONSTRUCTION TECHNIQUES & TECHNOLOGY. DURING MY TIME WHILE I STUDIED, I WAS ALREADY WORKING IN THE CONSTRUCTION INDUSTRY. WHILE I WAS STUDYING AT GLENDALE COMMUNITY COLLEGE, I WORKED WITH A SMALL LOCAL CONSTRUCTION COMPANY. I WAS THERE DRAFTSMEN/DESIGNER - COST ESTIMATOR, AND CONTRACT SALESMEN. DURING MY TIME AT THIS FIRM I LEARNED A GREAT DEAL.

THE KEY LESSONS WERE: (A) DESIGN WITH ECONOMY; (B) ALWAYS SHARPEN YOUR PENCIL WHEN PREPARING COST ESTIMATES; (C) WRITE UP CONTRACTS AND SPECIFICATIONS THAT ARE BALANCED AND DESCRIPTIVE TO ENSURE HONESTY AND TRANSPARENCY. THESE LESSONS HAVE SERVED ME WELL.

DURING MY TIME THAT WAS STUDYING AT WOOD BURY UNIVERSITY, I HAD SUMMER INTERNSHIPS WITH TWO LOCAL BUILDING DEPARTMENTS WERE I LEARNED HOW BUILDING PERMITTING & PLANNING PROCESS FOR RESIDENTIAL AND COMMERCIAL PROJECTS. ADDITIONALLY, I WAS SHOWN HOW PROJECTS ARE INSPECTED TO ENSURE COMPLIANCE WITH PLANS & SPECIFICATIONS.

WHAT EXPERIENCE AND QUALIFICATIONS WOULD YOU BRING TO THE SFOC? CONTINUED....,

BESIDE THE INTERNSHIPS WITH LOCAL BUILDING DEPARTMENTS, I WORKED AS A PROJECT ARCHITECT IN CHARGE OF PROJECTS FUNDED H.U.D. WHERE ADHERING TO PLANS & SPECIFICATIONS AS WELL AS ENSURING THAT COSTS REMAINED WITH-IN, IN-HOUSE COST ESTIMATES. EVENTUALLY I WENT OUT MY OWN PROVIDING DESIGNS, COST ESTIMATES AND PROJECT SUPERVISION. FOR OVER 34 1/2 YEARS, I HAVE BEEN INVOLVED THE CONSTRUCTION INDUSTRY AND THAT WOULD GREATLY BENEFIT THE BURBANK UNIFIED SCHOOL DISTRICT.

THE THIRD AREA OF EXPERIENCE IS MY ACADEMIC EXPERIENCE. AS PART OF MY JOURNEY, I WAS A PROFESSOR OF ARCHITECTURE AT THE UNIVERSITY OF RAFAEL LANDIVAR IN GUATEMALA CENTRAL AMERICA. DURING MY TEACHING TENURE, I WAS TEACHING UNDERGRAD & GRADUATE STUDENTS THE U.S. BUILDING AND CODE STANDARDS. I EVEN GOT MY STUDENTS INVOLVED WITH LOW-COST HOUSING FOR THE ECONOMICALLY DISADVANTAGE INDIGENOUS POPULATION OF GUATEMALA.

ALSO I TAUGHT A PROFESSIONAL CONTINUING EDUCATION PROGRAM FOR THE USE LIGHT-GUAGE STEEL FRAMING & THE ECOLOGICAL USE OF WOOD IN RESIDENTIAL AND LIGHT COMMERCIAL DESIGN PROJECTS.

SO IN SUMMATION, I BELIEVE THAT MY WIDE BERTH OF KNOWLEDGE & EXPERIENCE WOULD GREATLY BENEFIT THE SFOC.

WHY WOULD YOU LIKE TO BE APPOINTED TO THIS POSITION?
(CONTINUED....,)

ENSURING THAT THE INSTITUTIONS THAT CURRENTLY EDUCATE OUR CHILDREN ARE MAINTAINED, IMPROVED AND ENHANCED FOR THEIR CURRENT USE, BUT ARE SECURE FOR THE THE FUTURE STUDENT. I FEEL, NEIGH BELIEVE THAT MY INVOLVEMENT IN THE CITY OF BURBANK'S COMMISSIONS AND THE CITY'S R.I.S.E PROGRAM HAS PROVIDED ME WITH THE NECESSARY BREATH OF UNDERSTANDING TO NOT ONLY BE EFFECTIVE, BUT BRING A FRESH PERSPECTIVE IN HOW TO ENSURE THAT THE BURBANK UNIFIED SCHOOL DISTRICT BUILDS AND MAINTAINS ITS EDUCATIONAL INFRASTRUCTURE UP TO AND EXCEEDING STANDARDS FOR IT CITIZENRY AND ITS STUDENTS.

RECEIVED MAY - 8 2025

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Whitney Wetta Email [redacted]

Address: [redacted]

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 15 years Are you a registered voter? yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ■ Taxpayer's Group
- ■ Parent
- ■ Parent Active in PTA/SSC

Educational background: BFA from Columbia College Chicago

Name of employer and position held: Nickelodeon Animation Studios, Head Writer

Employer address: 231 W Olive Avenue Burbank, CA 91502

Professional organizations: School Site Council

School, Community, and Youth Activities: PTA, Scouts of America

Please go to Page 2

Use additional sheets if necessary

Application – SFOC, page 2 Name: Whitney Wetta

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

None that I'm aware of.

What experience and qualifications would you bring to the SFOC?

I am a parent and a member of School Site Council and I'm also a tax payer.
I have experience working on budgets and managing them.
I have kids in Burbank USD elementary school.

Why would you like to be appointed to this position?

I have a strong interest in making sure these awesome resources are allocated to all the best places for the best possible uses.

Signature 

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED APR 16 2024

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Verjine Yesaian Email: [redacted]

Address: [redacted]

Phone: Home:_____ Work:_____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 18 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ■ Business Organization
- ☐ Senior Citizen
- ■ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: Design- Marketing- Finance

Name of employer and position held: President- at Vials co

Employer address: 3210 N. San Fernando blvd. Burbank Ca 91504

Professional organizations: _____

School, Community, and Youth Activities: _____

Please go to Page 2

Use additional sheets if necessary

Application – SFOC, page 2 Name: Verjine Yesaian

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

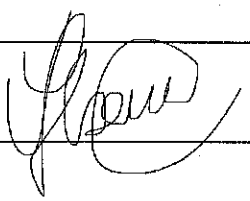
What experience and qualifications would you bring to the SFOC?

I would connect all my skills and experiences to the specific job.
I would suggest new ideas for the burbank district such a safety and a better environment for the kids to enjoy their school and outdoor activities.
And very important is how to save monthly from big bills.
And not forgetting, Increasing teachers salaries! They deserve it 100%

Also if in any matter will help, i speak English, Armenian and fluent Spanish.

Why would you like to be appointed to this position?

As a parent i saw a lot. And as a bussines person i have skills and great ideas. And always looking for the affordable and better option for everything.

Signature 

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Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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Burbank Unified School District
Board of Education

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	The President of the Board of Education
PREPARED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
DATE:	July 24, 2025
SUBJECT:	Discussion and Approval of Amended Board Representation on District and Community Committees/Groups for 2025

Background:

On February 6, 2025, the Board of Education selected its members to serve as representatives on various District and community committees.

On June 11, 2025, the Burbank Unified School District's Board of Education voted to approve Resolution 52, which formally censured Trustee Charlene Tabet. In addition, Trustee Tabet has been absent from all meetings of the Board of Education since May 15, 2025.

Pursuant to Board Bylaw 9140: Board Representatives, the Board may appoint any of its members to serve as its representatives on District committees or advisory committees of other public agencies of organizations. Due to open meeting law requirements, most of the Board shall not be appointed to serve on the same committee. The list of committees and/or groups and Board representatives accompanies this report.

To maintain active and effective Board representation, it is necessary to appoint a new representative to any committee on which Trustee Tabet was previously assigned.

Discussion/Issues:

When making such appointments, the Board shall clearly specify, on a case-by-case basis, what authority and responsibilities are involved. Board representatives shall not grant District approval or endorsement for any activity without prior Board approval.

Should a committee discuss a topic on which the Board has taken a position, the Board member(s) may express that position as a representative of the Board. When contributing individual ideas or opinions on other topics, he/she shall make it clear that he/she is speaking as an individual, not on behalf of the Board.

Fiscal Impact:

None

Recommendation:

The President of the Board of Education recommends that the Members of the Board approve the amended list of Board Representation on Committees / Groups for 2025, following discussion, as presented.

Burbank Unified School District
Board of Education

BOARD REPRESENTATION ON COMMITTEES / GROUPS

The list below indicates the Committee / Group assignments as of February 6, 2025.

Subcommittee /	Board Member(s)
Burbank Arts and Education Foundation	Tabet, Cano
District-Level English Learner Advisory Committee (DELAC)	Aghakhanian, Weisberg (Pontzer Kamkar*, alt.)*)
Five Star Coalition *(monthly, 9am, at five school districts)*	Tabet, Aghakhanian (Aghakhanian*, alt.)*
Local Control and Accountability Plan Committee (LCAP)	Weisberg, Pontzer Kamkar *(Cano, alt.)*
Los Angeles County Committee on School District Organization *(one voting event annually in November)*	Aghakhanian
Los Angeles County School Trustees Association (LACSTA)	Weisberg *(Tabet, alt.)*
Special Education District Advisory Committee (DAC)	Weisberg, Cano
School Facilities Oversight Committee *(ex-officio members)*	Tabet, Pontzer Kamkar *(Weisberg, alt.)*
Superintendent's Oversight Sub-Committee	Tabet, Pontzer Kamkar

Please note that meeting dates and times for 2025 are to be determined. Also, the Board may agree to allow other members to attend from time to time when appointed members are not available.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent of Business Services
PREPARED BY:	David Gerharter, Director of Purchasing, Warehouse and Reprographics
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	August 7, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by First student, Inc. for Special Education

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Background:

Burbank Unified School District has contracted with First Student, Inc. for home-to-school special education transportation since August 2012. The latest contract in effect expired on June 30, 2025

Discussion/Issues:

Pursuant to Public Contract Code §20111 and Education Code §39802, The District issued a Request for Proposal #2425-030 on April 18, 2025. Bid Submittal deadline was May 20, 2025 by 2:00PM. One response was received for home-to-school special education transportation, First Student, Inc. District administration then negotiated the terms of the agreement.

The awarded contract will be for one (1) school year and may be extended on a year-to year basis, based on a review of key performance and cost metrics to be held in December of each year and upon mutual consent, for an additional two (2) years.

Fiscal Impact:

See attached rate sheet. Although the individual bus rates have increased by 12% over the previous year, the District anticipates a decline in overall cost of 10% or more as a result of improved route optimization and increase use of First Alt sedan-based services.
Total not to exceed $3,806,332.20.

Recommendation:

Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and First Student, Inc., to provide transportation services for Special Education students, for a total not to exceed of $3,806,332.20 (01.0-07240.0-50010-36000-5812-7440000), effective August 11, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

AGREEMENT FOR FURNISHING
PUPIL TRANSPORTATION SERVICES

THIS AGREEMENT, made the __ day of _____, 2025, in the County of Los Angeles, State of California, by and between **BURBANK UNIFIED SCHOOL DISTRICT**, hereinafter called the District, and **FIRST STUDENT, INC.** hereinafter called the Contractor.

WITNESSETH that the District and the Contractor, for the considerations stated herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby agree as follows:

ARTICLE 1 - SCOPE OF WORK

The Contractor shall provide during the term hereof all labor, services, materials (including vehicles), and transportation in connection with the following titled project:

REQUEST FOR PROPOSAL NO. 2425-030
Transportation Services for Qualified Students

It is the duty of the Contractor to perform the services covered by this contract in exact accordance with the approved proposal as submitted. Contractor shall not add buses or routes except as authorized in writing in advance as provided for in this proposal. The Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with this obligation, and the Contractor shall not be excused with respect to any failure to so comply by any act or omission of the Burbank Unified School District, unless such act or omission actually prevents the Contractor from fully complying with the requirements of the documents, and unless the Contractor protests at the time of such alleged prevention that the act or omission is preventing the Contractor from fully complying with the contract documents. Such protest shall not be effective unless presented in writing to the District Office within one (1) working day of the date of occurrence of the act or omission preventing the Contractor from fully complying with the contract documents.

ARTICLE 2 - TERM OF CONTRACT

The services provided hereunder shall be commenced on the date stated in the District's first signed **Agreement** and shall terminate no later than June 30, 2028. Minimum contract term is one (1) school year, and may be extended on a year-to-year basis upon mutual consent of District and Contractor for an additional 2 years (total 3 years) in accordance with provisions contained in the Education Code, Sections 39644 and 39803 (a).

ARTICLE 3 - CONTRACT PRICE

The District shall pay to the Contractor as full consideration for the faithful performance of the contract, subject to any additions or deductions as provided in the proposal documents, the amounts calculated at the rates set forth on the Proposal Form/Price Schedule.

Contractor will submit to District a monthly invoice for its services rendered during the prior month. District shall pay all undisputed amounts due to the Contractor within 30 calendar days of receipt of such invoice.

If any portion of the billed service in the invoice is disputed by District or the District seeks a revised invoice, District shall deliver written notice specifying the disputed

amount or requested revisions to the Contractor. All disputes shall be resolved pursuant to the Dispute Resolution clause of this Agreement.

In the event that District fails to make a payment on any sums due hereunder, and such sums remain unpaid for 45 days, Contractor shall be entitled to charge interest on unpaid amounts at the rate of the lesser of 1.5% per month or the maximum amount allowed by state law. In the event of repeated delinquency by District, Contractor shall have the right to request a deposit or payment bond from District before resuming service. Without limitation, Contractor shall be entitled to court costs, litigation expenses and attorneys' fees incurred in any attempt to collect unpaid amounts due under this Agreement.

Any proposed extensions to this Agreement shall be negotiated in good faith by both parties. The District and Contractor agree to meet in December 2025 to review cost and performance to date. After such meeting, the District will determine whether to continue this contract past the 25-26 school year.

Transportation rates may be adjusted annually effective July 1 based on agreed upon contractor performance metrics and the Consumer Price Index (CPI-U) as of the preceding February. **In the event of a general price decrease the District reserves the right to revoke the bid award unless the decrease is passed on to the District.**

ARTICLE 4 – FORCE MAJEURE.

Contractor shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo , rationing or unavailability of materials or products, loss of transportation facilities, commandeering of equipment , materials, products, plants, or facilities by the Government, or any other occurrence which is beyond the control of Contractor, when satisfactory evidence thereof is presented to the District.

ARTICLE 5 - HOLD HARMLESS AGREEMENT

Except to the extent arising from the negligence or willful misconduct of the District, its officers, agents or employees, the Contractor agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from and against every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

1. Death or bodily injury to persons, injury to, loss or theft of property, or any other loss, damage or expense sustained by the Contractor or any person, firm, or corporation employed by the Contractor upon or in connection with the services called for in this Agreement, except for injuries and losses resulting from the sole negligence or willful misconduct of the District, its officers, employees, agents or independent Contractors who are directly employed by the District; and,
2. Any injury to or death of persons or damage to property caused by an act, neglect, default, or omission of the Contractor, or any person, firm, or corporation employed by the Contractor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including the District, arising out of, or in any way connected with the services covered by this agreement, whether said injury of damage occurs either on or off school district property, except for injuries and losses arising from the sole negligence or willful misconduct

of the District, its officers, employees, agents or independent Contractors who are directly employed by the District.

3. The Contractor, at his own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

ARTICLE 6 - PROVISIONS REQUIRED BY LAW

Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

ARTICLE 7 – INSURANCE

The Contractor shall secure and maintain, as a minimum, the insurance required under the Insurance Requirements form attached to the proposal package with insurance companies acceptable to the District to protect Contractor and any person, firm or corporation employed directly or indirectly by Contractor or in connection with the services required hereunder from claims which may arise from operations under the Agreement. Contractor shall further furnish to the District certificates of insurance, which shall name the District and the Board of Education as additional insureds. All policies required to be maintained by the Contractor shall contain a provision that coverages afforded under the policies shall not be canceled or modified without thirty (30) days written notice to and consent of the District. Failure to maintain insurance and furnish the required Certificates may be considered a breach of the Agreement by the Contractor and the District may terminate the Agreement without waiver of any remedy it may have.

ARTICLE 8 - TERMINATION

Notwithstanding anything to the contrary stated in this Agreement, the District may terminate this Agreement for convenience at any time upon ninety (90) days' prior written notice to the Contractor. Upon such termination, the District's total obligation to the Contractor shall be limited to the payment for all services already provided by the Contractor in accordance with this Agreement prior to the effective date of the termination.

1. This Agreement may be terminated by either party hereto should the other party fail substantially to perform in accordance with the terms hereof through no fault of the terminating party and such failure continues for 30 days after notice thereof is delivered by the non-defaulting party.

   In the event that the Agreement is terminated by the Contractor as a result of a failure to perform by the District under subsection (1) above, the Contractor shall be paid its compensation for services performed to the date of termination, including all termination expenses. Termination expenses shall include all those expenses arising prior to, during, and subsequent to the termination that are directly attributable to the termination.

In the event that the Agreement is terminated as a result of a failure to perform by Contractor pursuant to subsection (1) above, then the Contractor shall be paid its

compensation for services performed to the date of termination but shall not be paid any termination expenses.

ARTICLE 9 - DISPUTE RESOLUTION

1. Negotiation. Any claim that Contractor may have regarding the performance of this Agreement, including, but not limited to, claims for additional compensation, shall be submitted to the District within 30 days of its occurrence. The District and Contractor shall attempt to negotiate a resolution of such claim and process an amendment to this Agreement to implement the terms of such resolution.
2. Mediation/Arbitration. If a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation under the applicable rules of the American Arbitration Association, before resorting to arbitration. Thereafter, any unresolved controversy or claim arising out of or relating to this Agreement, or breach thereof, shall be settled by arbitration in accordance with the applicable rules of the American Arbitration Association, and any judgment upon the Award rendered by the arbitrator(s) may be entered in Los Angeles County court having jurisdiction thereof.
3. Services Pending Outcome. Contractor agrees to proceed with all services ordered by the District pursuant to this Agreement pending the outcome of any claim, dispute, mediation, or arbitration. In accordance with the terms of this Agreement, the District agrees to pay for services ordered by it and properly rendered by the Contractor pursuant to this Agreement pending the outcome of any claim, dispute, mediation, or arbitration.
4. Additional Remedies. The rights and remedies of the parties provided under this Agreement are in addition to any other rights and remedies provided by law.

ARTICLE 10 - NO WAIVER

No waiver of a breach of any provision of this Agreement by the District shall constitute a waiver of any other breach of such provision. Failure of the District and Contractor to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

ARTICLE 11 - CONTRACTOR COVENANT

While performing the services and duties required hereunder, the Contractor agrees to comply with and observe all the provisions of the California Vehicle Code and all other applicable laws, and further agrees to comply with all rules and regulations established by the State Board of Education of California, the Department of Education of the State of California, and by the District relating to the safe transportation of pupils.

ARTICLE 12 - INDEPENDENT CONTRACTOR

It is expressly understood and agreed to by the parties that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent Contractor and not an officer, agent, or employee of the District.

ARTICLE 13 – AUTHORITY

Each individual and entity executing this Agreement hereby represents and warrants that he, she or it has the capacity set forth on the signature pages hereof with full power and authority to bind the party on whose behalf he, she or it is executing this Agreement to the terms hereof.

ARTICLE 14 – ASSIGNMENT

Neither the District nor the Contractor shall assign, sublet or transfer any rights under or interest in this Agreement without the prior written consent of the other, except that, the Contractor may assign and transfer this Agreement to an entity that it controls, is controlled by or is under common control with. As used herein, the term "transfer" shall include the transfer of more than 49% of the voting stock of a corporation or the transfer of more than 49% of the equity interest in a partnership, joint venture or similar entity.

ARTICLE 15 - EXTENT OF AGREEMENT

This Agreement, together with the remainder of the proposal package, constitutes the entire agreement between the parties and incorporates all prior agreements and understandings in connection with the subject matter hereof. This Agreement may be amended only in writing signed by the party against whom enforcement is sought. Nothing contained in this Agreement is intended to benefit any third party.

ARTICLE 16 – SEVERABILITY

If any portion of this Agreement is held as a matter of law to be unenforceable, the remainder of this Agreement shall be enforceable without such provision(s).

ARTICLE 17 - ATTORNEYS' FEES

If any action is brought by either party against the other party hereunder, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action. For purposes of this Agreement, the term "attorneys' fees" or "attorneys' fees and costs" shall mean the fees and expenses of counsel to the parties hereto, which may include printing, Photostatting, duplicating and other expenses, air freight charges, and fees billed for law clerks, paralegals and other persons not admitted to the bar but performing services under the supervision of an attorney.

ARTICLE 18 – FAILURE OF CONTRACTOR TO PROVIDE SERVICE

It is agreed by the Contractor and the District that, from the nature of the services to be rendered, it is impractical and extremely difficult to fix the actual damage to the District through the failure of the Contractor to provide any of the services as specified herein, and therefore, Contractor shall be assessed sums as follows:

1. Early/Late Trips. Trips which are fifteen (15) minutes early or late to the destination as scheduled shall be subject to an assessment of liquidated damages in the amount of $50.00.
2. Failure to Report Standby Drivers. An assessment of $50.00 per day shall be made whenever Contractor fails to report that a standby driver is assigned to a route hereunder.
3. Failure to Provide Written Accident Reports. An assessment of $100.00 per day shall be made whenever Contractor fails to provide the District with a written accident report within three (3) working days after the accident.

4. Radios. An assessment of $100.00 per trip shall be made whenever a two-way radio is determined by the District to be inoperative.

5. Exclusivity. District reserves the right to schedule other transportation companies if, in the District's opinion, the selected contractor is not able to provide service.

District shall not assess liquidated damages during the first 30 days of the school year.

ARTICLE 19 – SERVICE LEVEL ADJUSTMENTS

1. Trigger for Renegotiation:

   The District and Contractor will regularly consult regarding the District's transportation requirements. If changes occur in the number of students requiring transportation, routes, or schedules, adjustments may be made to the number of vehicles and spare buses as needed. With notice to the Contractor, the District may modify service levels provided under this Agreement. However, if such changes exceed 20% of the assumed service levels, equipment requirements, routes, schedules, days of service, hours, miles, or vehicle needs outlined in the RFP, the Contractor may propose adjusted rates to reflect the direct impact on its cost structure. Any rate changes must be justified based on actual increases or decreases in operational costs resulting from the District's modifications.

2. School Closure/Schedule Change

   a. Inclement Weather (Total # of School Days Not Impacted):

      Whenever school is closed and in-person instruction is suspended for the day, for any reason, including, but not limited to, inclement weather, impassability of roads, facilities issues, or illness, District shall notify Contractor on each day of such closure in time for Contractor to suspend operations and provide sufficient notice to its workforce not to report to work. District shall compensate Contractor the full scheduled daily rate for days when District fails to provide such notice to Contractor; provided, however, this provision only applies to closures that do not decrease the total number of student transportation days.

   b. Early Dismissal/Late Start:

      If the regular school day schedule is changed resulting in late start, early dismissal or the cancellation of scheduled Charter Transportation, District shall notify Contractor in time for Contractor to adjust operations and adequately notify its workforce of the change. District shall compensate Contractor for all costs incurred due to failure to provide adequate notice. Notwithstanding the foregoing, in the event of circumstances which necessitate a schedule change, Contractor and District shall cooperate to facilitate orderly transportation of students in the most efficient manner possible under the circumstances presented.

ARTICLE 20 – NOTICES

All notices required by this Agreement or other communications to either party by the other shall be deemed given when made in writing and sent electronically using an established electronic document signing service, or deposited in the United States Mail, first class, postage prepaid, return receipt requested, addressed as follows:

To the District:

Burbank Unified School District
Chief Business Officer
1900 West Olive Avenue
Burbank, California 91506
andrewcantwell@burbankusd.org

To the Contractor:

First Student, Inc.
Lisa Serra
1370 Valley Vista Drive, Suite 225
Diamond Bar, CA 91765
Lisa.Serra@firstgroup.com

With a copy to:

First Student Inc.
Attn: General Counsel
191 Rosa Parks Street, 8th Floor
Cincinnati, OH 45202

ARTICLE 21 - COMPONENT PARTS OF THE CONTRACT

The Contract entered into by this Agreement consists of the following contract documents, all of which are component parts of the contract as if herein set out in full or attached hereto:

1. Invitation to Submit Proposals
2. Terms and Conditions
3. Proposal Questionnaire
4. Proposal Forms/Price Schedules
5. Certificate Regarding Worker's Compensation
6. Non-Collusion Affidavit
7. Insurance Requirements and Evidence of Insurance
8. School Bus Inventory and Property Summary
9. Addenda as issued
10. Agreement for Furnishing Pupil Transportation Service

All of the above-named contract documents are intended to be complementary. Work required by one of the above-named contract documents and not by others shall be done as if required by all.

IN WITNESS WHEREOF, this Agreement has been duly executed:

CONTRACTOR	**BURBANK USD**
_____	_____
Signature	Signature
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date

Reviewed and Approved by District Counsel:

_____	_____
Signature	Name
_____	_____
Title	Date

Proposal Form/Price Schedule

Proposed prices must be submitted per bus/vehicle, per excess hour, and per excess mile. Please enter these amounts on the form below. Please see the *24-25 Route Listing* spreadsheet included with the bid documents for current transportation needs. Entries in Column B below should accommodate all student transportation needs listed in that document. The District reserves the right to require that the Bidder add and delete buses to or from service at the rates specified below. The number of vehicles and routes required at the start of the agreement term may be more or less those proposed below.

Part 1: Base Price per Vehicle

Bus Size (Passengers)	(A) Daily Base Price per Vehicle*	(B) Number of Routes	(C) Bus Days per Year	Base Annual Cost by Bus Size (AxBxC)
01 - 20	$ 762.76	18	180	$ 2,471,342.40
01 - 20 WC**	$ 805.13	6	180	$ 869,540.40
21 - 30	$ No Bid		180	$ 0.00
21 - 30 WC**	$ No Bid		180	$ 0.00
Passenger Car	$ 69.00	12	180	$ 149,040.00
Minivan	$ 69.00	4	180	$ 49,680.00
Other (Describe)	$ No Bid		180	$ 0.00
Total Annual Base Vehicle Cost				$ 3,539,602.80

***Number of miles per day included in Base Price:** 50

Other Vehicle Description: N/A

Part 2: Estimated Monitor/Aide Charges

Bus Size (Passengers)	(A) Price per Monitor	(B) Monitors Required	(C) Bus Days per Year	Annual Monitor Charges (AxBxC)
01 - 20	$ 211.69	3	180	$ 114,312.60
01 - 20 WC**	$ 211.69	4	180	$ 152,416.80
21 - 30	$ No Bid		180	$ 0.00
21 - 30 WC**	$ No Bid		180	$ 0.00
Passenger Car	$ No Bid		180	$ 0.00
Minivan	$ No Bid		180	$ 0.00
Other	$ No Bid		180	$ 0.00
Total Annual Monitor Charges				$ 266,729.40

Part 3: Estimated Hours in Excess of Base Hours

Bus Size (Passengers)	(A) Price per Hour	(B) Excess Hours/Day	(C) Bus Days per Year	Annual Excess Hourly Charges (AxBxC)
01 - 20	$ 111.32	0	180	$ 0.00
01 - 20 WC**	$ 111.32	0	180	$ 0.00
21 - 30	$ No Bid		180	$ 0.00
21 - 30 WC**	$ No Bid		180	$ 0.00
Passenger Car	$ 69.00	0	180	$ 0.00
Minivan	$ 69.00	0	180	$ 0.00
Other	$ No Bid		180	$ 0.00
Total Annual Excess Hourly Charges				$ 0.00

Part 4: Estimated Miles in Excess of Base Miles

Bus Size (Passengers)	(A) Price per Mile	(B) Excess Miles/ Day	(C) Bus Days per Year	Annual Excess Mileage Charges (AxBxC)
01 - 20	$ 0.00	0	180	$ 0.00
01 - 20 WC**	$ 0.00	0	180	$ 0.00
21 - 30	$ No Bid		180	$ 0.00
21 - 30 WC**	$ No Bid		180	$ 0.00
Passenger Car	$2.55 per mile, after mile 8	0	180	$ 0.00
Minivan	$2.55 Per mile, after mile 8	0	180	$ 0.00
Other	$ No Bid		180	$ 0.00
Total Annual Excess Mileage Charges				$ 0.00

Total Estimated Annual Cost (Part 1 + Part 2 + Part 3 + Part 4)	**$** 3,806,332.20

Any additional charges not listed above:

For passenger car and minivan pricing, please refer to First Alt Pricing Page.
Daily base price (vehicles and monitors) is 4 hours. Excess charge applies after 4 hours.
Monitor excess rate is $54.81.

** Bidder shall differentiate and separately list any variations in costs between buses transporting non-severely handicapped pupils and severely handicapped pupils.

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Interim Superintendent
PREPARED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
DATE:	August 7, 2025
SUBJECT:	Amendment of Bylaws Governing the Measure ABC Citizens' Oversight Committee

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Background:

The Bylaws governing Measure ABC were initially adopted on January 16, 2025. They are being amended to reflect the district's current needs and to ensure compliance with state law.

Measure ABC was approved by voters during the election held on November 5, 2024. Pursuant to state law, the district is required to establish and appoint a Citizens' Oversight Committee. The committee's purpose is to provide transparency and accountability by ensuring that all Measure ABC funds are spent exclusively on voter-approved projects.

Discussion/Issues:

The amendments to the Bylaws will align the committee's structure, duties, and operations with current requirements, allowing for effective oversight and proper stewardship of public funds.

Section 5.7 "Term" will be discussed and determined during the Board of Education meeting.

Fiscal Impact:

None

Recommendation:

Oscar Macias, Interim Superintendent, recommends that the Board of Education approve the amended bylaws, as presented.

MEASURE ABC (BOND) OVERSIGHT COMMITTEE
BYLAWS

Sec. 1.0 COMMITTEE ESTABLISHED

The Board of Education of the Burbank Unified School District (the "Board") hereby establishes the Measure ABC (Bond) Oversight Committee (the "Committee") which shall have the purposes and duties set forth in these Bylaws.

Sec. 2.0 PURPOSE

The purpose of the Committee is to represent the interest of the community, staff, students, and parents in school renovation and new construction as well as to inform the public of the District's fiscal responsibility in the appropriation and expenditure of all funds for construction, modernization, and/or renovation of District facilities, and specifically, as required by Proposition 39, at least annually issue a written report concerning the expenditure of bond proceeds approved by the voters (the "bond proceeds") until they are fully exhausted. (Education Code section 15278 and 15280)

Sec. 3.0 DUTIES

To carry out its stated purpose as set forth in Section 2.0, the Committee shall serve in an informational capacity to the Board of Education and public by performing the following duties, and bringing forth any recommendations it might have for improvement:

3.1 Review Expenditures. The Committee shall review monthly expenditure reports of construction, modernization and/or renovation funds, including bond funds produced by the District and other related bond fund documents to (a) ensure that bond proceeds are expended only for the purposes described in Article XIIIA, Section 1(b)(3) of the California Constitution and set forth in the ballot measure; and (b) ensure that no bond proceeds are used for any teacher or administrative salaries or other school operating expenses. (Education Code sections 15278(b)(1) and (b)(2))

3.2 Review Progress of Projects. The Committee shall be apprised in writing by the District of significant changes or irregularities in the progress and completion dates of all construction, modernization, and/or renovation projects, including bond funded projects on a monthly basis.

3.3 Annual Report and Interim Reports. The Committee shall present to the Board interim reports quarterly and an annual written report which shall at a minimum include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIIIA, Section 1(b)(3) of the California Constitution relating to bonded indebtedness incurred by a school district for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or

the acquisition or lease of real property for school facilities, approved by 55 percent of the voters; and

(b) A summary of the Committee's proceedings and activities for the preceding year. (Education Code section 15280(b))

Relevant excerpts of the Annual Report shall be published in a local print or online publication.

3.4 Internet Website. Approved minutes of the proceedings of the Committee shall be a matter of public record and be made available on an Internet website maintained by the District. All documents received and reports issued shall be maintained by the District for review pursuant to a Public Records Act request. (Education Code section 15280(b) and Government Code section 6250 *et seq*.)

3.5 Annual Audit. An Annual Audit shall be conducted and the results published in a local print or online publication and posted on the District's website. (Education Code sections 15278(c)(1), (2) and 15280(b))

Section 4.0 AUTHORIZED ACTIVITIES

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following activities as authorized by the Board in addition to those authorized pursuant to Education Code section 15278(c) or as authorized by the Board:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIIIA, Section 1(b)(3) of the California Constitution.

(b) Review all available construction and/or facilities fiscal reports.

(c) All Committee members, accompanied with an approved member of District staff are encouraged to inspect all school site facilities and grounds at least once a year. These visits should include, but are not limited to, locations where bond proceeds have been or will be expended, in accordance with any access procedure established by the Board, or designee, to ensure that bond revenues are expended in compliance with the requirements of Article XIIIA, Section 1(b)(3) of the California Constitution.

(d) Receive and review copies of any deferred maintenance proposals or plans developed by the District.

(e) Review and provide recommendations regarding the District's efforts to maximize bond proceeds by implementing cost-saving measures, including, but not limited to: (1) mechanisms designed to reduce costs of professional fees; (2) mechanisms designed to reduce the costs of site preparation; (3) recommendations regarding the joint use of core facilities; (4) mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design; (5) recommendations regarding the use of cost-effective and efficient reusable facility plans as it relates to Measure ABC bond funded projects.

4.2 Any Committee requests for copies or inspection of District records shall be communicated to the Measure ABC (Bond) Oversight Committee Chair who will then aggregate requests and forward to the Superintendent or designee. Individual Committee members have no authority as individuals to direct District staff; only the Committee has the authority to engage in the duties set forth in Section 3.0 and the activities authorized in Section 4.0.

Sec. 5.0 MEMBERSHIP

5.1. Number. The Committee shall consist of at least seven (7) members (and may be larger). The Board may also appoint Alternates (see section 5.3 below) and/or Ex- Officio Members (see section 5.4 below) for the Oversight Committee as they see fit. Alternates and ex-officio members are not voting members of the Committee.

(a) After interviewing potential members at a public meeting, the Board shall appoint members of the committee.

(b) The Committee shall include pursuant to Education Code section 15282:

(1) one member who is active in a business organization representing the business community located within the District (e.g. the Chamber of Commerce);
(2) one member active in a senior citizens' organization (e.g. a local senior center);
(3) one member who is active in a bona fide taxpayers' organization;
(4) one member who is the parent or guardian of a child enrolled in the District;
(5) one member who is both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization in the District; and
(6) two (2) or more general members.

5.2. Qualification Standards.

(a) To be a qualified person, he or she must:

(1) be at least 18 years of age and a resident of the state in accordance with Government Code section 1020;
(2) not be an employee or officer of the District, or a member of their immediate family as defined in the Political Reform Act, Government Code section 82029, and 2 California Code of Regulations section 18229.
(3) not be a vendor, contractor, or consultant of the District, or a member of the immediate family of any one of the proceeding. (See, definition of "immediate family," above.)

(b) If a member fails to meet the qualification standards set forth above at any time during the term of service, the member shall be disqualified and the position shall be declared vacant. The Board shall appoint a new person to serve the remainder of the term, in accordance with the appointment process set forth in Section 5.3 below.

5.3. Alternates. A maximum of ten (10) alternate members ("Alternates") may be appointed by the Board in the same manner as Committee members. Alternates are non- voting participants in the processes of the Committee. While serving as an Alternate, Alternates shall comply with the ethics and conflicts of interest requirements set forth in Section 5.6, comply with the Committee Ethics Policy, and open meeting laws as set forth in Section 6.3. The Board will consider Alternates when vacancies occur on the Committee, but reserves the right to seek new Committee members from outside of the pool of Alternates. Such consideration is subject to the Alternate having a completed application on file, being qualified and/or nominated within the category listed in Section 5.1(a) that corresponds with the vacancy, and meeting the Qualification Standards set forth in Section 5. 2.

5.4. Ex-Officio Members. The Board may appoint up to nine (9) Ex-Officio members ("Ex-Officio Members") to the Committee. An Ex-Officio Member shall be a representative of a major group of stakeholders, as identified by the Board. Ex-Officio Members are non-voting participants, but will serve as process observers who can provide input that may be beneficial to the Committee's discussions or deliberations. Ex-Officio Members are entitled to receive all documentation accorded Committee members or Alternates, and to participate in any school facilities visits, inspections and/or observations which may occur. Ex-Officio Members shall comply with the ethics and conflicts of interest requirements set forth in Section 5.6, comply with the Committee Ethics Policy, and open meeting laws as set forth in Section 6.3. Ex-Officio Members shall not be an employee, official, vendor, contractor or consultant of the District.

5.5 Appointment. The Board shall by majority vote appoint members to the Committee. Prior to appointment, the District Superintendent shall have published in the District notice of any vacancy on the Committee, and shall conduct a nomination process to ensure that each person nominated meets the qualification standards set forth in Section 5.2. The Superintendent shall establish a process that provides reasonable notice to Board members and specified nominating organizations. When an appointment is necessary to fill a vacancy, the Superintendent shall ensure that a nomination is received from the same organization or category as the Committee member whose position is vacant.

5.6 Ethics; Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq*.), and to complete the Form 700 as required of all "designated employees" of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as Attachment A to these Bylaws.

5.7 Term. Except as otherwise provided herein: four (4) members shall serve a term of two (2) years beginning May 30, 2013; and five (5) members shall serve a term of three (3) years beginning May 30, 2013, with successive terms, if any, to be for a term of two

years. No member may serve more than three (3) consecutive terms. Any current member who satisfies the requirements for the category of membership in which he or she serves, may be reappointed by the Board to a two or three year term.

5.8 Removal; Vacancy. The Board may remove any Committee member for cause, including, but not limited to, the failure to possess or maintain the qualifications necessary to serve in any specified category of Committee member, failure to attend three consecutive Regular Committee meetings, or for failure to comply with these Board Bylaws or the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the appointment process set forth in Section 5.3 shall fill any vacancies on the Committee.

5.9 Compensation. The Committee members shall not be compensated for their services.

Sec. 6.0 MEETINGS OF THE COMMITTEE

6.1 Regular Meetings. The Committee shall establish a schedule for the date and time of regular meetings to be held at least monthly to include an annual organizational meeting to be held in June.

6.2 Location. All meetings shall be held at the District Office at 1900 W. Olive Avenue, Burbank, CA 91506 or at any designated location within the legal boundaries of the District.

6.3 Procedures. All meetings shall be open and public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et seq*. Meetings shall be conducted according to such procedural rules as the Committee may adopt. The Committee's rules with respect to public speakers shall be consistent with those of the Board relating to public speakers. (See, Board Bylaw 9323). A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Sec. 7.0 DISTRICT SUPPORT

7.1 The Board shall, without expending bond funds, provide the Committee with any necessary technical assistance and shall provide administrative assistance in furtherance of its purpose and sufficient resources to publicize the conclusions of the Committee. The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records.

7.2 District staff shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 The Committee may request the Board to authorize legal counsel to advise the Committee on legal matters relating to the operation and/or subject matter of the Committee.

Sec. 8.0 REPORTS

In addition to the Annual Report required in Section 3.3, the Committee may report to the Board on a monthly basis in order to inform the Board on the activities of the Committee. Such report shall be in writing and at a minimum shall summarize the proceedings and activities conducted by the Committee. Committee minutes shall be circulated to Board members, administrative staff as well as Committee Members.

Sec. 9.0 OFFICERS

The Committee shall elect a chair, a vice-chair who shall act as chair only when the chair is absent, and a clerk whose positions shall continue for two (2) year terms. No person shall serve as Chair for more than two consecutive terms. The officers of the Committee may be removed by majority vote of the Committee members as defined in Section 5.1, above.

Sec.10. AMENDMENT OF BYLAWS

The Board may amend these Bylaws by majority vote and may seek input from the Committee.

Sec. 11.0 TERMINATION

The Committee may be terminated and disbanded by a majority vote of the Board when (a) the Committee issues a final report after all bond proceeds are spent, or (b) the Committee issues a final report after all projects funded by bond proceeds are completed.

ATTACHMENT A

MEASURE ABC (BOND) OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

• CONFLICT OF INTEREST. A Committee member shall not make or attempt to influence a District decision relating to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the Committee member's outside employment, business, or personal finances or benefit an immediate family member, such as a dependent, a spouse, a child or a domestic partner.

• OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter, however limited by the Board's Bylaws relating to the Measure ABC (Bond) Oversight Committee, to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interests of a person with whom the member has or had an agreement concerning past, current or future employment, or remuneration of any kind. For a period of three (3) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of three (3) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

• COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Burbank Unified School District.

• COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interests of the member.

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/01/2025 & 07/14/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25001334	CLIFTONLARSONALLEN LLP	C/O 1: INCREASE BY $41,839.32; CONSULTANT AGREEMENT; AUDITING SERVICES; BOARD APPROVED 4/4/24	FISCAL SERVICES	010	$169,414.32
25004657	SCHOOL HEALTH CORPORATION	C/O 1: CANCEL ITEM; PLAYGROUND SUPPLIES; GIFT FUNDS	SPECIAL EDUCATION	010	$451.83
		PO Count:	**2**	**Total:**	**$169,866.15**

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/01/2025 & 07/14/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	2	$169,866.15
		Total:	**$169,866.15**

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25001334
Show this number on invoices, packages and correspondence.

Vendor# 402187

CLIFTONLARSONALLEN LLP

VENDOR

CLIFTONLARSONALLEN LLP
220 S 6TH ST, STE 300
MINNEAPOLIS, MN 55402

Phone: (425) 250-6100 **Fax:** (425) 250-6050

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FISCAL SERVICES
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

For: FISCAL SERVICES
ADAMS/BUSINESS OFFICE

PO Date: 09/10/2024 **Requested Delivery:** 09/13/2024 **Buyer Name:** Maro Bojolyan **Req#** R0001463

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $41,839.32 PO WAS WRITTEN FOR AMOUNT TO COVER YEAR 1 OF A 3 YEAR CONTRACT, BUT SHOULD HAVE BEEN WRITTEN FOR 2 YEARS. CHANGE ORDER AMOUNT REFLECTS INVOICES PAID AND ACCRUALS RECORDED IN FY 25 REMAINDER OF CONTRACT WILL BE REQUISITIONED UNDER R0000534 IN FY26 **********	41,839.32	41,839.32
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND CLIFTONLARSONALLEN (CLA) FOR THE FOLLOWING PROFESSIONAL SERVICES: DISTRICT AUDITOR FOR FISCAL YEARS ENDING JUNE 30, 2024, 2025, 2026, INCLUDING AUDITING SERVICES FOR GASB AND MEASURE S BOND FEES FOR FISCAL YEAR 2024 ARE AS FOLLOWS: FINANCIAL STATEMENT AUDIT FEE $108,000 MEASURE S BOND AUDIT FEE $8,500 STANDARDS IMPLEMENTATION $5,000 5% TECHNOLOGY FEE $6,075 PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: ***PLUS MILEAGE AT THE APPROVED IRS RATE FOR THE YEAR	127,575.00	127,575.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-00000-71900-5820-740-1000-0000	$169,414.32

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Service Agreement

SUB TOTAL	$ 169,414.32
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 169,414.32

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25001334
Show this number on invoices, packages and correspondence.

CLIFTONLARSONALLEN LLP

Vendor# 402187

VENDOR

CLIFTONLARSONALLEN LLP
220 S 6TH ST, STE 300
MINNEAPOLIS, MN 55402

Phone: (425) 250-6100 **Fax:** (425) 250-6050

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FISCAL SERVICES
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

For: FISCAL SERVICES
ADAMS/BUSINESS OFFICE

PO Date: 09/10/2024 **Requested Delivery:** 09/13/2024 **Buyer Name:** Maro Bojolyan **Req#** R0001463

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			SERVED THE TERM OF THIS AGREEMENT IS FOR FISCAL YEARS ENDING JUNE 30,2024, 2025 AND 2026 BOARD APPROVAL DATE: 4/4/2024		

ACCOUNT NUMBER	AMOUNT
010-00000-0-00000-71900-5820-740-1000-0000	$169,414.32

Service Agreement

SUB TOTAL	$ 169,414.32
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 169,414.32

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25004657
Show this number on invoices, packages and correspondence.

Vendor# 001515

SCHOOL HEALTH CORPORATION

VENDOR

SCHOOL HEALTH CORPORATION
5600 APOLLO DRIVE
ROLLING MEADOWS, IL 60008

Phone: (866) 323-5465 **Fax:** (800) 235-1305

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

For: SPECIAL EDUCATION
K. DEVRIES/SPECIAL ED/APE/BAEF/CURRAN/NICH

PO Date: 05/30/2025 **Requested Delivery:** 06/11/2025 **Buyer Name:** Maro Bojolyan **Req#** R0004992

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
		C/O	CHANGE ORDER #1: CANCEL LINE ITEM #4. ITEM NOT RECEIVED PER VENDOR CALL 7/10/25. **********		
1	1	EACH	50173PS THE ZONE POWRGRIP SOCCER BELL BALL	19.57	19.57
2	1	EACH	37587PS THE ZONE POWRGRIP BASKETBALL BELL BALL	19.57	19.57
3	1	EACH	16095PS THE ZONE BEEPER BALL	49.83	49.83
4	1	EACH	*** CANCEL ITEM (NEVER RECEIVED) 66813PS THE KICKER HELPER COMPLETE PACKAGE***		
5	2	EACH	10270PS THE ZONE PX-6 EASY GRIP BALLS: SET OF 6*8" EASY GRIP PLAYBALLS	35.59	71.18
6	1	EACH	1042390PS THE ZONE COMBO BOWLING/BOCCE RAMP	149.99	149.99
7	2	EACH	17252PS THE ZONE BELL BAND	18.68	37.36
8	1	EACH	15057PS PICK-A-PADDLE PLASTIC PADDLE: OFFICIAL SIZE SET OF 6	61.40	61.40
			********** 5/30 ORDERED ONLINE ORDER #: 1000528959		

ACCOUNT NUMBER	AMOUNT
010-90201-0-11100-10000-4310-744-8300-0000	$451.83

General Order

SUB TOTAL	$ 408.90
SALES TAX	$ 42.93
SHIPPING	$ 0.00
TOTAL	$ 451.83

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/01/2025 & 07/14/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000119	DIY HOME CENTER	C/O 1: ADD LIST OF AUTHORIZED PERSONNEL; 2025-26 BLANKET ORDER; CUSTODIAL & FACILITY SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000261	DIY HOME CENTER	C/O 1: REVISE LIST OF AUTHORIZED PERSONNEL; 2025-26 BLANKET ORDER; CUSTODIAL AND GROUND SUPPLIES; ACCOUNTS PAYABLE FUNDS	FACILITIES SERVICES	010	$2,000.00
26000377	NEWSELA, INC.	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/18/25	MC KINLEY ELEMENTARY	010	$6,550.20
26000378	NTT AMERICA INC	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	TECHNOLOGY SERVICES	010	$84,096.00
26000379	BROIDY, HEATHER	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,986.00
26000380	ASSESSOR, CHRISTINE DENISE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000381	OGAWA, RANDY M	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000382	CAFARELLA, VALERIE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000383	CHIN, TIMMY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000384	FALLS, RALPH DEJEAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,327.00
26000385	LOPEZ, ISMAEL	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000386	MARTIROSYAN, ANNA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,798.00
26000387	OLMOS, DAVID	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000388	TARANDEK, GENEVA RICHARDS	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,766.00
26000389	RIOS, LYDIA MARINA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,530.00
26000390	SWEENEY, LINDA MARIE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,530.00
26000391	VAN LOO, BRENDHEN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,798.00
26000392	VONK, RICK	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000393	DEKAY, JAMES C.	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,370.00
26000394	PETERSEN, NANCY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$11,444.00
26000395	GREGORCZYK, LINDA V.	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,589.00
26000396	PRO LINE GYM FLOORS INC.	GYM FLOOR MAINTENANCE AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$11,650.00

BOARD DETAIL REPORT

Printed between 07/01/2025 & 07/14/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000397	AMTECH ELEVATOR SERVICES	DISTRICT WIDE ELEVATOR INSPECTION AND MAINTENANCE; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 6/26/25	FACILITIES SERVICES	010	$55,800.00
26000398	AMAZON CAPITAL SERVICES	CLASSROOM FURNITURE	MILLER ELEMENTARY	010	$2,766.21
26000399	SOFTCHOICE CORP	NETWORK MONITORING SOFTWARE; BOARD APPROVED 6/18/25	TECHNOLOGY SERVICES	010	$8,608.00
26000400	WESTERN INDOOR ENVIRONMENTAL SERVICES	KITCHEN EXHAUST CLEANING SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,490.00
26000401	BANC OF AMERICA PUBLIC CAPITAL CORP	LEASE AGREEMENT; BOARD APPROVED 6/21/18	FISCAL SERVICES	010	$533,657.05
26000402	ARROW RESTAURANT EQUIPMENT	REPLACEMENT FREEZER FOR KITCHEN AT MCKINLEY; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$6,977.41
26000403	SHARP BUSINESS SYSTEMS	2025-26 BLANKET ORDER; DISTRICT-WIDE COPIER AND PRINTER LEASE; BOARD APPROVED 6/20/24	FISCAL SERVICES	010	$207,622.50
26000404	SHARP BUSINESS SYSTEMS	2025-26 BLANKET ORDER; PRINTER MAINTENANCE CHARGES; BOARD APPROVED 6/20/24	FISCAL SERVICES	010	$177,000.00
26000405	CANON FINANCIAL SERVICES, INC.	2025-26 BLANKET ORDER; PRINT SHOP EQUIPMENT LEASE; BOARD APPROVED 2/2/23 AND 6/20/24	FISCAL SERVICES	010	$157,731.02
26000406	CANON FINANCIAL SERVICES, INC.	2025-26 BLANKET ORDER; PRINTER MAINTENANCE CHARGES; BOARD APPROVED 2/2/23 & 6/20/24	FISCAL SERVICES	010	$57,600.00
26000407	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; SUPPLIES AND MATERIALS; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$15,000.00
26000410	CSBA CALIFORNIA SCHOOL BOARDS ASSOC	MEMBERSHIP RENEWAL; BOARD APPROVED 6/18/25	SUPERINTENDENT ´S OFFICE	010	$20,104.00
26000411	KARIMIAN, ROOBINA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,798.00
26000412	CENIC	2025-26 BLANKET ORDER; DISTRICT-WIDE HIGHSPEED BANDWIDTH INTERNET ACCESS; BOARD APPROVED 10/3/24	TECHNOLOGY SERVICES	010	$4,290.00
26000413	WEST SAN GABRIEL LIABILITY & PROPERTY JPA	WORKERS' COMPENSATION INSURANCE	FISCAL SERVICES	010	$2,234,804.00
26000414	WEST SAN GABRIEL LIABILITY & PROPERTY JPA	CSAC LIABILITY AND PROPERTY INSURANCE	FISCAL SERVICES	010	$2,296,817.00
26000415	NATIONAL STUDENT CLEARINGHOUSE	ANNUAL RENEWAL FEE FOR STUDENT TRACKER; BHS & JBHS; BOARD APPROVED 6/18/25	INSTRUCTIONAL SERVICES	010	$1,785.00
26000416	BANC OF AMERICA PUBLIC CAPITAL CORP	ENERGY SAVINGS PROGRAM LOAN PAYMENTS; BOARD APPROVED 3/19/15	FISCAL SERVICES	010	$772,213.85
26000417	TEXTBOOK WAREHOUSE INC	TEXTBOOKS; LOTTERY FUNDS	INSTRUCTIONAL SERVICES	010	$9,646.21
26000418	AMS.NET, LLC	DATA BACKUP SOFTWARE SUBSCRIPTION; BOARD APPROVED 6/18/25 (LICENSE LIST)	TECHNOLOGY SERVICES	010	$12,904.53

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/01/2025 & 07/14/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000419	ADMINISTRATIVE SOFTWARE APPLICATIONS INC	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 6/18/25	BURBANK ADULT SCHOOL	110	$14,959.84
26000420	US BANK NATIONAL ASSOCIATION	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	TECHNOLOGY SERVICES	010	$96.00
26000421	THE CALIFORNIA EDUCATION PARTNERS	CONSULTANT AGREEMENT; 8TH & 9TH GRADE ENGLISH PROGRAM COLLABORATION; LCFF SUPPLEMENTAL FUNDS; BOARD APPROVED 6/18/25	INSTRUCTIONAL SERVICES	010	$90,000.00
26000422	COSCO FIRE PROTECTION INC	FIRE ALARM PANEL SERVICE AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,020.00
26000423	GATEWAY EDUCATIONHOLDINGS LLC	BOOKS; LOTTERY FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$3,120.15
26000424	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	PERSONNEL SERVICES	010	$6,000.00
26000425	CALIFORNIA IT IN EDUCATION	2025-26 MEMBERSHIP; BOARD APPROVED 7/24/25	TECHNOLOGY SERVICES	010	$375.00
26000426	RAPTOR TECHNOLOGIES LLC	VISITOR MANAGEMENT SYSTEM ANNUAL ACCESS FEE; BOARD APPROVED 6/18/25	PERSONNEL SERVICES	010	$68,495.00
26000427	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER	PERSONNEL SERVICES	010	$3,000.00
26000428	JOHNSTONE SUPPLY	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$16,158.81
26000429	PEARSON ASSESSMENT	TESTING MATERIALS	HORACE MANN CENTER	010	$913.12
26000430	FRONTLINE TECHNOLOGIES	ANNUAL SUBSCRIPTION; ABSENCE & SUBSTITUTE MANAGEMENT SERVICES; BOARD APPROVED 6/18/25	PERSONNEL SERVICES	010	$34,208.36
26000431	EPICOR SOFTWARE CORPORATION	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	PERSONNEL SERVICES	010	$3,263.10
26000432	STATE OF CALIFORNIA DEPARTMENT OF JUSTICE	2025-26 BLANKET ORDER; FINGERPRINTING SERVICES	PERSONNEL SERVICES	010	$72,000.00
26000433	T-MOBILE	2025-26 BLANKET ORDER; HOT SPOT MONTHLY SERVICES	TECHNOLOGY SERVICES	010	$7,500.00
26000434	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; MATERIALS AND SUPPLIES; TITLE I FUNDS	Student Services	010	$2,000.00
26000435	BEACON SALES ACQUISITION, INC.	CARRYOVER PO 25004636; ROOFING MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,962.85
26000436	OGAWA, RANDY	CONSULTANT AGREEMENT; FACILITIES SERVICES MANAGEMENT; UNRESTRICTED MAINTENANCE FUNDS; BOARD APPROVED 6/5/25	BUSINESS OFFICE	010	$20,560.00
26000437	SCHOOL SPECIALTY, INC	CLASSROOM SUPPLIES; LOTTERY FUNDS	JEFFERSON ELEMENTARY	010	$430.15
26000438	US AIR CONDITIONING DISTRIBUTORS	HVAC REPAIR PARTS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,303.12
26000439	FEDERAL EXPRESS	2025-26 BLANKET ORDER; FEDERAL EXPRESS SHIPPING	PERSONNEL SERVICES	010	$6,000.00
26000440	AMAZON CAPITAL SERVICES	CLASSROOM FURNITURE; CAPITAL FACILITIES FUNDS	INSTRUCTIONAL SERVICES	250	$208.07

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/01/2025 & 07/14/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000441	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES AND FURNITURE; CAPITAL FACILITIES FUND	PROVIDENCIA ELEMENTARY	250	$1,950.48
26000442	KELLY SPICERS	2025-26 BLANKET ORDER; PRINTING SUPPLIES	WAREHOUSE	010	$150,000.00
26000443	KELLY SPICERS STORES	2025-26 BLANKET ORDER; PRINTING SUPPLIES	WAREHOUSE	010	$6,000.00
26000444	BUDDY'S ALL STARS	CUSTOM PATCHES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$242.55
26000445	TRANE U.S. INC	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$7,914.92
26000446	ACE BUSINESS MACHINES, INC.	OFFICE SUPPLIES	BUSINESS OFFICE	010	$194.69
26000447	LESLIE'S POOLMART, INC.	2025-26 BLANKET ORDER; POOL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,500.00
26000448	PRO LITERACY WORLDWIDE	BOOKS; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$813.12
26000449	NTT AMERICA INC	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	TECHNOLOGY SERVICES	010	$14,380.00
26000450	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	WAREHOUSE	010	$900.00
26000451	FELLERS INC	2025-26 BLANKET ORDER; PRINTING SUPPLIES	WAREHOUSE	010	$9,000.00
26000452	LYNDE-ORDWAY CO	PRINTING SUPPLIES	WAREHOUSE	010	$240.45
26000453	QUADIENT LEASING USA INC	2025-26 BLANKET ORDER; OFFICE SUPPLIES	PERSONNEL SERVICES	010	$5,000.00
26000454	ULINE - Attn: ACCOUNTS RECEIVABLES	2025-26 BLANKET ORDER; OFFICE SUPPLIES	WAREHOUSE	010	$6,000.00
26000455	L.A. GRINDING CO	2025-26 PRINTING SUPPLIES	WAREHOUSE	010	$500.00
26000456	RNS COMMUNICATIONS INC	ADVERTISING SERVICES; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 6/18/25	BURBANK ADULT SCHOOL	110	$8,550.00
26000457	US AIR CONDITIONING DISTRIBUTORS	HVAC REPAIR PARTS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,276.05
26000458	GRIMCO, INC.	2025-26 BLANKET ORDER; PRINTING SUPPLIES	WAREHOUSE	010	$100.00
26000459	FRESHWORKS INC	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	TECHNOLOGY SERVICES	010	$20,735.97
26000460	SMARDAN SUPPLY BURBANK	PLUMBING EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,125.33

PO Count: **84** **Total:** **$7,460,923.11**

Printed between 07/01/2025 & 07/14/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	58	$7,261,408.64
110	Adult Education Fund	4	$24,565.51
130	Cafeteria Fund	2	$21,977.41
250	Capital Facilities Fund	2	$2,158.55
670	Self Insurance Fund	18	$150,813.00
		Total:	**$7,460,923.11**

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000119
Show this number on invoices, packages and correspondence.

DIY HOME CENTER

Vendor# 004225

VENDOR

DIY HOME CENTER
3221 W MAGNOLIA BLVD
BURBANK, CA 91505-2906

Phone: (818) 845-8301 **Fax:** (818) 846-9214

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/03/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000012

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
		CO	CHANGE ORDER #1: ADD LIST OF AUTHORIZED PERSONNEL PER EMAIL FROM SUSAN HOY 7/8/25		
			**********		
1	1	EA	>>> 2025 - 2026 BLANKET ORDER <<<	20,000.00	20,000.00
			BLANKET ORDER TO COVER THE COST OF SUPPLIES TO BE PURCHASED BY FACILITIES SERVICES ON AN "AS NEEDED" BASIS FROM JULY 1, 2025 THROUGH JUNE 30, 2026.		
			PERSONNEL AUTHORIZED TO MAKE PURCHASES USING THIS PO NUMBER:		
			LUIS ALVAREZ JOSE AYALA HUGO ARMENTA ADAM CAZAREZ TRISTAN CLARK CRYSTAL COZAKOS KEITH EADLER BRIAN GONZALEZ JORGE GONZALEZ JUAN GONZALEZ SUSAN HOY SCOT LOWE HECTOR ALEX LAINEZ JACK LUOMA		

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4310-752-0000-0000	$20,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 20,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 20,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000119
Show this number on invoices, packages and correspondence.

DIY HOME CENTER

Vendor# 004225

VENDOR

DIY HOME CENTER
3221 W MAGNOLIA BLVD
BURBANK, CA 91505-2906

Phone: (818) 845-8301 **Fax:** (818) 846-9214

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/03/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000012

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			HECTOR MARTINEZ ROBERT MARTINEZ MARVIN MARTINEZ JONATHON MEISSNER DENNIS MAXWELL FRANCISCO MORALES CHICAS DYLAN MONTENEGRO MARTIN MORAN JON PETRIE KEITH RECCHIA JEFF RUSSO HUGO SANCHEZ CHARLES SHILVOCK JOHN M. URIBE BRIAN VARGAS LUIGI ZURADELLI NOT TO EXCEED $20,000 INCLUDING TAXES AND SHIPPING REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES. *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO:		

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4310-752-0000-0000	$20,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 20,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 20,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

DIY HOME CENTER

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000119
Show this number on invoices, packages and correspondence.

DIY HOME CENTER

Vendor# 004225

VENDOR

DIY HOME CENTER
3221 W MAGNOLIA BLVD
BURBANK, CA 91505-2906

Phone: (818) 845-8301 **Fax:** (818) 846-9214

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/03/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000012

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * MATERIAL SAFETY DATA SHEETS (MSDS) ARE TO BE PROVIDED AT TIME OF PICKUP OR DELIVERY OF ITEMS SUPPLIED ON THIS PURCHASE ORDER THAT MAY REQUIRE CAUTION IN HANDLING OR USE BY EITHER CHILDREN OR ADULTS. * EQUIPMENT ITEMS WITH A VALUE OF $500.00 OR MORE, INCLUDING TAX AND SHIPPING, MAY NOT BE PURCHASED ON THIS BLANKET ORDER AS THEY ARE CONSIDERED FIXED ASSETS BY THE DISTRICT. * PLEASE SHIP DIRECTLY TO THE WAREHOUSE, AS INDICATED ON THIS ORDER, AND REFERENCE THE P.O. NUMBER ON ALL SHIPPING AND BILLING DOCUMENTS. ****IMPORTANT DELIVERY INFORMATION***** ALL DELIVERIES WILL BE RECEIVED IN OUR WAREHOUSE TUESDAY & THURSDAY ONLY FROM 8:30AM - 12:00PM AND 1:00 PM - 2:30PM.		

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4310-752-0000-0000	$20,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 20,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 20,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000261
Show this number on invoices, packages and correspondence.

DIY HOME CENTER

Vendor# 004225

VENDOR
DIY HOME CENTER
3221 W MAGNOLIA BLVD
BURBANK, CA 91505-2906

Phone: (818) 845-8301 **Fax:** (818) 846-9214

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/DENNIS MAXWELL

PO Date: 06/12/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000356

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
		CO	CHANGE ORDER #1: REVISE LIST OF AUTHORIZED PERSONNEL PER EMAIL FROM SUSAN HOY 7/8/25		
			**********		
1	1	EA	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES TO BE PURCHASED BY FACILITIES SERVICES ON AN "AS NEEDED" BASIS FROM JULY 1, 2025 THROUGH JUNE 30, 2026. PERSONNEL AUTHORIZED TO MAKE PURCHASES USING THIS PO NUMBER: JOSE AYALA MARTIN MORAN HUGO SANCHEZ JOHN M. URIBE JON PETRIE DENNIS MAXWELL NOT TO EXCEED $2,000.00 INCLUDING TAXES REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES.	2,000.00	2,000.00

ACCOUNT NUMBER	AMOUNT
010-00100-0-00000-82100-4310-752-0000-0000	$1,500.00
010-00100-0-00000-82200-4310-752-0000-0000	$500.00

SUB TOTAL	$ 2,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000261
Show this number on invoices, packages and correspondence.

DIY HOME CENTER

Vendor# 004225

VENDOR

DIY HOME CENTER
3221 W MAGNOLIA BLVD
BURBANK, CA 91505-2906

Phone: (818) 845-8301 **Fax:** (818) 846-9214

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/DENNIS MAXWELL

PO Date: 06/12/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000356

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			*** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * MATERIAL SAFETY DATA SHEETS (MSDS) ARE TO BE PROVIDED AT TIME OF PICKUP OR DELIVERY OF ITEMS SUPPLIED ON THIS PURCHASE ORDER THAT MAY REQUIRE CAUTION IN HANDLING OR USE BY EITHER CHILDREN OR ADULTS. * EQUIPMENT ITEMS WITH A VALUE OF $500.00 OR MORE, INCLUDING TAX AND SHIPPING, MAY NOT BE PURCHASED ON THIS BLANKET ORDER AS THEY ARE CONSIDERED FIXED ASSETS BY THE DISTRICT.		

ACCOUNT NUMBER	AMOUNT
010-00100-0-00000-82100-4310-752-0000-0000	$1,500.00
010-00100-0-00000-82200-4310-752-0000-0000	$500.00

SUB TOTAL	$ 2,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

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:	Laura Flosi, Director of Child Care Programs
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	August 7, 2025
SUBJECT:	Approval to Continue Contracting with Childcare Careers LLC, aka CCC, and The Education Team, aka TET

Background:
Pursuant to Board Policy 33I 2, the Board of Education's designee may contract with consultants to provide services that District staff are not able to provide. The original contract was agreed upon on March 21, 2018.

Discussion and Issues:
The consultant agreement for Child Care Careers (CCC) and The Education Team (TET) to provide child care center subs for the 2025-2026 school year. The agency will provide child care subs when district subs are unavailable. Subs will be requested on an emergency basis and as needed.

Fiscal Impact:
The amount of the agreement is not to exceed $200,000 for ATB, Subsidized Preschool and School-age Program, and the ASES programs in a school year.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education agree to provide additional funding for Child Care Careers (CCC) to provide substitutes for child care centers for the remainder of the 2025-2026 school year.

Service Agreement

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

NOTE: SIGNING THIS AGREEMENT DOES NOT OBLIGATE YOU TO USE OUR SERVICES.

This agreement is entered into by and between **ChildCare Careers, LLC** (hereafter "CCC") and "Customer" (named below). CCC and Customer agree as follows:

1. A four (4) hour minimum service commitment each day is required for each employee requested from CCC. Customer will pay for services under four (4) hours at the four (4) hour minimum fee.

2. Customer will pay the four (4) hour minimum if a request for service from CCC is cancelled within the 24 hours prior to the designated time of service. Any request for cancellation will be effective only if communicated to the **ChildCare Careers office.** Notice to the temporary personnel is not adequate.

3. Customer will verify and approve the daily hours worked by means of an authorized signature if using a paper timecard or by use of a password if using online timecards. CCC will invoice Customer based on the verified and approved time worked and Customer agrees to pay said invoices.

4. Customer will promptly pay all invoices for services rendered according to the then current CCC fee schedule as billed on a weekly basis. Overtime will be billed and paid at time and a half. If an invoice is not paid within 30 days of the invoice date then Customer will pay a late payment fee of 5% of the invoice amount plus a finance charge equal to the lesser of 1.5% per month or the maximum legal rate.

5. Customer will instruct and supervise the CCC employee with respect to his/her responsibilities and compliance with the procedures and policies of Customer. Customer will not ask or authorize CCC employee to operate any motor vehicles or administer any medication. Customer represents, warrants and agrees that Customer is, and at all times during the term of this agreement will be, in compliance with all governmental laws, rules, ordinances and regulations applicable to Customer and its business.

6. Customer acknowledges that CCC has incurred considerable expense in the recruitment, screening, and training of its employees and suffers a material economic loss when they are no longer available for assignments. Should Customer hire, or in any way utilize the services of (except through CCC), a current or former CCC employee introduced to Customer by CCC (a "Candidate") within one (1) year of the Candidate's last assignment at any Customer location, then Customer will pay CCC a placement fee according to CCC's then current fee schedule. Customer will notify CCC in writing and pay the placement fee prior to hiring a Candidate or utilizing a Candidate's services in any way except through CCC. Customer agrees that the placement fee shall be doubled if Customer fails to provide written notice prior to hiring. An employee's resignation from CCC does not relieve Customer of the obligation to pay the placement fee. Placement fees are non-refundable regardless of the duration of Candidate's employment with Customer.

7. In any action or proceeding involving a dispute between CCC and Customer arising out of this Agreement, the prevailing party shall be entitled to recover its costs and attorneys fees. This agreement shall be binding on the successors and assigns of the parties. This agreement may be amended only by a written agreement signed by the parties. This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. The terms of this agreement shall be deemed accepted by CCC, and a binding agreement created between CCC and Customer on the terms set forth herein, upon CCC providing its employees to Customer.

Entity Name (Customer): _____
Full Legal Name of Entity (Name of Corporation, LLC, or Partnership. NOT the trade name of the school.)

By: _____ Title: _____
Signature

Print Name: _____ Date: _____
Authorized Representative of Customer (Print Name)

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING
Corporate Office: 2000 Sierra Point Pkwy, Suite 702 • Brisbane, CA • 94005
Orders: (877) 222-6070 • Inquiries: (877) 888-4173

Los Angeles County Price List

*** * * Effective July 1, 2025 * * ***

Employee Category	Minimum Qualifications	Hourly Rates: 6 or More Hours/Day	Hourly Rates: Less than 6 Hours/Day
• Teacher's Aide	• 0 to 5 ECE units	32	33
• Assistant Teacher	• 6-11 ECE units OR • Assistant Teacher Permit*	34	35
• Experienced Teacher	• 12+ ECE units OR • Associate Teacher Permit*	35	36
• Teacher Permit (No degree)	• Teacher Permit*	36	37
• AA Degree	• AA Degree (in any field) **AND** • Teacher Permit* or higher	37	38
• BA Degree	• BA Degree or higher (in any field) **AND** • Teacher Permit* or higher	39	40

** Permits refer to Child Development Permits from the California Commission on Teacher Credentialing*

NOTE: Prices include all payroll taxes, workers' compensation costs, benefits costs, liability insurance costs (including general, professional, employment practices and sexual misconduct liability), recruitment costs, and HR/administrative costs. There are no additional fees or taxes of any kind. ChildCare Careers reserves the right to adjust its prices with 30 days written notice.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	August 7, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Gwendolyn Olicker for Special Education

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Background:

The Board of Education is being asked to approve the agreement for professional services for Special Education student 960034998, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $3,325.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Gwendolyn Olicker for Special Education student 960034998, for a total not to exceed of $3,325 (01.0-65360.0-57602-11900-5850-7440000), effective August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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 21st day of July 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Gwendolyn Olicker hereinafter referred to as "Consultant."

Payee's Name: Gwendolyn Olicker Daytime Phone Number: 818-531-1991

Mailing Address: 4083 Camellia Avenue Studio City, CA 91604 Email Address: gwenolicker@gmail.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/07/2025 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, for a total not to exceed $3,325 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 08/08/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Gwendolyn Olicker will provide up to 19 hours of Occupational Therapy for Special Education Student 960034998.
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 provide the following to District:
    - Proof of COVID 19 vaccination
    - Sign and return Districts COVID-19 addendum

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 Gwendolyn Olicker 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 Gwendolyn Olicker 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

Gwendolyn Olicker 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 Gwendolyn Olicker 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 Gwendolyn Olicker, its agents, subcontractors, employees or other representatives referred to in this Agreement, Gwendolyn Olicker 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 Gwendolyn Olicker 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 Gwendolyn Olicker demand.

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

Gwendolyn Olicker
Consultant/Company

[redacted]
Gwendolyn Olicker
Print Representative Name

[redacted]
Occupational Therapist
Title

[redacted]
Signature

July 21, 2025
[redacted]
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	August 7, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Oren R. Boxer, Ph.D., A Psychological Corporation for Special Education

Background:

The Board of Education is being asked to approve an agreement for professional services to provide a psychoeducational IEE for Special Education student 960026732, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $6,500.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. R. Boxer, Ph.D., A Psychological Corporation, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960026732, effective August 8, 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 22nd day of July 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Oren R. Boxer, Ph.D., A Psychological Corporation hereinafter referred to as "Consultant."

Payee's Name: Oren R. Boxer, Ph.D., A Psychological Corporation Daytime Phone Number: 626-793-0937

Mailing Address: 625 Fair Oaks Ave., Ste. 101 South Pasadena, CA 91030

Email Address: admin@orenboxerphd.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/07/2025 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 not to exceed $6,500 **Amount to include mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 08/08/2025 and terminating on: 06/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Oren R. Boxer, Ph.D., A Psychological Corporation will provide a psychoeducational IEE for Student 960026732. Cost includes evaluation, observations, reviewing documentation, written report and attendance to IEP.

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 Oren R. Boxer, Ph.D., A Psychological Corporation 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 Oren R. Boxer, Ph.D., A Psychological Corporation 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

Oren R. Boxer, Ph.D., A Psychological Corporation 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 Oren R. Boxer, Ph.D., A Psychological Corporation 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 Oren R. Boxer, Ph.D., A Psychological Corporation, its agents, subcontractors, employees or other representatives referred to in this Agreement, Oren R. Boxer, Ph.D., A Psychological Corporation 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 Oren R. Boxer, Ph.D., A Psychological Corporation 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 Oren R. Boxer, Ph.D., A Psychological Corporation demand.

District shall save and hold Oren R. Boxer, Ph.D., A Psychological Corporation, harmless from and against and shall indemnify Oren R. Boxer, Ph.D., A Psychological Corporation 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 Oren R. Boxer, Ph.D., A Psychological Corporation 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, Oren R. Boxer, Ph.D., A Psychological Corporation may defend the same and any expenses, including reasonable attorney's fees, which Oren R. Boxer, Ph.D., A Psychological Corporation may pay or incur in defending said action and the amount of any judgment which Oren R. Boxer, Ph.D., A Psychological Corporation 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:

Oren R. Boxer, Ph.D., A Psychological Corporation

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:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	August 7, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by SoCal Psychology Center for Special Education

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Background:

The Board of Education is being asked to approve an agreement for professional services to provide a psychoeducational IEE for Special Education student 960031132, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $6,500.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and SoCal Psychology Center, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960031132, effective August 8, 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 21st day of July 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and SoCal Psychology Center hereinafter referred to as "Consultant."

Payee's Name: SoCal Psychology Center Daytime Phone Number: 818-439-1122

Mailing Address: 14144 Ventura Blvd., Suite 220, Sherman Oaks, CA 91423 Email Address: dr.aggie@doctoraggie.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/07/2025 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 not to exceed $6,500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 08/08/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 60 Days
4. District desires to enter into an Agreement in which SoCal Psychology Center will provide an Independent Psychoeducational Evaluation for special education student 960031132.
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 SoCal Psychology Center 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 SoCal Psychology Center from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

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

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Jennifer Nicholson
Print Representative Name

[redacted]

Director of Special Education
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

SoCal Psychology Center
Consultant/Company

[redacted]

Print Representative Name Agneza Papazy, PhD

[redacted]

Title

[redacted]

Signature 7-21-25

[redacted]

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	August 7, 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 960035043 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 960035043 concerning services and/or school placement, a formal settlement agreement was offered on July 22, 20025 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 $23,855

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960035043, total not to exceed $23,855, (01.0-65000.0-50010-36000-5813-7440000), August 8, 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
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	August 7, 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 960031132 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 960031132 concerning services and/or school placement, a formal settlement agreement was offered on July 9, 20025 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 $21,000

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960031132, total not to exceed $21,000, (01.0-65000.0-50010-36000-5813-7440000), August 8, 2025 through June 30, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	August 7, 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 960042944 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 960042944 concerning services and/or school placement, a formal settlement agreement was offered on July 17, 20025 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 $58,120

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960042944, total not to exceed $58,120, (01.0-65000.0-50010-36000-5813-7440000), May 1, 2023 through June 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:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	August 7, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Gary D Stromberg & Associates, LLC for Special Education

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Background:

The Board of Education is being asked to approve an agreement for professional services to hire an outside speech and language pathologist (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 $141,960.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a speech and language pathologist, not to exceed $141,960 (01.0-65000.0-57602-11901-5850-7440000), effective August 8, 2025 through May 22, 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 - SLP

TERM OF AGREEMENT

This Agreement, made and entered into this 23rd day of July 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 Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/07/2025 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 $91 per hour, 40 hours each SLP per week, 39 weeks, for a total not to exceed **$141,960.**
2. The term of the Agreement shall be the period commencing on: 08/08/2025 and terminating on: 05/22/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide a speech and language pathologist for support and assessments for 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 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

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gary D Stromberg & Associates, LLC
Consultant/Company

Print Representative Name

Title

Signature

Date

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Chief Administrative Officer
PREPARE BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	August 7, 2025
SUBJECT:	Ratification of Agreement for Professional Services, Lozano Smith (General, Bond, and Special Education Funds)

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 construction, general and special education. Services may also include preparation for and representation in court.

Discussion/Issues:

The firm of Lozano Smith has been in existence since 1988 and has offices in the San Francisco Bay Area, the Central Valley, the Central Coast, the Los Angeles area and the San Diego area. Attorneys within the firm practice in all state and federal courts throughout California. They focus particularly on Education Law and provide access to attorneys who specialize in particular areas of the law.

Fiscal Impact:

The District will use the services of this firm on an as-needed basis as is already our practice with other attorneys. The rate per hour for the firm is as follows:

Client agrees to pay Attorney by the following standard hourly rate*:

	Effective 7/1/2025
Partner**/Senior Counsel/Of Counsel	$ 350 - $ 410 per hour
Associate	$ 275 - $ 340 per hour
Paralegal/Law Clerk	$ 225 - $ 300 per hour
Consultant	$ 125 - $ 395 per hour

* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request.
** Rates for work performed by Senior Partners with 20 years of experience or more may range from $395 - $450 per hour.

Recommendation:

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2025 through June 30, 2026, not to exceed $403,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund) and (01.0-65000.0-50010-21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

LS Lozano Smith
ATTORNEYS AT LAW

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT ("Agreement") is effective July 1, 2025 ("Effective Date"), between the BURBANK UNIFIED SCHOOL DISTRICT ("Client") and the law firm of LOZANO SMITH, LLP ("Attorney") (each a "Party" and collectively the "Parties"). Attorney shall provide legal services as requested by Client on the following terms and conditions:

1. ENGAGEMENT. Client hires Attorney on an as-requested basis as its legal counsel with respect to matters the Client refers to Attorney. When Client refers a matter to Attorney, Attorney shall confirm availability and ability to perform legal services regarding the matter. After Attorney has completed services for the specific matter referred by Client, then no continuing attorney-client relationship exists unless Client requests further services and Attorney accepts a new engagement. If Attorney undertakes to provide legal services to represent Client in such matters, Attorney shall 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. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client's interests, to keep Attorney fully informed of developments material to Attorney's representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.

2. RATES TO BE CHARGED. Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement).

3. REIMBURSEMENT. Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation, arbitration fees and e-discovery service fees. Attorney shall not be required to advance costs on behalf of Client over the amount of $1,000 unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services necessary to represent Client for a specific matter.

4. MONTHLY INVOICES. Attorney shall send Client a statement for fees and costs incurred every calendar month (the "Statement"). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney's Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed 10% per annum.

5. COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT. The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product

Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information.

6. POTENTIAL AND ACTUAL CONFLICTS OF INTEREST. If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.

7. INDEPENDENT CONTRACTOR. Attorney is an independent contractor and not an employee of Client.

8. TERMINATION.

a. Termination by Client. Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.

b. Termination by Mutual Consent or by Attorney. Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date; (b) Client fails to comply with other terms and conditions of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests; (c) Client has failed to disclose material facts to Attorney; or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client. Even if this Agreement is not terminated, under paragraph 1, an attorney-client relationship exists only when Attorney is providing legal services to Client.

c. Following Termination. Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file documents maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client

from Attorney after the date of termination, failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.

9. MAINTENANCE OF INSURANCE. Attorney agrees that, during the term of this Agreement, Attorney shall maintain commercial liability and professional errors and omissions insurance.

10. CONSULTANT SERVICES. Attorney works with professional consultants that provide services, including but not limited to, investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent/chancellor relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

11. DISPUTE RESOLUTION.

a. Mediation. Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115, et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.

b. Dispute Regarding Fees. Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. & Prof. Code §§ 6200, et seq.).

c. Binding Arbitration. Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either

following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall make a good faith attempt to select an arbitrator and complete the arbitration within ninety (90) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney or a retired judge, unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client may be ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.

d. Effect of Termination. The terms and conditions of this section shall survive the termination of the Agreement.

12. ENTIRE AGREEMENT. This Agreement with its Professional Rate Schedule attached supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by the Parties.

13. SEVERABILITY. Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.

14. NON-WAIVER. None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.

15. NO THIRD PARTY RIGHTS. This Agreement shall not create any rights in, or inure to the benefit of, any third party.

16. ASSIGNMENT. The terms and conditions of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

17. EXECUTION IN COUNTERPARTS; SIGNATURES. This Agreement may be executed in counterparts with signatures appearing on separate signature pages. A copy, or an original, with all signatures appended together shall be deemed a fully executed Agreement. Signatures transmitted by facsimile or electronic image shall be deemed original signatures and binding on the Parties.

WHEREFORE, the Parties hereto, by their signatures below, enter into this Agreement pursuant to the above terms and conditions as of the Effective Date.

CLIENT SIGNATURE	**ATTORNEY SIGNATURE**
Burbank Unified School District	**Lozano Smith, LLP**
BY *(Authorized Signature)*	BY *(Authorized Signature)* 
PRINTED NAME AND TITLE OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING Karen M. Rezendes, Managing Partner
DATE EXECUTED	DATE EXECUTED 04/11/2025

Lozano Smith
ATTORNEYS AT LAW

PROFESSIONAL RATE SCHEDULE
FOR BURBANK UNIFIED SCHOOL DISTRICT

HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate*:

Partner**/ Senior Counsel/ Of Counsel	$ 350 - $ 410 per hour
Associate	$ 275 - $ 340 per hour
Paralegal/ Law Clerk	$ 225 - $ 300 per hour
Consultant	$ 125 - $ 395 per hour

* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request. ** Rates for work performed by Senior Partners with 20 years of experience or more may range from $395 - $450 per hour.

SALE OR LEASE OF REAL PROPERTY WORK

Partner/ Senior Counsel/ Of Counsel	$ 450 per hour
Associate	$ 375 per hour
Paralegal/ Law Clerk	$ 225 per hour

BILLING PRACTICE

Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into 1/10 (.10) hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

COSTS AND EXPENSES

Facsimile	No Charge
Copying and Printing	$0.25 per page
Postage	Actual Usage
Mileage	IRS Standard

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

LEADERSHIP COACHING AND CONSULTING

As part of Lozano Smith's Concierge Consulting Services (CCS), clients have the option of receiving up to five (5) hours of complimentary services which can be utilized each fiscal year. These services may include coaching, mentoring, or strategic planning guidance from a CCS Consultant.

TO: Board of Education / Superintendent Consent 8/7/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-03. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Change of Assignment	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Williamson, Terry	TOSA	01.0-40350.2-00000-21400-1910-7420000	100	T-005-19		08/08/2025
Election: Long Term Sub	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Snaer, Serena	Lng Term Sub Couns	01.0-00000.0-00000-31100-1260-7550000	100	T-001-01		08/04/2025-10/24/2025
Election: Management	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Tarouilly, James	Asst Principal	01.0-00000.0-00000-27000-1313-4310000	100	K-007-08+MA+DR		07/17/2025
Election: Teacher	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Diaz, Lilyana	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	T-004-08+MA		08/08/2025
Hayes, Christine	Teacher SpEd	01.0-65000.0-57602-11200-1110-3200000	100	V-003-01		08/08/2025
Hackbardt, Alexandra	Teacher	01.0-00000.0-11100-10000-1110-5300000	100	T-005-06		08/08/2025
Kastiz, Katelynn	Teacher SpEd	01.0-65000.0-57602-11104-1110-3220000	100	T-005-02		08/08/2025
Keshishian, Romik	SLP	01.0-65000.0-57602-11901-1110-7440000	100	T-004-01+MA+SpEd		08/08/2025
Leman, Juliet	Teacher SpEd	01.0-65000.0-57602-11200-1110-2150000	100	T-004-09+MA+Sped		08/08/2025
Maddigan, Deborah	Counselor	01.0-30100.2-00000-31100-1211-3220000	100	H-006-11		08/08/2025-06/30/2026
Mullins, Melissa	Teacher	010.-00000.0-11100-10000-1110-3200000	100	T-006-01+MA		08/08/2025
Tostado, Andrea	SLP	01.0-65000.0-57602-11901-1110-7440000	100	V-004-01		08/08/2025
Vanloo, Brendhen	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	T-006-24		08/08/2025
Wander, Bryanna	Teacher	010.-00000.0-11100-10000-1110-3200000	100	T-006-05+MA		08/08/2025
Election: Temp	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Hudak Smith, Maria	Teacher-Temp	01.0-00000.0-11100-10000-1110-4320000	100	T-004-14+MA		08/08/2025-06/30/2026
Paid Leave of Absence	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Steinberg, Jessie	Counselor	01.0-00000.0-00000-31100-1211-4320000	100	I-006-10		08/04/2025-10/26/2025
Retirement	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Bitner, Elizabeth	Teacher SpEd	01.0-65000.0-57601-11100-1110-4320000	100	T-005-24	Began service 8/12/2010	06/30/2025
Resignation	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Maddigan, Deborah	Counselor	01.0-30100.0-00000-31100-1210-3229000	.50			
		01.0-74350.0-00000-31100-1210-3229000	.50	H-006-11		06/30/2025
Orbison-Gutierrez, Marie	Sub/SpEd Sub Teach	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		06/30/2025
Smith, Kourtney	Sub/SpEd Sub Teach	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		06/25/2025
Salary Correction	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Barzegar, Anayis	SLP	01.0-65000.0-57602-11901-1110-7440000	100	T-006-05		08/08/2025

TO: Board of Education / Superintendent Consent 8/7/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-03. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Alpert, Madeline	Instr Services	Other Hourly	Hourly	$39.67	7	06/25/2025-06/26/2025
Beal, Briana	Instr Services	Other Hourly	Hourly	$39.67	7	06/25/2025-06/26/2025
Chavez, Yanira	Adult School	Other Hourly	Hourly	$39.67	40	07/01/2025-07/31/2025
Cook, Jacob	Burroughs	Coach, Head Swim	Stipend	$6,206.00		02/01/2026-4/03/2026
Cook, Jacob	Burroughs	Coach, Head Water Polo Boys	Stipend	$6,206.00		08/01/2025-10/31/2025
Cook, Jacob	Burroughs	Coach, Head Water Polo Girls	Stipend	$5,808.00		11/01/2025-1/31/2026
Everhart, Gregory	Instr Services	Other Hourly	Hourly	$39.67	7	06/25/2025-06/26/2025
Goldberg, Michelle	Ed Srvcs	Other Hourly	Hourly	$39.67	8	06/01/2025-06/30/2025
Griffith, Jennifer	Ed Srvcs	Other Hourly	Hourly	$39.67	8	06/01/2025-06/30/2025
Grimshaw, Dena	Instr Services	Other Hourly	Hourly	$39.67	5.5	06/25/2025-06/26/2025
Harney, Dina	Luther	DEI Stipend	Stipend	$1,117.00		08/01/2024-05/31/2025
Hernandez, Dorothy	Ed Srvcs	Intervention	Hourly	$53.46	70	07/01/2025-08/31/2025
Keeler, Fred	Huerta	Other Hourly	Hourly	$39.67	8	07/01/2025-07/31/2026
Keshishyan, Dianna	Health Services	Teacher- Addtl Hours	Hourly	$54.73	5	08/04/2025-08/05/2025
Knoop, Keith	Burroughs	Coach, Head Girls Flag	Stipend	$4,429.00		08/01/2025-10/31/2025
Koontz, James	Muir	Other Hourly	Hourly	$39.67	40	07/01/2025-07/31/2025
Magallon, Matthew	Burroughs	Coach, Head Baseball	Stipend	$5,414.00		02/01/2026-4/03/2026
Nicol, Doug	Burroughs	Coach, Head Softball	Stipend	$5,808.00		02/01/2026-4/03/2026
Oganyan, Victoria	Burroughs	Coach, Head Basketball	Stipend	$6,599.00		11/01/2025-1/31/2026
Oldroyd, Jennifer	Health Services	Teacher- Addtl Hours	Hourly	$85.50	35	07/30/2025-08/07/2025
Peebles, John	Burroughs	Coach, Head Cross Country	Stipend	$6,599.00		08/01/2025-10/31/2025
Peebles, John	Burroughs	Coach, Asst Track	Stipend	$6,159.00		02/01/2026-4/30/2026
Pisano, Jennifer	Special Ed	Home Teacher	Hourly	$42.39	40	06/01/2025-06/30/2025
Real, Edwin	Burroughs	Coach, Head Vollyball	Stipend	$6,599.00		08/01/2025-10/31/2025
Real, Edwin	Burroughs	Coach, Asst Volleyballl	Stipend	$6,159.00		02/01/2025-4/03/2025
Sevic, Branko	Burroughs	Coach, Asst Golf	Stipend	$4,581.00		02/01/2026-04/30/2026
Sullivan, Arthur	Burroughs	Coach, Soph Basketball	Stipend	$5,762.00		11/01/2025-1/31/2026
Van Kooten, Heidi	Luther	DEI Stipend	Stipend	$1117.00		08/01/2024-05/31/2025
Vargas, Theresa	Instr Services	Other Hourly	Hourly	$39.67	7	06/25/2025-06/26/2025
Vargas, Theresa	Huerta	Other Hourly	Hourly	$39.67	8	07/01/2025-07/31/2026
Weiner, Alexis	Instr Services	Other Hourly	Hourly	$39.67	7	06/25/2025-06/26/2025
Williamson, Terry	Ed Srvcs	Other Hourly	Hourly	$39.67	8	06/01/2025-06/30/2025

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation								
BULIAVAC, Alexi	Facilities Operations and Construction Technician	01.0-00100.0-00000-81100-2410-7520000	1.0	48-IV	A	07-15-25		Facilities Services
OLEA, Omar	Facilities Services Lead	01.0-81500.0-00000-81100-2210-7523000	1.0	62-VI	A	08-27-25		Facilities Services
Leave								
CL-0085-25	Human Resources	01.0-00100.0-00000-82100-2210-2060000	1.0	43-VI	A	07-14-25	08-14-25	Human Resources
LEE, Daly	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	08-11-25	05-28-25	Special Education (career advancement)
Additional Compensation for Working Out of Class								
MOYA, Lourdes	Administrative Secretary I	01.0-00000.0-00000-77000-2410-7730000	1.0	45-VI	A	07-01-25	09-30-25	Technology Services
Additional Compensation for Longevity								
AVENDANO, Mario	Lead Custodian	01.0-00100.0-00000-82100-2210-2140000	1.0	43-VI	A	07-01-25		Facilities Services 10 years - $192.00/month
COVA, Jaime	Custodian	01.0-00100.0-00000-82100-2210-2050000	1.0	38-VI	A	07-01-25		Bret Harte Elementary School 15 years - $229.00/month
LOWE, Scot	Locksmith	01.0-81500.0-00000-81100-2210-7520000	1.0	53-VI	A	06-01-25		Facilities Services 10 years - $142.00/month
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2210-4320000	1.0	38-VI	A	06-01-25		John Burroughs High School 15 years - $179.00/month
VALLES, Fidel	Custodian	01.0-00100.0-00000-82100-2210-3210000 01.0-00100.0-00000-82100-2210-3200000	.50 .50	38-VI	A	05-01-25		Facilities Services 10 years - $142.00/month
Additional Compensation for Health Care								
CAFFERTY, Roni	Paraeducator – Severe Behavior II	01.0-65000.0-57602-11200-2130-2130000	.8125	47-VI	D	08-11-25		Jefferson Elementary Severely Impaired - $181/month

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE								
BARNETT, Hilary	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3210000	.8125	38-VI	D	08-11-25		Huerta Middle School
OCHOA, Steven	Food Service Assistant	13.0-53100.0-00000-37000-2210-3220000	.5625	37-IV	D	08-11-25		Muir Middle School
SANCHEZ-MENDEZ, Vanessa	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3210000	.8125	38-V	D	08-11-25		Huerta Middle School
TEJEDA, Liliana	Office Technician – Adult Education	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.05 .10 .35 .15 .35	42-VI	B	07-01-25		Burbank Adult School
THOMAS, Jill	Senior Attendance & Date Technician	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.10 .30 .30 .20 .10	43-VI	B	07-01-25		Burbank Adult School
Change of Assignment – Classification/Location/FTE in Lieu of Layoff								
ABARCA-MENA, Amanda	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-IV	D	07-01-25		Special Education
ABDUR-RAHIM, Asia	Instructional Technology Media Specialist - Elementary	01.0-42030.0-47600-24950-2950-2050000	.625	42-II	D	07-01-25		Bret Harte Elementary
ANYASOPORN, Nantavadee	Paraeducator Special Education	01.0-33100.0-57602-11100-2110-4310000	.84375	38-VI	D	07-01-25		Burbank High School
ARANSKY, Desiree	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2030000	.75	38-V	D	07-01-25		Emerson Elementary
BAGHUMYAN, Narine	Campus Supervisor – Elementary	01.0-67620.0-11100-10009-2910-2100000 01.0-00000.0-11100-10009-2910-2100000	.40 .60	35-III	D	07-01-25		Miller Elementary
BISER, Kristen	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2020000	.5625	35-III	D	07-01-25		Edison Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE in Lieu of Layoff, continued								
BRADSHAW, Dionne	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
BROWN, Denise	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
CACERES, Adriana	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
CHANTA, Carlos	Intervention Specialist At Risk	01.0-30100.0-00000-31100-2210-3229000	.60	53-VI	D	07-01-25		Muir Middle School
COQUIA, Joidie	Paraeducator -English Language Learner	01.0-01500.0-11103-10000-2110-2160000	.50	37-VI	D	07-01-25		Washington Elementary
CRUZ, Evelyn	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
CUEVAS, Larisa	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
DIAZ, Esperanza M.	Senior Secretary	01.0-00000.0-00000-27000-2410-4320000	.8125	42-VI	B	07-01-25		John Burroughs
EKLUND, Debra	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2100000 01.0-67620.0-11100-10009-2910-2100000	.74 .26	35-VI	D	07-01-25		Miller Elementary
GUTIERREZ, Silvia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
HERNANDEZ, Lucia	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2020000	.7812	35-VI	D	07-01-25		Edison Elementary
HOVSEPYAN, Elma	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
KHUDNEV, Anton	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-IV	D	07-01-25		Special Education
MOYA, Edward	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2060000 01.0-90201.0-11100-10009-2910-2060000	.6534 .3166	35-VI	D	07-01-25		Jefferson Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE in Lieu of Layoff, continued								
NAVARRO, Yolanda	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-4310000	.8125	38-V	D	07-01-25		Burbank High School
NEMINOVA, Victoriya	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-II	D	07-01-25		Special Education
ONTIVEROS, Beth	Paraeducator	01.0-00000.0-11100-10000-2110-2140000	.625	36-VI	D	07-01-25		Roosevelt Elementary
PHAN-MUNOZ, Annie	Paraeducator – English Language Learner	01.0-01500.0-47600-10000-2110-2100000	.50	37-VI	D	07-01-25		Miller Elementary
PORTER, Vianey	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
PRECIADO, Gabriela	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2060000 01.0-90201.0-11100-10009-2910-2060000 01.0-67620.0-11100-10009-2910-2060000	.5653 .2609 .1738	35-VI	D	07-01-25		Jefferson Elementary
QUINTERO, Mauro	Instructional Technology Media Specialist – Elementary	01.0-00000.0-00000-24200-2210-2162000	.625	42-IV	D	07-01-25		Washington Elementary
ROBLES, Lisa	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
SEHTA, Nahla	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2030000 01.0-67620.0-11100-10009-2910-2030000 01.0-90201.0-11100-10009-2910-2030000	.6457 .1638 .1905	36-VI	D	07-01-25		Emerson Elementary
VOURNAS, Cynthia	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2020000	.7813	35-VI	D	07-01-25		Edison Elementary
YAEGAR, Shannon	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education
Election – Monthly								
BORRAS, Richard	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-4310000	.75	38-I	D	08-11-25		Burbank High School
CONTRERAS, Michael	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	08-11-25		Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly, continued								
GUGINO, Michael	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	08-11-25		Special Education
JOJ SAQUIC, Norman	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-II	D	08-11-25		Special Education
KARAPETYAN, Marine	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-IV	D	08-11-25		Special Education
LOPEZ, Eveling	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-III	D	08-11-25		Special Education
MCCANN, Tonya	Senior Secretary	01.0-00000.0-00000-27000-2410-4310000	1.0	42-I	A	07-16-25		Burbank High School
MIRA, Natalie	Paraeducator – English Language Learner	01.0-33100.0-57602-11100-2110-4310000	.8125	37-I	D	08-11-25		Burbank High School
OROPEZA, Javier	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-III	D	08-11-25		Special Education
Election – Hourly								
AGHAKHANIAN, Armond	Board Member	01.0-00000.0-00000-27000-2390-7560000		532.00	F	07-01-25	06-30-26	Superintendent's Office
CANO, Laurette	Board Member	01.0-00000.0-00000-27000-2390-7560000		532.00	F	07-01-25	06-30-26	Superintendent's Office
GREENBERG, Andrew	Visual & Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
BURKHART, Shari	Food Services Field Supervisor	13.0-53100.0-00000-37000-2330-7490000		H-VII	C	07-01-25	08-01-25	Food Services Department
FLORES, Fernando	Custodian	12.0-90602.0-00000-82100-2240-7540000		38-VI	A	07-01-25	08-12-25	Washington Elementary School
HOY, Susan	Facilities Services Assistant	01.0-81500.0-00000-81100-2440-7520000		44-VI	A	07-01-25	06-30-26	Facilities Services
JUAREZ, Rudy	Facilities Worker	01.0-81500.0-00000-81100-2240-7520000		46-I	A	07-01-25	06-30-26	Facilities Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
KHITIKIAN, Jaclyn	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2171-4320000		50.00	F	08-01-25	07-30-26	Burroughs High School
LAVITT, Kimberly	Paraeducator-Deaf and Hard of Hearing (Substitute)	01.0-00000.0-00000-31400-2260-7550000		20.02	F	07-18-25		Human Resources
MARTINEZ, Hector	Senior Facilities Worker Plasterer/Cement Finisher	01.0-81500.0-00000-81100-2240-7520000		53-I	A	07-01-25	06-30-26	Facilities Services
PONTZER KAMKAR, Abigail	Board Member	01.0-00000.0-00000-27000-2390-7560000		532.00	F	07-01-25	06-30-26	Superintendent's Office
SHAUMYAN, Anna	Behavior Interventionist	01.0-65000.0-57601-31420-2211-7440000		I-VI	C	07-14-25	07-14-25	Special Education
SOSA ZAMORA, Maura	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		19.53	F	07-16-25		Human Resources
TABET, Charlene	Board Member	01.0-00000.0-00000-27000-2390-7560000		532.00	F	07-01-25	06-30-26	Superintendent's Office
TRONCOSO, Janette	Administrative Secretary I	01.0-26000.0-00000-72000-2430-7420000		45-II	A	06-01-25	06-30-25	Instructional Services
TRONCOSO, Janette	Administrative Secretary I	01.0-26000.0-00000-72000-2430-7420000		45-II	A	07-01-25	08-31-25	Instructional Services
TRONCOSO, Janette	School Office Manager - Special Programs/Alternative Education	01.0-00000.0-00000-27000-2430-7420000		43-VI	C	06-01-25	06-30-25	Instructional Services
TRONCOSO, Janette	School Office Manager - Special Programs/Alternative Education	01.0-00000.0-00000-27000-2430-7420000		43-VI	C	07-01-25	08-31-25	Instructional Services
WEISBERG, Emily	Board Member	01.0-00000.0-00000-27000-2390-7560000		532.00	F	07-01-25	06-30-26	Superintendent's Office
ZARGARIAN, Siuneh	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2090000		35-VI	D	08-01-25	08-08-25	McKinley Elementary
Election – Walk on Coach								
ANDERSON, Stephanie	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		16.50	F	06-23-25	08-31-26	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach, continued								
BEIMFORD, Zachary	Short Term Athletic	01.0-00000.0-15006-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School
CALDERON, Nicholas	Short Term Athletic	01.0-00000.0-15016-42000-2171-4320000		16.50	F	02-01-26	04-30-26	Burroughs High School
CANTRELL, Trent	Short Term Athletic	01.0-90904.0-15017-42000-2171-4320000		16.50	F	07-08-25	07-31-25	Burroughs High School
CANTRELL, Trent	Short Term Athletic	01.0-00000.0-15017-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School
CLEMONS, Thomas	Short Term Athletic	01.0-00000.0-15012-42000-2171-4320000		16.50	F	02-01-26	04-30-26	Burroughs High School
COPANO, Rubina	Short Term Athletic	01.0-00000.0-15014-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School
COPANO, Rubina	Short Term Athletic	01.0-00000.0-15013-42000-2171-4320000		16.50	F	02-01-26	04-30-26	Burroughs High School
DAVIS, Tabitha	Short Term Athletic	01.0-00000.0-15009-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School
FLORES, George	Short Term Athletic	01.0-00000.0-15010-42000-2171-4320000		16.50	F	11-01-25	01-31-26	Burroughs High School
GHAMAN, Roger	Short Term Athletic	01.0-00000.0-15021-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School
HARDY, Thomas	Short Term Athletic	01.0-00000.0-15014-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School
HARDY, Thomas	Short Term Athletic	01.0-00000.0-15013-42000-2171-4320000		16.50	F	02-01-26	04-30-26	Burroughs High School
HAMANAKA, Glenn	Short Term Athletic	01.0-90904.0-15017-42000-2171-4320000		16.50	F	07-01-25	07-31-25	Burroughs High School
HAMANAKA, Glenn	Short Term Athletic	01.0-00000.0-15017-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School
HOLT, Molly	Short Term Athletic	01.0-00000.0-15004-42000-2171-4320000		16.50	F	11-01-25	01-31-26	Burroughs High School
JIMENEZ, Brandon	Short Term Athletic	01.0-00000.0-15003-42000-2171-4320000		16.50	F	11-01-25	01-31-26	Burroughs High School
MACIAS, Giovanni	Short Term Athletic	01.0-00000.0-15002-42000-2171-4320000		16.50	F	02-01-26	04-30-26	Burroughs High School
ORTEGA-JENNISON, Martin	Short Term Athletic	01.0-00000.0-15018-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School
ORTEGA-JENNISON, Martin	Short Term Athletic	01.0-00000.0-15019-42000-2171-4320000		16.50	F	11-01-25	01-31-26	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach, continued								
ORTEGA-JENNISON, Martin	Short Term Athletic	01.0-00000.0-15022-42000-2171-4320000		16.50	F	02-01-26	04-30-26	Burroughs High School
RECCHIA, Keith	Short Term Athletic	01.0-00000.0-15007-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School
RODRIGUEZ, Joseph	Short Term Athletic	01.0-00000.0-15002-42000-2171-4320000		16.50	F	02-01-26	04-30-26	Burroughs High School
SANCHEZ, Robert	Short Term Athletic	01.0-00000.0-15011-42000-2171-4320000		16.50	F	11-01-25	01-31-26	Burroughs High School
STRANG, Sheila	Short Term Athletic	01.0-00000.0-15012-42000-2171-4320000		16.50	F	02-01-26	04-30-26	Burroughs High School
WILCZEK, Gregory	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		16.50	F	06-01-25	06-30-26	Burbank High School
WILLIAMSON, Mackenzie	Short Term Athletic	01.0-00000.0-15015-42000-2171-4320000		16.50	F	02-01-26	04-30-26	Burroughs High School
WILLIS, Erik	Short Term Athletic	01.0-00000.0-15003-42000-2171-4320000		16.50	F	11-01-25	01-31-26	Burroughs High School

Signature _____

Title: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

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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:	August 7, 2025
SUBJECT:	Approval of University Agreement- University of the Pacific

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Background
The purpose of this Agreement with the University of the Pacific is to provide students with field experience through practice in schools and classes. Qualified students will assume responsibility for their assignment.

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 the University of the Pacific, which expands the pool of qualified educators. 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 approve the University Agreement between the Burbank Unified School District and University of the Pacific to provide field experience effective September 1, 2025 through until terminated five (5) years on September 1, 2030, unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD—AR 3314, as presented.

Affiliation Agreement
between
Burbank Unified School District
and
University of the Pacific

This Affiliation Agreement ("Agreement") is entered into the 1st day of September, 2025 ("**Effective Date**"), by and between Burbank Unified School District ("**Host**") and the University of the Pacific ("**Pacific**").

WHEREAS, Pacific through its Benerd College, is accredited by the California Commission on Teacher Credentials ("**CCTC**") and Western Association of Schools and Colleges ("**WASC**") Senior College and University Commission ("**WSCUC**") for credentialing and graduate-level degree programs in Education (including, without limitation, Curriculum and Instruction, Educational Administration and Leadership, and Counseling and School Psychology) and must provide onsite Student Placement (defined below) for candidates enrolled in the curriculum with a hosted Student Placement experience.

WHEREAS, Host recognizes the need and desires to aid in the educational development of Pacific's students and is willing to make its employees and premises available for Pacific students to participate in Student Placements.

WHEREAS, Pacific and Host believe it is for the mutual benefit of the parties, and especially the University students, that Host provide on-site Student Placement opportunities for students in Benerd College who are seeking a **California teaching credential/pupil personnel services placement/internship, and Other certificate/degree/preliminary administrative services credentials**, **Licensure as a Licensed Professional Clinical Counselor (LPCC)**, **Licensed Marriage and Family therapist (LMFT), or Licensed Clinical Psychologist,** we enter into this Agreement to provide the candidates with Student Placement opportunities that lead to the candidates obtaining a **student teacher/administrative preliminary credential/internship or pupil personnel services** credential, or state licensure.

WHEREAS, the Student Placements under this Agreement ("**Program**") will be performed at the Host facility or facilities identified in **Exhibit 1**; and

WHEREAS, Host faculty/administrators will supervise and mentor the students participating in the Program ("**Students**") for the duration of the Program; and

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth below, Pacific and Host hereby agree as follows:

1. Program Description. The Program is further described in **Exhibit 1** (Program Description) attached hereto and by this reference incorporated herein. For purposes of this Agreement, the term "Student Placement" encompasses Pacific students, student teachers, student teacher interns, preliminary administrative services credential students, Licensed Professional Clinical Counselor interns (LPCC), Licensed Marriage and Family Therapy (LMFT) practicum students, PsyD doctoral practicum and interns and other interns completing field work experience. The term "student teacher intern" means any student teacher working on a credential in a certificated position. Except as expressly provided in this Agreement or in any subsequent amendment hereto, no monetary obligation on the part of Pacific or the Host to the other party is hereby created; consideration for this Agreement is furnished by the mutual benefits and promises of the parties.

2. Pacific Responsibilities and Understandings

a) The Program is a program of Pacific, and not of the Host.

b) Pacific shall be responsible for the academic content of the Program and shall provide necessary instruction and academic supervision and award academic credit, if any. Pacific shall be responsible for clear and specific objectives and planned learning activities and for the development of manuals and appropriate evaluation instruments for Student learning.

c) Pacific shall comply with applicable accrediting agencies' standards and guidelines.

d) Pacific shall have the right to designate the individuals who will participate in the Program subject to the following limitations:

i) Each Student must be enrolled at Pacific and have the requisite academic background, as determined by Pacific in its reasonable discretion, for participation; and

ii) Host and Pacific shall agree on the number of Students who may be allowed to participate at one time.

e) Pacific shall be responsible for keeping all attendance and academic records of the Students. Pacific may delegate to Host and its personnel the Student evaluation activities where appropriate and as long as Pacific's primary responsibility for this function is not compromised.

f) Pacific shall notify Host of Student Placements, including the name of the Student, level of academic preparation, and length and dates of proposed participation in the Program.

g) Pacific shall require each Student to conform to the health examination and background check requirements and standards of State and Federal laws and regulations, which include submission of a negative tuberculosis screening test prior to commencing a Student Placement.

h) As further described in **Exhibit 1** to this Agreement, Pacific faculty will determine reasonable criteria for Student evaluations. The Dean or designee is the Pacific faculty member who will monitor the students' instruction and experiences that occur under this Program and shall be available for conference or assistance as needed by Host during the Program.

i) Pacific shall provide a University Supervisor (US) who is an adjunct faculty member, Counseling and School Psychology faculty member or graduate student who serves as a liaison among the Intern, the employing Host, and Pacific. The University Supervisor shares the responsibility for assessing the Intern's professional competencies with the members of the Site Support Team. The University Supervisor works with the Intern throughout the internship experience to offer instructional help and guidance and to share in the decisions affecting the Intern in the school. The University Supervisor also serves as a liaison between the University and the Host.

3. Host Responsibilities and Understandings

a) Host shall provide appropriate facilities for the aspects of the Program conducted at Host's premises under this Agreement. The facilities designated by Host shall not endanger the health, safety or welfare of Pacific's Students.

b) Host shall provide any required safety training to Students.

c) Host shall be responsible for ensuring all its employees comply with all laws, rules, and regulations with regard to their conduct and interaction with students.

d) Host shall appoint a site supervisor for each Student. The site supervisor must have a valid credential or license for the area he/she is supervising and be an employee of Host, in order to serve as the Student's supervisor; and, must have at least three (3) years post-licensure experience for

Pupil Personnel Services/School Psychologists credential and/or for Licensed Professional Clinical Counselors, Licensed Marriage and Family Therapists and Licensed Clinical Psychologist.

e) Host shall ensure that Students are familiar with and observe all applicable rules, regulations, and policies of Host to which Students are expected to adhere during the Program and while on Host premises (including, without limitation, applicable health and safety training in accordance with prevailing federal and state laws).

f) Consistent with the availability of resources for Host's employed staff, Students shall be provided adequate supplies and materials to carry out the functions of the Student Placement experience.

g) Pacific personnel shall be permitted to participate in the instruction of Students on Host premises as necessary to effectively implement the Program except when, in the reasonable opinion of the Host, such participation interferes with the Host's operations.

h) Host shall permit Pacific to visit Host's premises, to consult with Host personnel involved in the Program, and to evaluate Student progress while they are on Host premises; provided, however, that such visits shall be subject to reasonable rules and policies of Host.

i) In the event of a medical emergency involving a Student while the Student is on Host premises, Host shall respond according to the same procedure it would follow if one of its employees experienced the same emergency.

j) Host shall provide educational learning experiences (including opportunities for professional development) which are planned, organized, administered, and supervised by qualified staff in accordance with mutually agreed upon educational objectives and guidelines to help prepare Students for future careers in their fields of study.

> ***Notes****: Educational learning experiences should also be aligned with all current Teaching Performance Expectations (TPEs), including the 2024 adopted literacy standards and the knowledge and practice standards related to students with dyslexia, both of which can be found on the Commission on Teacher Credentialing (CTC) website.*
>
> *Educational learning experiences must be provided to Students in clinical practice settings (e.g., appropriate setting, information about expectations made available to administrators and mentors at the school site) wherein they gain experience to TPEs related to oral and written language including 7.6, 7.7, and 7.8, as appropriate to the credential program.*
>
> *Additionally, efforts will be made to provide Students with opportunities, as practicable, during their clinical practice to learn about, and where possible, observe how schools/teachers are using screening and diagnostic techniques, as appropriate to the credential and as identified in the TPEs and standard.*
>
> *Clinical practice settings must also provide, to the extent practicable, opportunities for Students in clinical practice settings to observe and practice concepts and strategies included in the California Dyslexia Guidelines.*

k) Students, designated as Student Teachers, shall perform services as part of their participation in the Program only when under the supervision of authorized, licensed or certified

Host personnel. Host understands and agrees that these Students are trainees, they shall not be considered employees or contractors of the Host while participating in the Program, and shall not be used to replace School personnel (except for teacher residency and internship pathways).

l) Intern and teacher residency eligible students that are participating in the Program, are paid employees of the Host and for the purposes of employment are consider School personnel.

4. Joint Responsibilities of Pacific and Host

a) The parties shall coordinate the planning, scheduling, requirements, and evaluations of Students who participate in the Program. Schedules and Student assignments shall be developed to enhance the goals, objectives and missions of both Host and Pacific. Each party's final examination and vacation schedules will be honored by the parties.

b) Each party shall perform independent and joint reviews to determine the effectiveness of the Program.

c) Each party may enter into similar agreements with other institutions at any time.

d) The parties agree that Pacific may request the transfer or removal of a Student from a particular teaching assignment.

5. Confidentiality and the Family Educational Rights and Privacy Act.

a) The parties agree to comply with the applicable requirements of state of California and federal privacy laws, including the Family and Educational Rights and Privacy Act ("**FERPA**") and its implementing regulations. The parties acknowledge that student educational records are protected by FERPA and that student permission generally must be obtained before releasing specific student data to anyone other than the student's school. Each party agrees to cooperate with the other party regarding compliance with FERPA with respect to records pertaining to Students. Each party certifies that access to such records is necessary for the performance by each party under this Agreement, and agrees that each party shall be subject to, and shall comply with, the same conditions and restrictions on the use and re-disclosure such records pursuant to applicable law.

b) Records maintained by Host of Students paid by Host may also constitute employment records protected from disclosure absent consent under applicable state and federal laws and regulations.

c) In order for Pacific and the Host to jointly monitor the Student's performance in the Program, all Students shall, as a condition to their placement, execute a "Release of Records" (Exhibit 2) which allows the Host and Pacific to share information that may otherwise be protected from disclosure as an educational record (and/or an employment record) to the extent the information relates to the performance of the Student in the Program. Failure to execute the "Release of Records" shall make the Student ineligible for placement with Host.

d) Each party to this Agreement will immediately notify the other in the event it becomes aware of violations of the other party's rules, regulations, policies or procedures by the Student and/or any negligent or intentional conduct when the conduct of the Student jeopardizes the health and/or safety of Host's students or staff. The parties agree to cooperate in the investigation of any such conduct so long as an appropriate Release of Records has been obtained.

6. Insurance.

a) Both parties during the term of this Agreement will provide at their sole cost and expense Commercial General Liability insurance in the amount of one million per occurrence ($1,000,000) and two million aggregate ($2,000,000). Upon request, each party will provide the other with evidence of such insurance. By virtue of this Agreement, Pacific does not assume any liability under any law relating to workers compensation on account of any of act of any Student performing any activity related to or arising out of this Agreement.

b) The student, as either teacher or intern, is a participant in an educational program, and for purposes of this Agreement, if paid by the Host – shall be considered an employee of the Host and covered by the Host's worker's compensation policy; while if un-paid, shall not be considered an employee of either Host or Pacific and neither party shall have responsibility for payment of workers' compensation benefits to the student.

c) Host agrees to make available, whenever possible, emergency health care for the assigned student in case of accident or illness while on Host premises. Any student receiving such emergency services shall be financially responsible for the charges. The student shall otherwise be responsible to procure and maintain his or her own health care coverage.

7. Indemnification. Each party agrees to defend, indemnify and hold one another, their respective regents, officers, directors, employees, students and agents harmless from and against all third party claims for injury or damages, liability, loss, expense (including reasonable attorney's fees and costs) ("**Loss**"), arising out of the performance of its obligations under this Agreement, but only in proportion to and to the extent the Loss is caused by or results from the negligence or intentional acts or omissions of the indemnifying party. The indemnities provided under this Section 7 shall not be limited by reason of any insurance coverage required under this Agreement and shall survive termination of this Agreement.

8. Relationship of the Parties and Students. Each party is and shall be an independent contractor of the other party. Neither party nor its employees or subcontractors shall be deemed to be employees or agents of the other party. Neither party's employees nor subcontractors will be entitled to any benefits made available to the other party's employees. Nothing in this Agreement is intended to establish a partnership, joint venture, or agency relationship between the parties, and neither party nor its employees or subcontractors are authorized to bind the other party or make any representations on its behalf in any matter.

9. Term and Termination. The term of this Agreement shall commence on the Effective Date and shall terminate five (5) years thereafter, unless earlier terminated or extended as provided herein. The Agreement may be renewed for up to two (2) subsequent one (1) year terms upon the mutual agreement of the parties in writing. This Agreement may be terminated at any time without cause by either party, upon giving the other party sixty (60) days written notice; provided, however, that any such termination shall not be effective as to any Student who as of the date of mailing of notice by the terminating party is participating in the Program until the Student has completed his/her participation in the Program for the then current academic term (semester or year), unless otherwise agreed by the parties. Host agrees to return any Pacific property to Pacific within thirty (30) days of the early termination or expiration of the Agreement, or such other timeframe as agreed upon by the parties in writing.

10. Compliance with Laws; Accreditation, Licensing and Credentials. Each party shall be separately responsible for compliance with all laws, rules and regulations which may be applicable to its respective activities under this Agreement. Each party shall be separately responsible for accreditation, licensing, and credentialing of its own entities and employees, as applicable, and each party agrees to furnish to the other party with evidence of such accreditation, licensing, and credentials upon request by the other party. Host further agrees to cooperate with Pacific with respect to its accreditation requirements and will gather data related to Students' participation in a Student Placement under this Agreement.

11. Nondiscrimination. With respect to the parties' obligations under this Agreement, the parties agree not to discriminate in employment, academic programs, or the provision of services on the basis of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual orientation, marital status, medical condition, disability or any other basis protected by federal, state, or local ordinance or regulation. Host shall comply with applicable state of California and federal laws and regulations governing reasonable accommodations and the Americans with Disabilities Act.

12. Cooperation in Disposition of Claims. The parties agree to cooperate with each other in the timely investigation and disposition of audits, peer review matters, disciplinary actions and third-party liability claims arising out of this Agreement. The parties shall notify one another as soon as possible of any adverse event that may result in liability to the other party. It is the intention of the parties to fully cooperate in the disposition of all such audits, actions or claims. Such cooperation may include, but is not limited to, timely notice, joint investigation, and making witnesses available.

13. Student Discipline or Reassignment. Students' discipline shall be the sole responsibility of Pacific, however Host or Pacific may terminate the participation of any Student, who, at the determination of Host or Pacific does not comply with the Program requirements or applicable rules or regulations of Host, Pacific, or state of California or federal laws or regulations. If Host reasonably determines that a Student is not performing satisfactorily for reasons including, but not limited to, tardiness or absenteeism, failure to follow instructions, or failure to follow rules or policies, Host agrees to contact the Program contact set forth in section 14.c to either counsel or reassign the Student.

14. Miscellaneous Provisions.

a) Dispute Resolution. In the event of any dispute, controversy, claim or disagreement arising out of or related to this Agreement, or the acts or omissions of the parties with respect to this Agreement (each, a "**Dispute**"), the parties shall, as soon as reasonably practicable after one party gives written notice of a Dispute to the other party ("**Dispute Notice**"), meet and confer in good faith regarding such Dispute at such time and place as mutually agreed upon by the parties. If any Dispute is not resolved to the mutual satisfaction of the parties within ten (10) business days after delivery of the Dispute Notice (or such other period as may be mutually agreed upon by the parties in writing), the parties shall settle such Dispute as otherwise set forth in this Section. In the event a Dispute is not resolved by the meet and confer provisions under this Section above, the parties may choose any other available legal means to settle the Dispute. Each party agrees that a violation or threatened violation of this Agreement may cause irreparable injury to the other party, entitling the other party to seek injunctive relief in addition to all legal remedies.

b) Legal Fees and Costs. The prevailing party is entitled to recover the cost of enforcing the understanding and agreements as reflected herein, including, without limitation, any attorneys' fees and costs incurred.

c) Notices. All notices or other communications given hereunder shall be in writing and shall be deemed to have been duly given (1) on the date delivered if delivered by personal delivery or by overnight delivery service (such as FedEx); (2) on the third (3rd) business day after mailing by U.S. registered or certified mail, first class, postage prepaid; or (3) on the date transmitted by facsimile with confirmation of successful transmission. Any notices or other communications given hereunder shall be addressed as follows, provided that either party may specify a different address by written notice to the other party in accordance with this paragraph:

If to Pacific:

Notices:

University of the Pacific
Benerd College
3601 Pacific Avenue
Stockton, CA 95211
Phone: 209-946-2683
Email: benerd@pacific.edu

Program Contact:

Benerd College
3601 Pacific Avenue
Stockton, CA 95211
Dr. Brittany Auernig-Roan
Assistant Dean
Email: bauernig@pacific.edu
Phone: 916.220.2805

Copy of Notice to be provided to:
General Counsel
University of the Pacific
3601 Pacific Ave.
Stockton, CA 95211
Email: generalcounsel@pacific.edu

If to Host: Burbank Unified School District
1900 W Olive Ave
Burbank, CA 91506
Attn: Lauren Trammell
Email: LaurenTrammell@burbankusd.org
Phone: (818) 729-4410

d) Force Majeure. Either party's obligations under this Agreement will be excused if and to the extent that any delay or failure to perform such obligations is due to fire or other casualty, product or material shortages, strikes or labor disputes, transportation delays, changes in business conditions (other than insignificant changes), acts of God, or other causes beyond the reasonable control of such party (each a "**Force Majeure Event**"). Notwithstanding the Force Majeure Event, each party shall make a good faith effort to resume performance as soon as the excusable delay is mitigated.

e) Governing Law. This Agreement, and any dispute between the parties arising out of or related to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, excluding its conflict of laws rules. Any and all legal action that is initiated to enforce any provision of this Agreement or arising out of or related to this Agreement must be brought or filed in either the state or federal court located in California.

f) Use of Names and Logos. Each party agrees that it shall not use the other party's name, logo or insignia, or the name, logo or insignia of any school or division thereof, or otherwise identify the other party or any of its schools or divisions in any form of publicity or disclosure without the prior written permission of the other party, which permission may be given or withheld in the other party's sole discretion.

g) No Assignment. Neither party may voluntarily or by operation of law, assign or otherwise transfer any part of this Agreement without the prior written consent of the other party. Any purported assignment in violation of this Section shall be void.

h) Entire Agreement. This Agreement is the entire agreement between the parties regarding its subject matter. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.

i) Modifications. This Agreement may not be modified or amended except by an instrument in writing executed by duly authorized representatives of the parties.

j) Severability of Terms. If any provision of this Agreement is held invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions will not in any way be affected or impaired thereby, unless the effect of such severance would be to alter substantially this Agreement or the obligations of the parties, in which case this Agreement may be immediately terminated by either party upon thirty (30) days' prior written notice, or as otherwise allowed by the termination provisions of this Agreement.

k) Counterparts. This Agreement may be executed in several counterparts, each of which so executed shall constitute one and the same instrument.

[Signatures on the following page]

SIGNATURE PAGE
Affiliation Agreement
between
Burbank Unified School District
and
University of the Pacific

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or delegates, as of the Effective Date**.**

Burbank Unified School District

By: Sarah Rudchenko, Ed.D
Its: Assistant Superintendent of Human Resources
Address: 1900 W Olive Ave Burbank, CA 91506
Telephone: (818) 729-4410
Fax:
Email: SarahRudchenko@burbankusd.org

By:
Its:
Address:

Telephone:
Fax:
Email:

University of the Pacific

By: Elisa Anders
Its: Chief of Staff to the Provost
University of the Pacific
3601 Pacific Avenue
Stockton, CA 95211
Telephone: 209-946-2552
Email: provost@pacific.edu

EXHIBIT 1
PROGRAM DESCRIPTION

Program Objective & Goals
Through program coursework and fieldwork experiences in TK-16 school settings and beyond, our candidates must satisfy learning outcomes by demonstrating proficiency in all standards, Teaching Performance Expectations (TPEs), and Teaching Performance Assessments (TPAs) as required by the California Commission on Teacher Credentialing including a TPA that includes a focus on foundational literacy skills and the additional cross-cutting themes in literacy, as well as those requirements in School Psychology/Pupil Personnel Services, Licensed Professional Clinical Counselors (LPCC), and Administrative Services Credential.

Program Overview
All professional education degree and credential programs at University of the Pacific are offered and coordinated through Benerd College. Students in Benerd College are prepared to deliver thoughtful, reflective, caring, and collaborative services to diverse populations. The College directs its efforts toward researching the present and future needs of schools and the community, fostering intellectual and ethical growth, and developing compassion and collegiality through personalized learning experiences. Per the California Commission on Accreditation/California Commission for Teacher Education, candidates seeking credentials must be placed in clinical practice experiences that extend candidates' learning and application of theory to practice with Transitional Kindergarten to grade 12 students in public and/or private school settings, as according to the California Commission on Teacher Credentialing, the range of Clinical Practice Experiences includes early field experiences, advanced experiences for co-planning and co-teaching (i.e. teacher, LMFT, LPCC, PsyD residency), and student teaching or approved internships for related programs (i.e. Pupil Personnel, LPCC & Administrative Services Programs).

Location(s) of Program

Burbank Unified School District *[Schools within the District if applicable]*

Student Evaluation Method(s)
Cooperative Evaluation of *Multiple Subjects and Single Subject* Student Teacher
Candidate Competence and Performance Checklist

- Single subject student teacher
- Single subject intern/residence
- Multiple subjects student teacher
- Multiple subjects intern/residence
- Education Specialist, student teacher (SPED)
- Education Specialist, intern/residence (SPED)
- Student Teacher Placement Confirmation
- Intern Site Support Team Confirmation
- School Psychology Fieldwork/Practicum and Internship Performance Evaluation Instrument

Host's Responsibilities
Host shall participate with Pacific in planning the Program, including those experiences required to complete the EdTPA Teaching Events (pursuant to SB2042 and SB1209), as well as data collection required by the (CCTC/COA) and (CAEP).

For student teacher interns, Host shall:

(1) assign an on-site mentor who possesses a valid Clear or Life credential in the appropriate subject area, has 3 years documented successful teaching experience and holds an English Learner Authorization (or the equivalent, as established by the Commission on Teacher Credentialing); and
(2) Participate with Pacific in planning and implementing a comprehensive and coordinated program of support and mentoring for the student teacher intern, in conformance with the most current requirements established by the Commission on Teacher Credentialing and articulated by Pacific in its approved Intern Document, attached hereto as **Exhibit 1-A** and incorporated herein.

Additional Student Qualifications
Pacific Students are only eligible to participate in the Program during a defined academic semester/term (Fall or Spring).

For student teacher interns only, Pacific shall:

(i) Confirm that the Student meets all the criteria for an intern credential, as established by this Program sponsor and approved by the Commission on Teacher Credentialing pursuant to Exhibit 1-A, and provides the information requested pursuant to Exhibit 1-B;

(ii) Assign a supervisor who has successfully completed Pacific-provided intern supervision training;

(iii) Assign intern supervision duties that adhere to the most current requirements established by the Commission on Teacher Credentialing and articulated by Pacific in Exhibit 1-A; and

(iv) Participate with Host in planning and implementing a comprehensive and coordinated program of support and mentoring for the intern teacher, in conformance with the most current requirements established by the Commission on Teacher Credentialing and articulated by Pacific in Exhibit 1-A.

EXHIBIT 1-A
INTERN DOCUMENT

NOTE: This section shall apply only for student teacher interns.

On June 3, 2013, the Commission on Teacher Credentialing issued Program Sponsor Alert 1306 detailing new requirements for programs that offered intern credentials. This PSA is available at: http://www.ctc.ca.gov/educator-prep/PS-alerts/2013/PSA-13-06.pdf.

In response to this PSA, PACIFIC prepared and submitted revised program documents reflecting the new requirements. On May 19, 2014 the Commission on Teacher Credentialing approved these revised program documents, thereby granting approval to the University of the Pacific to issue intern credentials to qualified teacher credential candidates. Terms of the revised program documents include specific mentoring and support that the HOST and PACIFIC must provide including:

- Assignment of a PACIFIC supervisor who meets the criteria identified in 2.i. of this Agreement and who is assigned to provide regular on-site support to the intern teacher, in coordination with the HOST mentor.
- Assignment by the HOST of a site supervisor who meets the criteria identified in 3.d. of this Agreement and who is available to provide regular on-site support to the intern teacher.
- Regular on-site support includes observation/coaching sessions, provision of materials and resources, feedback on lesson plans, logistical support (bulletin boards, instructional materials, etc.), and other types of assistance designed to strengthen the intern teacher's instructional effectiveness.
- Regular on-site support must be provided in a scheduled and coordinated manner and must adhere to these requirements: 144 hours with at least 2 hours of support per every five instructional days for general instruction coaching and mentoring AND 5 hours of support per month specific to teaching English learners, or if less than a full academic year, the total number of hours of support must equal four hours times the number of instructional weeks remaining in the year, with at least two hours of support provided every five instructional days. English language learner support less than a full academic year must equal five hours times the number of months in the school year.
- The intern teacher's faculty advisor will assist the HOST mentor and PACIFIC supervisor in creating this coordinated and regular system of support.

Note: This section shall apply only to PPS School Psychology Interns

1. Host will provide the Interns with the opportunity to transfer methodology and theories into applied situations via their participation in the internship experience and is responsible for providing the Interns with diverse experience in preparation for their future careers as school psychologists, in accordance with the Interns' knowledge and level of training, in the form all the activities normally expected of a Host-employed school psychologist, mental health clinician, or Licensed Psychologist. These experiences may include, but are not limited to, the experiences and activities set forth in below under the heading Intern Experiences.

2. Host will provide the Interns with experiences that will allow them to complete 1200 clock hours of work during their internship experience, depending on the degree sought by each Intern.

3. Each Site Supervisor will have the following responsibilities as part of his or her supervision of the Interns:

a. The Site Supervisor will cooperatively plan and schedule the Interns' activities and experiences during the internship experience.
b. The Site Supervisor will schedule and provide a minimum of one (1) hour for School Psychology Interns and four (4) hours of PsyD Pre-doc Interns of direct face-to-face supervision each week.
c. The Site Supervisor will review and sign each entry from the Interns' to verify content.
d. The Site Supervisor will complete and submit end-of-semester evaluation forms, which will be provided by Pacific.
e. The Site Supervisor will release the Intern, as needed, to attend fieldwork supervision and classes. (It is understood that the Intern will need to be released with sufficient time to travel between the fieldwork site and Pacific).
f. The Site Supervisor will hold a valid Pupil Personnel Services credential, PPS license or CA Board of Psychology License credential appropriate to the role and function of the duties being performed by the Intern.
g. The Site Supervisor will participate in Pacific-sponsored supervisor meetings held two – three times per year.

4. Consistent with the availability of resources to employed staff, the Intern is provided adequate supplies and materials to carry out the functions of the internship experience. An appropriate work environment should include adequate privacy of office facilities and access to secretarial assistance, telecommunication services, office equipment, and copying machines.

5. Ongoing professional development is a significant aspect of the internship experience. Conferences, seminars, and in-service training opportunities available to employed school psychologists should also be available to the Interns. The Interns are encouraged to participate in state, regional, and national level meetings for school psychologists. Release time is granted by Pacific and is expected to be granted by the Host.

INTERN EXPERIENCES

1. **Role and Function:** Develop a knowledge base and understanding of the various roles and functions of the school psychologist and be able to selectively deliver services utilizing a variety of alternative models.
2. **Legal/Ethical**: Develop a knowledge base of federal and state laws, professional ethics, and professional standards as well as the skills to apply them in public and private educational agencies. Develop the skills to adhere to due process guidelines in major decisions affecting all students and to accepted standards in the practice of school psychology.
3. **Organization and Operation of Schools:** Develop an understanding of the organization and administration of public schools and the cultural, ethnic, religious, and geographic diversity of the students, parents, and staff served by school psychologists. Develop an awareness of community resources and the roles of other professionals in helping children, parents, and school personnel. Develop the skills to foster and facilitate interagency partnerships among family, school, health care, and community agencies to create healthy school environments.
4. **Assessment:** Develop the skills to select, administer, score, and interpret psychoeducational tests for individuals of different ages, exceptionalities, and cultural backgrounds. Develop competence in the use of interviewing, functional behavioral assessment, and curriculum-based methods. Develop the skills to integrate psychological and educational data into a psychological report and be able to link assessment results to educationally relevant interventions.
5. **Counseling:** Develop a counseling and mental health knowledge base and the skills to work with Interns who have educational, emotional, and/or behavioral problems to mitigate the

emergence of enduring, unhealthy patterns of behavior. Develop a knowledge base and skills to help students, families, and schools deal with crises, such as school violence, suicide, and loss.

6. **Intervention:** Develop a knowledge base and the skills to identify controllable, causal aspects of social, emotional, and academic difficulties and be able to consult and collaborate in the design, implementation, and evaluation of interventions based on these aspects.
7. **Communication Skills:** Develop the interpersonal skills and both oral and written communication skills necessary to communicate effectively with children, parents, and school personnel from varied cultural, ethnic, religious, and geographic backgrounds. Develop the interpersonal skills to function as team leaders in school-based multidisciplinary teams.
8. **Research:** Become educated consumers of research relating to school psychology and be able to apply these research findings to the development of solutions for educational psychological problems. Be able to disseminate information from the school psychology knowledge base to promote healthy school environments.

EXHIBIT 1-B
University of the Pacific, Benerd College

INTERN AUTHORIZATION ADDENDUM

By signing below, I understand that I have received, read, and comply with program requirements of the department I am enrolled in as a student. If at any time I am unable to continue as an intern, I will notify my academic advisor and the Benerd College Office of Credentialing and Student Services.

I. TO BE COMPLETED BY CANDIDATE

Candidate Name: Pacific ID # -

_____ _____
Signature of Candidate Date

II. Signature of Benerd College Dean or Designee

I verify that the candidate has met program requirements and is eligible to be hired as an intern.

_____
_
Patricia Campbell, Dean Benerd College

III. TO BE COMPLETED BY EMPLOYING AGENCY:

A. Please check Organization Type: ❑ **County Office** ❑ **School District** ❑ **Charter School**

County-District-School Code (required): _____

Employing Agency:

_____

School Name: _____ Phone #: (_____)

Address: _____ Email:_____

Effective date of hire (month/day/year): _____

Please indicate authorization requested: ❑ Multiple Subject ❑ Single Subject, Subject:

_____

Education Specialist: ❑ Mild to Moderate Support Needs

❑ Extensive Support Needs

Pupil Personnel Services: ❑ School Psychology

Site Support Team

Name(s)

_____

Address:

_____

Phone:

_____

Email:

_____

SAMPLE

B. ***Personnel Division Approval:***

Host Personnel Specialist - E-mail	Host Personnel Specialist - Phone

Signature of Host Personnel Specialist	Name (Please Print)	Date

C. ***Signature of Site Administrator***

By signing below, I verify that I have read and understand the intern support requirements as outlined in the MOU on file and will provide supervision in cooperation with in collaboration with the University of the Pacific, Benerd College.

Signature of Site Administrator	Name (Please Print)

SAMPLE

EXHIBIT 2
STUDENT CONSENT FOR RELEASE OF RECORDS FOR STUDENT PLACEMENT

The Family Educational Rights and Privacy Act ("**FERPA**") provides that an educational institution may not release confidential information about a student without the student's consent.

In order to enable the University of the Pacific ("**Pacific**") and Host (identified below) to monitor my performance in the Student Placement, I hereby grant permission to authorized personnel at Pacific and Host, and their authorized representatives, to release all education records (as defined by FERPA) and/or employment records relating to my performance in the Student Placement described below, and the information contained therein, from one to the other. I further release Pacific and the Host, and their respective trustees, officers, directors, and employees from any and all liability relating to the release of such education and/or employment records.

This Release is subject to the following:

- My authorization to release this information ("**Release**") will be used in conjunction with my Student Placement with Host only.
- I understand that this Release, and the authorization given above, is effective immediately upon my signature and shall expire upon the completion of my Student Placement with the Host;
- I understand that this Release is necessary for my Student Placement for the sharing of information between Pacific and Host relating to my performance in the Student Placement;
- I understand that I may revoke this Release, in writing, at any time, but if I revoke the Release, I may no longer be eligible to participate in the Student Placement, and my participation may be terminated;
- I understand that I may submit a request in writing in the form required by Pacific to request a copy of all my records released pursuant to this Release;
- I hereby waive all rights under FERPA with regard to the release of the records described above as well as any other state and federal law governing the privacy of records held by Host that may constitute employment records;
- This Release does not apply to any other third party that requests my education records; and
- I understand that Pacific and Host will not release my education and/or employment records to any third party without my express written consent.

I hereby voluntarily authorize the release of my records to the individuals and/or parties identified in this Release. I also understand that if I am under 18 years old, Pacific may disclose such information to my parents or legal guardians regardless of whether I have consented to such disclosure.

Signature of Student	Date
Name of Student (Printed)	Pacific School or Department
Burbank Unified School District Host/Organization	Nature of Student Placement (Student Teacher, Student Intern, etc.)
1900 W Olive Ave School Address	Dates of Student Placement

SAMPLE

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	August 7, 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:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: August 7, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Instructional Services	Achilles Heal LLC	Provide hands-on training experience and a safe work environment for student athletes at BHS	8/13/25 – 5/28/26	$73,200	01.0-00000.0-11100-10000-5810-4310000
Instructional Services	Christina Gallo, ATC	Provide hands-on training experience and a safe work environment for student athletes at JBHS	8/13/25 – 5/28/26	$73,200	01.0-00000.0-11100-10000-5810-4320000

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 7 of AUGUST , 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Achilles Heal LLC hereinafter referred to as "Consultant."

Payee's Name Achilles Heal LLC Daytime Phone Numbe [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator OSCAR MACIAS

Board Approval Date AUGUST 7, 2025

Account String 01.0-00000.0-11100-10000-5810-4310000

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 $ 50.00 per hour☒/ per day ☐/ per session☐ for a total not to exceed $ 73,200.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/13/2025 and terminating on 5/28/2026 .
3. Payment Terms: NOT TO EXCEED 8 HOURS PER DAY / 40 HOURS PER WEEK
4. Consultant will provide the following services:

   CONSLTANT WILL PROVIDE HANDS-ON TRAINING EXPERIENCE AND A SAFE WORK ENVIRONMENT FOR STUDENT ATHLETES.
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.

		Nicholas Cascelli		7/23/25
BUSD Authorized Signature/Title	Date	Consultant	Achilles Heal LLC	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

Nicholas Cascelli MS, ATC



EDUCATION:

Master of Science
Sport and Exercise Psychology
California State University, Long Beach
Graduated Spring 2019

Bachelor of Science
Kinesiology- Athletic Training
California State University, Northridge
Graduated Spring 2017

High School Diploma
St. Francis High School Class of 2012

ORGANIZATIONS:

- NATA Member
- CATA Member
- Eagle Scout

SPECIAL SKILLS:

Certifications:

- BOC Certified Athletic Trainer
- 1st Aid and CPR certified

Technical Skills:

- Healthy Roster
- Microsoft Office Programs
- Adobe InDesign
- Computer Software Proficiency
- Google Suite Programs

Traditional Skills:

- Soft Tissue Techniques
- Emergency Response
- Cultural Competency
- Conflict Resolution
- Team work and Collaboration
- Fostering critical thinking skills
- Developing teaching plans
- Developing sports medicine program
- Organization
- Communication
- Media experience

Bilingual:

- English Fluent
- Spanish Beginner

WORK EXPERIENCE:

Head Athletic Trainer
Providence Hospital at Burbank High School
August 2019 - Current

- Operate athletic training clinic for all sports at BHS
- Manage a sports medicine student internship program
- Log all injury paperwork and documentation
- Maintain inventory of supplies and purchasing
- Manage relationships with administration and coaches
- Direct parents to appropriate care for their child
- Media interviews for ABC 7 and local news

Athletic Trainer
West Coast Sports Medicine Foundation
August 2018- July 2019

- Rehabilitation services for athletes & the general population under the guidance of an orthopedic surgeon.
- Helped to teach and run a sports medicine summer camp open to all students interested in sports medicine.

Per Diem Athletic Trainer
University of California, Los Angeles and Irvine
August 2018- June 2019

- Primary duties for the Club Sports department at both universities include examination and assessment of injuries, emergency management, and injury prevention.

Per Diem Athletic Trainer
Southern CA Youth Rugby League & Premier Soccer League
August 2018- Current

- Examination and assessment of injuries, emergency management, & referrals for further medical treatment.

Pre-Professional Experience
California State University, Northridge
August 2015 - December 2015

- Men's Basketball Team

College of the Canyons
January 2016 - May 2016

- All Winter & Spring Sports

St. Francis High School
August 2016 - December 2016

- Fall Sports & Football Teams

University of Southern California
January 2017- May 2017

- Track & Field and Cross Country

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 7 of AUGUST, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and CHRISTINA GALLO hereinafter referred to as "Consultant."

Payee's Name CHRISTINA GALLO, ATC Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator OSCAR MACIAS

Board Approval Date AUGUST 7, 2025

Account String 01.0-00000.0-11100-10000-5810-4320000

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 $ 50.00 per hour■/ per day ☐/ per session☐ for a total not to exceed $ 73,200 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/13/2025 and terminating on 5/28/2026 .
3. Payment Terms: NOT TO EXCEED 8 HOURS PER DAY/40 HOURS PER WEEK
4. Consultant will provide the following services:

   CONSULTANT WILL PROVIDE HANDS-ON TRAINING EXPERIENCE AND A SAFE WORK ENVIRONMENT FOR STUDENT ATHLETES.
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 [redacted] written.

[redacted]
BUSD Authorized Signature/Title Date

Consultant CHRISTINA GALLO 7/17/25
Date

[redacted]

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

CHRISTINA GALLO, ATC

[redacted]

ATC #49392 | NPI #1962936815

WORK EXPERIENCE

John Burroughs High School Sports Medicine — **January 2025 – May 2025**
Athletic Trainer: *All Sports*
Sports Medicine Observation Student Advisor

Occidental College Sports Medicine — **October 2024 - Present**
Athletic Trainer, Per Diem

Providence Health and Services: Sports Medicine — **August 2018 – December 2024**
Athletic Trainer, John Burroughs High School: *All Sports*
Sports Medicine Observation Student Advisor

Simi Valley High School — **May 2016 – July 2018**
Athletic Trainer: *All Sports*
CTE Teacher, HOSA Advisor: *Athletic Training ROP, Medical Terminology*
CPR, First Aid, AED Instructor
CIF Wrestling Assessor

LA Kings High School Hockey League — **December 2017–2018**
Athletic Trainer Per Diem

Ventura Orthopedics Medical Group
Athletic Trainer, Medical Scribe: *Dr. Hartman, Sports Medicine* — **June 2017 – July 2018**
Medical Scribe: *Dr. Fealy, Hand Specialist* — **November 2015 – 2016**

Pepperdine University Recreational Sports — **September 2015 – July 2018**
Athletic Trainer Per Diem: *Rugby, Soccer, Tennis, Lacrosse*

Syracuse University Sports Medicine — **June 2013 – May 2015**
Graduate Assistant Athletic Trainer: *Women's Volleyball, Women's Rowing*

Onondaga Community College — **May 2014**
Athletic Trainer Per Diem: *Baseball*

EDUCATION

UCLA Extension and College of the Canyons — **August 2020 – August 2023**
Medical School Prerequisites

Designated Subject Credentials — **August 2016 – January 2018**
Career Technical Education

Syracuse University — **August 2013 – June 2015**
M.S. Exercise Science *(Pending)*

California State University: Northridge — **May 2011 – May 2013**
B.S. Athletic Training

College of the Canyons — **August 2009 – May 2011**
A.S. Athletic Training

CURRENT CERTIFICATIONS

BOC Certified Athletic Trainer (No. 2000014884) — **June 2013 – Present**

American Heart Association — **March 2023- Present**
BLS Certification

CTE Designated Subjects Teaching Credential — **August 2019-Present**

Sound Assisted Soft Tissue Mobilization Certification — **August 2013 – Present**

PROFESSIONAL MEMBERSHIPS

National Athletic Trainer's Association Certified Member (No. 49392) — **June 2011 – Present**

Far West Athletic Trainer's Association Certified Member — **June 2015 – Present**

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

February 1, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Char Tabet
Abby Pontzer Kamkar
Armond Aghakhanian
Emily Weisberg

MEMBERS ABSENT:
Steve Ferguson

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent of Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources; and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,671)

Final Settlement Agreement for Special Education Student 160003888

3.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code §54957 (OF 30,672)

3.c) Conference with Legal Counsel - Anticipated Litigation

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

President Weisberg invited Nicole Drabecki to the podium to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

President Weisberg informed that in Closed Session, they voted to approve the resignation agreement and general release of employee number CM 144-23. They Ayes were Charlene Tabet, Armond Aghakhanian, Abby Pontzer Kamkar and Emily Weisberg. One absent, Steve Ferguson. 3ayes-0nay-1absent

6) ADJUSTMENTS TO THE AGENDA

7) ITEMS FOR FUTURE AGENDAS

Vice President Aghakhanian would like to go back and revisit the Center for Entrepreneurship and see where we are and bring it back to the Board. President Weisberg says they will discuss at the joint meeting.

Clerk Pontzer Kamkar would like to understand the funds in the joint use budget with the City. She would like to know where and how they can be spent. She would also like to make a request to have the FCMAT report available for the next meeting.

8) PRESENTATIONS / RECOGNITIONS

9) REPORTS FROM THE BOARD

9.a) Student Representatives

Andranik Bilbulyan; Burbank High School, and Paris Tesfu; John Burroughs High School, will report on activities at their respective schools.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items

Mr. Schlossman begins with the absence of Member Ferguson and how many meetings he can miss before it becomes problematic. He questions President Weisberg's ability to rise during the Pledge of Allegiance. Mr. Schlossman then goes to speak regarding item 13d on the agenda he asks that the District do it how the City does it and allow the callers to call in the night of the meeting. He would like them to stop moving the agenda for people that they like. Ask Dr. Weisberg to respect the first Amendment and asks if she can name the five Amendments. Also he refers to item 14k that there is a settlement of $322,000. Is anyone held accountable? Says this is a regular occurrence and we don't have the money for all these settlements. He says that attention should be given to the speakers and there should be a ban for the Board members to use electronic devices during the meetings.

Nicole Drabecki, BTA president speaks regarding agenda item 14d. She questions why Mike Lee's services were extended. He is hired to support the new Director in Fiscal, but her members are not making that much and she is bothered by that figure. We have budget deficits and

declining enrollment, she's bothered by the $130/hour rate for Mike Lee. She wants to know what changed from the original $30,000 to the now $75,500.

10.b) Superintendent's Comments

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

Superintendent Paramo thanks Mr. Schlossman for coming down and sharing his thoughts at the meeting. Says it is good to see Ms. Drabecki as always. Asks Mr. Cantwell to respond to Ms. Drabecki's question regarding Mike Lee. Andy Cantwell, Superintendent of Admin Services, responds with explaining that Mike Lee was the former Fiscal Director in Glendale and he came on to help the District in our time of need. We went nearly 7 months without a Fiscal Director. The savings to the District was about 140K. Him serving as an Interim Fiscal Director in that time actually was a significant savings. He is now training Dr. Mariam Abdelhamid, our new Director of Fiscal who is new to the state of California and the rules here.

10.c) Board Members' Responses

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

Clerk Pontzer Kamkar responds to the public speakers. She tells Mr. Schlossman that the Board has done research with neighboring Districts to ensure that children get everything that they need. As a public school district, we are required to provide FAPE (Free and Appropriate Public Education). That $322,000 is the cost of providing this child with FAPE. There is no one to hold accountable for that. She is confident that our Special Education Director has negotiated something that is fair for this child.

Clerk Pontzer Kamkar then addresses Ms. Drabecki's concerns. She states that unfortunately that is the going rate for bringing in someone from a Business background. Especially when it includes budgeting with specific set of accounts for school districts. There is a lot of extra reporting. She is happy that we now have someone full time. Clerk Pontzer Kamkar would like to thank Principal Knoop for inviting herself and Dr. Macias to Burroughs to watch the Chorus of LA perform.

President Weisberg tells Ms. Drabecki that she appreciates that she holds them accountable, and is happy that people are reading the agenda.

President Weisberg announces the Retirements. First one in Yolanda Cornejo since 1999 and Cheryl Donovan since 2000. She thanks them for their service to BUSD.

11) REPORTS TO THE BOARD

11.a) 23-24 LCAP Mid-Year Update

Peter Knapik, Assistant Superintendent, Educational Services, will introduce Robyn Anders who will present on the 23-24 LCAP Mid-Year Update, as presented.

23-24 LCAP Mid-Year Update 2 1 24.pdf (OF 30,673)

Dr. Robyn Anders presents the 23-24 LCAP Mid-Year Update to the Board. He then hands over the podium to Superintendent, Dr. Paramo who will talk through the next slides and explain to the community the proposed budget planning for the 24-25 school year. He goes on to finish up the presentation to the Board.

12) PUBLIC HEARING - Approximately 7:30 p.m.

12.a) Public Disclosure of the 2023-2024 Negotiated Amendment to the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

That the Board of Education will hold a Public Hearing, in compliance with provisions of AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5 to allow the public an opportunity to comment regarding the 2023-2024 Amendment to the Agreement between the Burbank Unified School District and the California School Employee Association (CSEA), as presented.

Mr. Schlossman begins by mentioning that the teachers get 16 weeks off and President Weisberg let's him know that this section of the Public hearing is for CSEA members. Mr. Schlossman then continues to speak out about how there is no mention of pension contributions in the documents and says that raises are not sustainable. He mentions that our District has some of the highest paid employees in the area and thinks we are depleting our General Fund and short changing our kids.

AB1200 CSEA Public Hearing 020124.pdf (OF 30,674)

12.b) Public Disclosure in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB2756 (Chapter 52/Statutes 2004), GC 3547.5, and the Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA)

That the Board of Education will hold a Public Hearing, in compliance with provisions of AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5 to allow the public an opportunity to comment regarding the 2023-2024 Amendment to the Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA), as presented.

Mr. Schlossman addresses the Board with his concerns about Administrators wanting more money and that the Parcel tax is only to be used for construction and maintenance purposes. States that when you deplete the general fund for salaries, its troubling. He asks what do you with all the money they are taking away from the kids and he says it is greed and short changes the kids. He states that Dr. Paramo was talking about cuts that he has to make, but is asking for more money for his Administrators.

Mr. Andre Dionysian says that him being a product of Burbank Unified, he has seen the turnover of school Administrators. It is important for Burbank to remain competitive when hiring school

Administration. Has a question, why are there two separate reports and two separate public hearings.

Amended AB1200 BASA Public Hearing 020124.pdf (OF 30,675)

13) NEW AND/OR UNFINISHED BUSINESS

13.a) Approval of the 2023-2024 Negotiated Amendment to the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA)

That the Board of Education approve the 2023-2024 Amendment to the Agreement between Burbank Unified School District and the California School Employees Association, as presented.

AB1200 CSEA Approval 020124.pdf (OF 30,676)

It was moved by Armond Aghakhanian, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Clerk Pontzer Kamkar wants to make sure she is reading correctly that the pension contributions are included in the AB 1200 for $561,000 thousand of which $324,000 thousand is from unrestricted funds and $236,000 thousand is from restricted funds.

Mr. Cantwell, Assistant Superintendent of Admin Services confirms he agrees with Clerk Pontzer Kamkar's understanding.

President Weisberg addresses the room and states that although there are not always lengthy discussions after voting, there is a lot of work going into it before it actually goes to the Board.

13.b) Approval of the 2023-2024 Amendment to the Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

That the Board of Education approve the 2023-2024 Amendment to the Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA), as presented.

Amended AB1200 BASA Approval 020124.pdf (OF 30,677)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

Clerk Pontzer Kamkar asks about the Amendments that were made since they last spoke about it. Mr. Cantwell, Assistant Superintendent of Admin Services states that BASA was initially going to have a 3.5% raise, except for the Superintendent. But the District gave the same raise that they gave to CSEA and BTA. They will no longer go forward with the "me too" clause. But rather delay any raise for the Assistant Superintendent's and Directors on Range A. Delaying that for this entire fiscal year.

President Weisberg appreciates and thanks the Assistant Superintendent's willingness to make this adjustment.

Clerk Pontzer Kamkar asks for the difference in terms of the total cost difference between the original version and the current.
Superintendent Paramo states it wasn't calculated and can get that done and shared to the public.

Vice President Aghakhanian states he is a frugal person. He states that cost of living and food costs are increasing. He would rather keep our faculty than to lose them to other places because they pay more. States we are a non profit institution and ultimately you can't put a price on good education. Thanks negotiation team for all their hard work.

13.c) Approval of Agreement for Professional Services with AMS.NET

That the Board of Education approve the agreement with AMS.NET for professional services, not to exceed $30,000, (01.0-67620.0-00000-77000-5850-7739000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Approval_Agreement_AMS.NET Professional Services_020124.pdf (OF 30,678)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.d) Format Changes to the Board of Education Meeting Agenda

John Paramo, Superintendent, recommends that the Board of Education adopt the format changes to the Board of Education meeting agenda, effective February 1, 2024, as presented.

President Weisberg addresses that she has been talking to the collective Board as a way to make the meetings more accessible to the public and make it easier for the opportunity to participate. President Weisberg asked Dr. Paramo if the District can send out a survey to the BUSD community members asking if moving to 6:00 p.m. would be more benefiting for parents and community members. President Weisberg would like to talk about the changes that are realistic to discuss. First, she would like to propose adding to the beginning of the Board meetings. She would like to suggest adding a standing item for BTA and CSEA Presidents to report out if they need to. Other additions are to add the Board Report back in to talk about things done in the community. Lastly, President Weisberg would like to add a section for Superintendent's Report. President Weisberg has convened with Mr. Cantwell and Dr. Paramo and she doesn't know the last time the Agenda structure was modernized and/or updated. People who come to speak during the second Public comment period have to wait a long time then end up leaving if it’s too late. President Weisberg's intention is not to adjust the time the speakers have, but would like to have the Agenda specific items go first, and then anything within jurisdiction of the Board follow after. Will still keep five minutes for both comments.

Vice President Aghakhanian speaks on how he feels it is important for where items are located on the Agenda. It's important as Elected Officials to listen to the public and our students. Acknowledges that Public and Students should go first.

Clerk Pontzer Kamkar continues with agreeing with Vice President Aghakhanian's comments and continue with Public comment all the way at the top and then space for responses to that right after. She is also curious if we are continuing the blue card and white card process.

President Weisberg says her understanding is that we would have to indicate if it was an Agenda item or within the jurisdiction of the Board. One card per person and we still have the zoom public comments, which is something the City does not have. Will make sure the changes will be publicized and changes to the cards will be posted by the comment cards. Agrees with Public Comments being earlier.

Member Tabet reviews changes. Thinks it's a better idea to have both colors of the cards available. It might be easier to determine which group is speaking first.

President Weisberg wanted to sum up and reiterates all the changes decided for the Agenda. Suggest we keep Student reports on the top of the Agenda.

Member Tabet agrees and asks to keep Recognitions and Presentations at the top.

Clerk Pontzer Kamkar noticed that there was no gift report at the last meeting. Would like to adjust the format of the gift report, can we consolidate amongst similar gifts.

The Board members continue conversations at the dais about the gift report subject.

Board Memo - Agenda Format Changes.pdf (OF 30,679)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.e) Structural Changes to the Governance Committee Meetings

John Paramo, Superintendent, recommends that the Board of Education approve the structural changes to the Academic Affairs, Administrative Affairs, and Student Affairs Board Governance Committees, effective February 2, 2024, as presented.

President Weisberg said Mr. Ferguson had an interesting idea and the goal was to streamline and make Governance Committees more effective. Will be keeping ones that are legally required as is, and then condensing into 3 larger Governance bodies that don't vote or make policy, but talk about specific items. President Weisberg suggested to disband and create Adhoc committees to have conversations about specific issues and when it has been resolved. Then to dissolve that Adhoc committee.

Board members discussed at the dais that they agreed with these changes.

Superintendent Paramo said District will need to send official letters to all members on the Governance committees so they know where it stands. He agrees to establish Adhoc committees as well.

Governance Committee Meeting - Potential Changes.pdf (OF 30,680)

It was moved by Armond Aghakhanian, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.f) Ratification of Professional Services, FORMA Engineering and Contracting, Inc. (Building Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and FORMA Engineering and Contracting, Inc. for bond program management, effective January 9, 2023 through June 30, 2024, not to exceed $63,580 (21.3-00000.0-92000-85000-6243-740-0021) Building Fund, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Forma Professional Services 020124_Redacted.pdf (OF 30,681)

It was moved by Abby Pontzer Kamkar, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) CONSENT AGENDA

14.a) Approval of John Burroughs High School Television Production Class (Overnight) Field Trip

That the Board of Education approve the John Burroughs High School Television Production (Overnight) Field Trip request to participate in the Student Television Network Convention in Long Beach, CA from Thursday, March 14, 2024 through Sunday, March 17, 2024, as presented.

JBHS Television Production Overnight Field Trip 2 1 24.pdf (OF 30,682)

14.b) Acceptance of Notice of Completion, Furnish and Install Rubber Surfacing in Playground Area, Walt Disney Elementary School (Safety Credit)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Rubber Surfacing in the Playground Area, Walt Disney Elementary School, PO# 24001621, not to exceed $40,673.67 (01.0-81500.0-00000-85000-6170-7523200) Safety Credit, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Dave Bang_Disney_Safety.pdf (OF 30,683)

14.c) Ratification of Amended Authorization of Signatures

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the amended authorization of signatures, for the period of January 1, 2024 through June 30, 2024, as presented.

Amended Auth Signatures 020124.pdf (OF 30,684)

14.d) Amendment of Consultant Agreement for Mike C. Lee (Administrative Services)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend the agreement between Burbank Unified School District and Mike C. Lee, effective October 20, 2023 through June 30, 2024, in the amount not to exceed, $75,500 (01.0-00000.0-00000-72000-5850-7472000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amendment Mike C. Lee 011824_Redacted.pdf (OF 30,685)

14.e) Ratification of University Agreement– California State University, CalState Teach

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to ratify the University Agreement between the Burbank Unified School District and California State University, CalState Teach to provide educational field experience, effective January 18, 2023 through until terminated three (3) years on October 31, 2026, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of University Agreement- California State University, CalState Teach.pdf (OF 30,686)

14.f) Amendment of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services recommends that the Board of Education amend an agreement between the Burbank Unified School District and American Language Services, to provide interpreting and translation for Burbank students, not to exceed $320,000 (01.0-65000.0-57602-11901-5850-7440000), effective October 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original agreement was approved on October 19, 2023 in the amount of $20,000. The second amendment was on December 7, 2023 in the amount of $120,000. This amendment adds an additional $200,000 to increase the total not to exceed $320,000.

SPED Professional Services American Language Services_Amendment.pdf (OF 30,687)

14.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 Karen Lynn Epport, Ph.D., to provide a Psychoeducational IEE and Speech and Language IEE, not to exceed $10,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960023803, effective February 2, 2024 through May 23, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960023803 Karen Epport.pdf (OF 30,688)

14.h) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Learning Dynamics, Inc., to provide a neuropsychological educational IEE, not to exceed $6,575 (01.0-65000.0-57602-11900-5850-744000) for special education student 960030878, effective September 22, 2023 through May 23, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was September 21, 2023 for a total not to exceed $5,750. This amendment increases the total by $825. The new not to exceed amount is $6,575.

SPED Student 960030878 Learning Dynamics_Amendment.pdf (OF 30,689)

14.i) 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 Learning Dynamics, Inc., to provide a psychological educational IEE, not to exceed $5,750 (01.0-65000.0-57602-11900-5850-744000) for special education student 960034080, effective February 2, 2024 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034080 Learning Dynamics.pdf (OF 30,690)

14.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 Burbank Unified School District and Jabberdogs, to provide compensatory education, not to exceed $3,240 (01.0-65000.0-57602-11901-5850-7440000), effective February 2, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027543 Jabberdogs.pdf (OF 30,691)

14.k) 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 160003888, no to exceed $321,750, (01.0-65000.0-50010-36000-5813-7440000), effective January 18, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888 Settlement Agreement.docx.pdf (OF 30,692)

14.l) Amendment of Agreement for Professional Services Xia Liu (Administrative Services)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend the agreement between Burbank Unified School District and Xia Liu to provide services in Accounts Receivable, not to exceed $15,960 (01.0-00000.0-00000-72000-5850-7472000), effective November 3, 2023 through June 30, 2024, as presented.

Amendment Xia Liu 020124_Redacted.pdf (OF 30,693)

14.m) Amendment of Agreement for Professional Services for Noemi Lokmanian (Administrative Services)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend the agreement between Burbank Unified School District and Noemi Lokmanian to provide services in Account Receivable, not to exceed $15,960 (01.0-00000.0-00000-72000-5850-7472000), effective November 3, 2023 through June 30, 2024, as presented.

Amendment Noemi Lokmanian 020124_Redacted.pdf (OF 30,694)

14.n) Notice of Completion, In-House Sound LLC, Furnish and Install Audio Equipment Replacement in Auditorium, Dolores Huerta Middle School (AMS and Gift Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Audio Equipment Replacement in the Auditorium at Dolores Huerta Middle School, PO#24002224, not to exceed $22,887.14 (010-67700-0-11100-10000-6510-321-9000) AMS Funds and $5,703.92 (010-90201-0-11100-10000-6510-321-8100) Gift Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_InHouseSound_Huerta_AMS Gift Funds.pdf (OF 30,695)

14.o) Notice of Completion, Volt Lite Inc., Furnish and Install Lighting System Upgrade in Auditorium, Stevenson Elementary School (Gift Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Lighting System Upgrade in the Auditorium at Stevenson Elementary School, PO#24002734, not to exceed $14,995.16 (010-90201-0-11100-10000-6510-215-8700) Gift Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Volt Lite_Stevenson_Gift Funds.pdf (OF 30,696)

14.p) Approval of the 2023-2024 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2023-2024 as listed through January 08, 2024, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf (OF 30,697)

14.q) Approval of Personnel Report Number 23-24-13

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 23-24-13, covering Certificated and Classified personnel, and consisting of Pages 1 to 20 inclusive, as presented.

Personnel Report- 23-24-13.pdf (OF 30,698)

14.r) Amendment to Consultant Agreement for Pryor Learning

Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Pryor Learning to provide instructional consultant services, effective September 8, 2023 through May 31, 2024, in the amount of $7,200 (11.0-63910.0-41101-27000-5810-5330000, 11.0-63910.0-41102-27000-5810-5330000 11.0-63910.0-41104-27000-5810-5330000, 11.0-63910.0-41106-27000-5810-5330000, 11.0-63910.0-41100-27000-5810-5330000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amendment Consultant Agrmt Pryor Learning 020124.pdf (OF 30,699)

14.s) Approval of Instructional Consultant Services

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

Inst Consultants 020124_Redacted.pdf (OF 30,700)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

15) REQUESTS TO ADDRESS THE BOARD

15.a) Public Communications on Any Subject Within the Jurisdiction of the School Board

Mr. Schlossman speaks regarding the changes to the agenda and the changes to Public Comment. Addresses the Board that they are in violation of the Brown Act. Asks how many meetings Board members can miss before it's a violation of office.

Klint Howard speaks regarding school violence and how administration does not handle fighting. He says that his daughter, a student at Dolores Huerta, was struck by a student. Horrified by the school violence and how it's not handled by Administrators and Teachers.

Katherine Howard, parent/community member requests that staff notify parents before searching students or pulling them out of classroom. What can we do as parents to raise funds and help build future generations. Recommends uniforms or see through backpacks to help reduce contraband and drug use.

Nicole Drabecki says that they stand up for the BTA membership and staff. They work hard every day and deserve to get fair compensation, stating many employees can't afford to live in Burbank. She says that CSEA deserves the right to have a salary increase as well. She never received an eNews about the new hire for Director of Fiscal Services.

15.b) Superintendent's Comments

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

Superintendent Dr. Paramo responds to Public Comments. He addresses Nicole Drabecki and agrees that the teaching and classified staff deserve more. Dr. Paramo replies to Mr. Schlossman by letting him know that they have not violated Brown Act. He has weekly meetings with the Board Presidents and there are constant conversations going into everything. Tells Mr. and Mrs. Howard, that he will ask Dr. Oscar Macias to reach out to him and the Principal and to look into this matter more in depth. As for discipline, the legal standard is "reasonable suspicion."

15.c) Board Members' Comments and Responses

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

Board member Tabet addresses Nicole Drabecki. Appreciates her coming in and rallying for her groups. Addresses the Howard's and appreciates Mrs. Howard's approach to the Board. She came up with suggestions with giving back for the kids. We all want a good safe place for our kids to grow.

Clerk Pontzer Kamkar thanks Mr. and Mrs. Howard for coming and waiting to speak. Agrees that middle schools in particular have a lot of issues because students were out of school for a period of time. Trust in Dr. Macias to follow up with their concerns. Understands there is a need for better communication within the District.

Vice President Aghakhanian also expresses his understanding to the Howard's for their parental concerns to a middle school child. Appreciates Ms. Drabecki's concerns. If we keep this up, we will have a hard time keeping our staff. Together we will overcome these challenges.

President Weisberg, agrees with Nicole Drabecki that better compensation for our staff is vital. Living where you work, increases value as well. Being a teacher is a lifetime investment and we should be able to pay more. Thanks Mr. and Mrs. Howard and lets them know that they don't have to wait for a Board meeting to reach out with any questions.

16) ADJOURNMENT

Meeting adjourned at 9:33 p.m.

MINUTES APPROVED:

_____
John Paramo, SUPERINTENDENT
SECRETARY OF THE BOARD

8/7/2025
_____
DATE

_____
Abigail Pontzer Kamkar, CLERK

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	August 7, 2025
SUBJECT:	Amendment of Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to amend the Final Settlement Agreement for Special Education student 960029710 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 960029710 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 $20,435

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend the Final Settlement Agreement for Special Education student 960029710, total not to exceed $20,435, (01.0-65000.0-50010-36000-5813-7440000), October 2022 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was April 17, 2025 for a total not to exceed $14,900. This amendment adds an additional $5,535. The new not to exceed amount is $20,435.

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:	Juan Noguera, Director of Adult Education
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 7, 2025
SUBJECT:	Approval of MOU between Burbank Adult School (BUSD) and Los Angeles County Office of Education (LACOE) and for the school year 2025-2026.

Background:

For the past years, LACOE and Burbank Adult School has been working together to achieve a common goal which is to support adult learners. The purpose of this MOU is to continue the terms and conditions under which the LACOE partnership will function for the Career Technical Education (CTE) training, including but not limited to, Certified Nursing Assistant (CNA) program, Clinical Medical Assistant (CMA) Pharmacy Technician Training, English as Second Language (ESL), and High School Equivalency (HSE) classes for one more year (July 1, 2025 to June 30, 2026). It is understood that this agreement will require mutual trust and teamwork between both parties, working together to accomplish shared goals.

Discussion/Issues:

It is the desire of both parties to provide instructional services to the LACOE population supported by BUSD's teachers and instructional resources. The classes are meant to accelerate learning toward preparation for the high school equivalency exam and to provide job training to prepare students for the workplace in the health industry.

At Burbank Adult School, adult learners have the optimal education setting to continue working on pursuing their goals to become effective members in today's demanding society, and LACOE has played a tremendous role in supporting adult learners and BAS teachers. Therefore, it's important that we continue building on this partnership to ensure that our students get the support to accomplish their goals.

Fiscal Impact:

There is no cost associated with the agreement between LACOE and Burbank Adult School (Burbank Unified School District).

Recommendation:

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Adult School and Los Angeles County Office of Education (LACOE), effective August 8, 2025 through June 30, 2026, as presented.

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
SHORT –TERM TRAINING CLASSES
GREATER AVENUES FOR INDEPENDENCE (GAIN) DIVISION

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, whose address is 3811 Allan Ave., Burbank, CA 91505, hereinafter referred to as "Contractor," mutually agree as follows:

1. BASIS OF CONTRACT AND SCOPE OF WORK

LACOE's GAIN Division has determined that assistance is required to provide various short-term training classes to GAIN and GROW participants as per Exhibit A - Scope of Work, attached hereto, incorporated herein, and made a part hereof. Contractor has the required background, training and expertise to perform the work to be done and agrees to do so in accordance with the terms and conditions of this Contract and prime Contract # C-24318. All work shall be coordinated with LACOE's GAIN Director, Neha Patel.

This Contract is a subcontract under the terms of the prime Contract # C-24318 with the County of Los Angeles, Department of Public Social Services and shall be subject to all the provisions of such prime Contract. All representations and warranties under this subcontract shall inure to the benefit of the County of Los Angeles.

2. TERM

This Contract is effective August 8, 2025 and shall remain in effect through June 30, 2026.

3. PAYMENT

LACOE shall pay Contractor an amount not to exceed Nine Thousand Five Hundred Dollars ($9,500.00) for work performed hereunder. Any work performed by the Contractor in excess of this amount shall be considered as having been done at no additional cost to LACOE, unless this Contract is so amended by written amendment. Payments shall be made upon completion and acceptance of the work performed and within thirty (30) days of receipt of an approved invoice. Invoices can be emailed to; accounts_payable@lacoe.edu or mailed to the attention of the Accounts Payable Unit.

4. INDEMNIFICATION

Contractor 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, 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 unless 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.

LACOE agrees to defend, indemnify, save, and hold harmless the Contractor 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 unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the Contractor. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

Contractor shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect Contractor and LACOE as their interests may appear. Required insurance coverage may be satisfied through a program of self-insurance.

6. 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-169
Downey, CA 90242-2890

Contractor:

To the mailing address above
ATTN: Elvis Carias

7-10. SECTIONS RESERVED (Intentionally left blank.)

11. COVENANT AGAINST CONTINGENT FEES

Contractor 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 Contractor 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.

12. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, Contractor, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1 and AB 130.

13. 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 is scheduling time to complete contract work, working for more than one employer at a time, and 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.

14. ASSIGNMENT

Contractor 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. In addition, Contractor 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 Contractor intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

15. 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.

16. 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.

17. 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.

18. SEVERABILITY / WAIVER

18.1 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.

18.2 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.

19. AMENDMENTS

The Contract may be amended by mutual written consent of the parties.

20. TERMINATION

The Contract may be terminated by either party upon 30-days written notification to the other party.

21. FAILURE TO COMPLY

In the event that either the Contractor or LACOE fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, Contractor, 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.

22. 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" in 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.

23. COMPLIANCE WITH LAW

Contractor/LACOE shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. Contractor/LACOE 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/Contractor, provide evidence of same.

24. 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.

25. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that 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. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

26. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

27. 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.

28. RECORD RETENTION AND INSPECTION

Contractor/LACOE agrees that LACOE/Contractor 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 Contractor/LACOE and made available to LACOE/Contractor during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE/Contractor.

29. 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.

30. 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 Contractor under this agreement, and the Contractor 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.

31. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby 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.

32. 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 Los Angeles County Board of Education recognizes the health hazards associated with smoking and the use of tobacco and 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 marijuana products at any time in Los Angeles County Office of Education-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.

33. ALCOHOL AND DRUG-FREE SCHOOLS AND FACILITIES

Both parties hereby certify under penalty of perjury under the laws of the State of California that Contractor 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.

34. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:

34.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

34.2 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;

34.3 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 34.2 above, of this certification; and,

34.4 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.

35. SB 1343 SEXUAL HARASSMENT PREVENTION TRAINING

If Contractor employs five (5) or more employees, Contractor must provide at least two (2) hours of sexual harassment prevention training and education to all supervisory employees and one (1) hour of such training to all non- supervisory employees. Contractor must also provide sexual harassment prevention training to its temporary or seasonal employs within thirty (30) calendar days after the hire date or within one hundred (100) hours worked if the employee will work for less than six (6) months. Training and education must be provided once every two (2) years thereafter, pursuant to California Government Code Section 12950.1.

LACOE reserves the right to request for certification of such training and to terminate this Contract if the Contractor fails to comply with this section.

36. PUBLIC RETIREMENT SYSTEM RETIREE

Contractor must disclose to LACOE if any of Contractor's employees working under this Contract have retired from the California State Teachers' Retirement System ("CalSTRS") or the California Public Employees' Retirement System ("CalPERS"). Pursuant to California Education Code Section 24214 and 24214.5, there are postretirement limitations on earnings if Contractor's employees have retired from CalSTRS and hours worked limitations if Contractor's employees have retired from CalPERS. If Contractor's employees have retired from either CalSTRS or CalPERS, Contractor should be aware that LACOE is required to report all payments under this and any additional Agreements in any given year.

37. 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. The Parties represent and warrant that those persons signing this Agreement are authorized to execute this Agreement.

LOS ANGELES COUNTY OFFICE OF EDUCATION	BURBANK UNIFIED SCHOOL DISTRICT
By _____ Anne Brache Procurement Services Coordinator	By _____ _____ Typed or Printed Name Title _____
Date _____	Date _____

sr 6-27
Report 7/2/25

SHORT-TERM TRAINING PROPOSAL

Certified Nursing Assistant (CNA)

CLIENT ORGANIZATION:
Los Angeles County Office of Education (LACOE)

CONTACT(S):
Neha Patel, Patel_Neha@lacoe.edu
Martin Evans, Evans_Martin@lacoe.edu
Dr. Shaquinta Bevans, Bevans_Shaquinta@lacoe.edu

I. PROGRAM OVERVIEW:

This program equips participants with the technical skills, industry knowledge, and hands-on clinical experience required for employment in hospitals, long-term care facilities, and home healthcare settings. Upon successful completion, students will be eligible to sit for the National Nurse Aide Assessment Program (NNAAP) exam, a prerequisite for obtaining California State CNA Certification. Given the growing demand for CNAs in Los Angeles County, this program provides a direct pathway to stable employment while serving as a steppingstone for career advancement in nursing and allied health professions.

II. PROGRAM STRUCTURE & LOGISTICS:

The CNA training program integrates classroom-based instruction with supervised clinical training to ensure participants develop both foundational knowledge and practical patient care skills.

Component	Hours	Schedule
Theory Instruction	80 hours (4 weeks)	Monday – Thursday (AM: 8:45 AM – 1:00 PM, PM: 5:00 PM – 9:15 PM)
Clinical Training	100 hours (8 weeks)	Morning: Monday – Wednesday (7:30 AM – 2:00 PM) Evening: Tuesday, Thursday (3:00 PM – 8:00 PM) & Saturday (7:00 AM – 3:00 PM)
Program Duration	180 hours (12 weeks)	**above schedule is subject to change for each cohort**

Cohort Start Date	Theory & Clinical Training	Job Search & Career Advancement Support
Fall 2025 (TBD)	Burbank adult School	Nort Hollywood Job Services

III. PROGRAM COSTS

The CNA training program is designed to be affordable and accessible for participants seeking career opportunities in healthcare.

Item	Cost per Student
Tuition & Registration	$475
Materials & Fees (Includes CPR Certification)	$120
Total Course Fee	**$595**
Additional Costs:	
National Nurse Aide Assessment Program (NNAAP) Exam	*$120*
Textbooks (Optional)	*$75*
Total:	***$790***

***Note**: Participants must purchase scrubs and provide proof of a TB test and COVID-19 vaccination before beginning clinical training.*

IV. REQUIREMENTS FOR PARTICIPATION

Participants must meet the following criteria:

- ✓ 18 years or older
- ✓ Proficiency in English (Written & Verbal)
- ✓ Ability to push, pull, stand, and lift a minimum of 50lbs
- ✓ TB Test and Proof of COVID-19 Vaccination (Required for Clinical Training)
- ✓ Basic Computer Literacy

V. PROFESSIONAL SKILLS DEVELOPMENT

The CNA program provides students with technical, interpersonal, and professional competencies essential for success in the healthcare industry. Participants will develop the following:

Technical Skills

- ✓ Patient Care Fundamentals – Assisting with daily living activities, mobility support, and basic hygiene.
- ✓ Vital Signs Monitoring – Measuring blood pressure, pulse, respiration rate, and temperature.
- ✓ Emergency Response – Recognizing and responding to medical emergencies within scope of practice.
- ✓ Infection Control & Safety – Implementing sanitation and hygiene protocols to prevent disease transmission.
- ✓ Restorative & Rehabilitation Care – Assisting patients with mobility, therapeutic exercises, and post-surgical recovery.

Soft & Professional Skills

- ✓ Communication & Empathy – Effectively interacting with patients, families, and healthcare teams.
- ✓ Time Management & Organization – Prioritizing tasks in a fast-paced healthcare environment.
- ✓ Critical Thinking & Problem-Solving – Recognizing patient concerns and appropriately responding to changes.
- ✓ Teamwork & Professionalism – Collaborating with nurses, physicians, and healthcare staff.

VI. JOB SEARCH & CAREER ADVANCEMENT SUPPORT

To ensure successful workforce entry, the CNA Training Program includes:

- ✓ Resume Development Workshops – Tailored to highlight clinical experience.
- ✓ Mock Interviews & Job Search Training – Preparing participants for employment applications.
- ✓ Employer Networking Events – Direct engagement with healthcare employers.
- ✓ Job Placement Assistance – Facilitating employment connections with local hospitals, nursing homes, and home health agencies.

VII. EMPLOYMENT OUTLOOK & JOB MARKET DEMAND

The Certified Nursing Assistant profession is a high-demand career field in Los Angeles County, driven by:

- ✓ An aging population requiring long-term and home healthcare services.
- ✓ Increased patient care demands in hospitals and skilled nursing facilities.
- ✓ A shortage of qualified healthcare support staff in California.

According to the California Employment Development Department (EDD):

- ✓ CNA employment is projected to grow by 8% from 2024 to 2034 due to increased healthcare needs.
- ✓ Los Angeles County employs over 28,000 CNAs, with an estimated 3,000+ job openings annually.
- ✓ Average CNA hourly wage in Los Angeles County: $19.50 - $25.00 per hour, with potential for wage increases.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Juan Noguera, Director of Adult Education
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 7, 2025
SUBJECT:	Ratification of Agreement between Burbank Adult School and Edmentum Learning Software for the 2025-2026 School Year

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Background:

Burbank Adult School (BAS) has committed to providing high-quality instruction to ensure that all its students acquire the skills to become successful individuals in the community. With the purpose of accomplishing this mission, BAS has done some research and piloted Edmentum Software. Developed by industry experts and exclusively designed for adult learners, the Edmentum learning system consistently drives industry-leading results for low-level literacy through high school equivalency and onto certification preparation and employability skills. It is focused on core academic areas, along with skills for ABE and GED/HSE test preparation. Edmentum courses are designed to adapt to either self-paced, direct instruction, or independent study models. Students can access their courses whenever and wherever learning takes place. This flexibility allows adult educators to create customized assignments for individual students or an entire class, and the flexibility to deploy them on-site or via distance learning.

Discussion/Issues:

After piloting Edmentum learning software, BAS staff believe that this software will enhance the student learning experience at BAS. Teachers can use the software as a supplemental curriculum to ensure better performance when students work towards their high school equivalency. When using the Edmentum Software, students can work on their own, completing asynchronous work, which will expand and reinforce their learning. Students are assigned “seats” on the platform, allowing them access to extra-curricular activities that they can complete in class or during their free time at work or home, increasing the level of engagement and keeping them on target to accomplish their goals. Further, at BAS, we are committed to providing opportunities for all our academic students. We have experienced that many prospective academic students are not attending classes or stop coming to school due to the fact that they don’t have childcare or the means of transportation to get to our campus.

Edmentum is already on the list of approved vendors. Due to increased need, the actual invoice came in for more than 10% of the original approved amount.

Fiscal Impact:

Not to exceed $8,000.00 paid from the California Adult Education funds.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the agreement between Burbank Adult School and Edmentum, effective August 1, 2025 through January 20, 2026, not to exceed $8,000.00 (35% = 11.0-63910.0-41101-10000-5840-5330000 and 65% = 11.0-63910.0-41106-10000-5840-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314 as presented.

edmentum™

Invoice

Remit To
PO Box 776725
Chicago, IL 60677-6725
AR@Edmentum.com
Tax ID#41-1646390

#INV32634124

Date: 07/17/2025

REQ 499

Bill To
Burbank Unified School Dist
1900 W Olive Ave
Burbank CA 91506-2438
United States

Amount Due	$7,849.00
Total Billed in Installments:	$7,849.00
Installment:	1 of 1

Terms	Due Date	PO #	Order #	Customer #
Net 15	08/01/2025	EQ-706767	#Q-706767	225139

Description	Qty	Start Date	End Date	Amount
Burbank Unified School Dist				
Courseware: ELL Foundations Library - Program License	1	08/01/2025	01/20/2026	
Courseware: Apex+CW Comprehensive Library without Career - Program License	1	08/01/2025	01/20/2026	
Courseware: College and Career Readiness Library - Program License	100	08/01/2025	01/20/2026	
Exact Path: Diagnostic and Learning Path Core Library - Program License	200	08/01/2025	01/20/2026	
Exact Path: Edmentum Integration	1	08/01/2025	01/20/2026	
Customer Success Services	1	08/01/2025	01/20/2026	

Subtotal	$7,849.00
Tax	$0.00
Invoice Total	$7,849.00

ACH
Account Title: Edmentum Inc. Operating Account
Account Number: 1069957147
ACH Domestic Routing: 043000096 (ACH Domestic)
Wire Domestic/International Routing: 043000096
SWIFT Code: PNCCUS33 (International Wires)
Bank Address: PNC Bank, 500 First Avenue, Pittsburgh, PA 15219

APPROVED JUL 09 2025

edmentum™

Invoice

Remit To
PO Box 776725
Chicago, IL 60677-6725
AR@Edmentum.com
Tax ID#41-1646390

#INV32634124

Date: 07/17/2025

CHECK
All forms of check are accepted
Remit address:
Edmentum
PO Box 776725
Chicago, IL 60677-6725

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 7, 2025
SUBJECT:	Agreement for Instructional Technology Services

Background:

The Board of Education is being asked to approve the licensing agreement with Amplify, an Assessment vendor that supports educators in collecting assessment data to meet the diverse learning needs of students. This vendor will provide an early literacy screener assessment as required by recent legislation Senate Bill 114 (SB 114), signed into law by Governor Gavin Newsom on July 10, 2023. For the 25-26 school year the vendor is only charging for professional development services as they have an agreement with the CDE to provide the assessment at no cost to local LEAs. Additionally, a trailer bill is anticipated that will provide funding for licenses on an ongoing basis.

Discussion/Issues:

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.

Fiscal Impact:

Not to exceed $54,362.48 for one year.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement with Amplify for a total not to exceed $54,362.48, (01.0-00000.0-11121-11100-5840-7420000), August 8, 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
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 7, 2025
SUBJECT:	Agreement for Instructional Technology Services

Background:

The Board of Education is being asked to approve the licensing agreement with IXL, an Assessment vendor that supports educators in collecting assessment data to meet the diverse learning needs of students.

Discussion/Issues:

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.

IXL is already on the list of approved vendors. Luther Burbank Middle School was not included in the original quote. Ratification of this agreement will include the Luther Burbank Middle School in the list of approved vendors and the not to exceed total.

Fiscal Impact:

Not to exceed $22,000 for one year.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement with IXL for a total not to exceed $22,000 (010-30100-0-11100-10000-5840-320-9000-0000) August 8, 2025 through August 8, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SALES CONTRACT

CONTRACT #1399894-1
April 21, 2025

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

CUSTOMER
Robyn Anders
Burbank Unified School District
1900 W OLIVE AVE
BURBANK, CA 91506

RENEWAL INFO

Salesperson	Account #	Quote #	Renewal period
Allie Twiford	**A24-6434518**	**1399894-1**	**August 8, 2025 - August 8, 2026**

PAYMENT PLAN

Amount	Invoice date
$21,282.50	**August 22, 2025**
TOTAL	**$21,282.50**

Price valid until August 8, 2025

ACCEPTANCE OF SALES CONTRACT
This is a binding agreement of payment between IXL Learning and the Purchaser. Your signature indicates that you have received, reviewed, and accepted the attached Terms and Conditions of Sale and that you agree to pay the full license price listed above within 60 days of the invoice date. Without a signature, your order may not be processed.

Acknowledged and agreed to:

AUTHORIZED SIGNATURE _____ **DATE** _____

TERMS AND CONDITIONS OF SALE

THIS IS A LEGAL DOCUMENT ("SALES CONTRACT") BETWEEN THE PURCHASER SHOWN ABOVE ("YOU") AND IXL LEARNING ("SELLER"). PLEASE READ THIS AGREEMENT CAREFULLY. YOU AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AS WELL AS BY THE WEBSITE TERMS OF SERVICE, WHICH ARE INCORPORATED BY REFERENCE. NO VARIATION OF THESE TERMS AND CONDITIONS ARE BINDING ON SELLER UNLESS AGREED TO IN WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF IXL LEARNING.

1. **PRICING:** The quoted purchase price of the license is valid through the "Price valid until" date on page 1. This price is not binding on IXL unless you have accepted it by sending us an executed Sales Contract by that date.
2. **PAYMENT:** If IXL decides to accept your Sales Contract, we will issue you an invoice. Complete payment of the amount of the stated purchase price is due within sixty (60) days of the invoice date. If payment is not received by the Seller within 60 days, the invoice is considered past due. IXL licenses with past due payments will be put on hold and are subject to termination. Termination does not relieve the Purchaser of the obligation to pay fees due to the Seller.

   The full invoice amount must be paid either by check or by credit card. We accept Visa, MasterCard, American Express, and Discover.

   All checks should be mailed to:
   IXL Learning
   777 Mariners Island Blvd., Suite 600
   San Mateo, CA 94404

   Credit card payments may be made by phone at (855) 255-8800.

   Any late payment will incur interest at the rate of the lesser of 1% a month or the maximum permissible by law.
3. **CANCELLATION AND REFUND:** No cancellation will be accepted, and no refund issued, if it is more than thirty (30) days beyond the date of purchase for the license referenced in this Sales Contract. For cancellations and refunds of the license tendered under this Sales Contract to be accepted, the Seller must receive written notification of the cancellation within 30 days of purchase. Cancellations requested outside of the 30-day period will not be refunded, and the Purchaser will be responsible for completing the purchase as stated in the Sales Contract.
4. **LICENSES:** IXL grants you the right to provide access, through unique log-in IDs, to no more individuals than the quantity indicated on the first page. The terms and conditions of use for each of these individuals are governed by our website's Terms of Service. You agree to be responsible for their accounts, to monitor their use of their accounts, and to indemnify, defend, and hold us harmless for any claims arising out of or related to their use of IXL Learning's website and services. To the extent that these individuals are minors, you consent to our collection of their personal information as described in our Privacy Policy.

   Classroom and Site licenses will be activated immediately upon receipt of your payment unless another date is specified or agreed to by IXL. Activation confirmation will be sent to the e-mail address provided by the school or individual completing the purchase.

   If an individual who has an IXL account through a Classroom or Site license purchased by you is no longer affiliated with you, you may request that we deactivate the individual's account, or no longer associate it with your license, so that that license can be reassigned to another individual associated with your institution.

   If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of Children's Online Privacy Protection Act ("COPPA") compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.
5. **PRIVACY:** If you are a school, district, or teacher, you acknowledge and agree that you are responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the website and services and you represent and warrant that you have obtained that consent. When obtaining consent, you must provide parents and guardians with our Privacy Policy. You are to keep all consents on file and provide them to us if we request them.
6. **DISCLAIMER OF WARRANTIES. YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**
   a. YOUR USE OF THE SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED "AS IS," "AS AVAILABLE," AND WITH ALL FAULTS. IXL EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.
   b. IXL MAKES NO WARRANTY THAT (i) THE SERVICE WILL MEET YOUR REQUIREMENTS, (ii) THE SERVICE WILL BE UNINTERRUPTED, TIMELY,

SECURE, OR ERROR-FREE, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE WILL BE ACCURATE OR RELIABLE, (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE SERVICE WILL MEET YOUR EXPECTATIONS, AND (V) ANY ERRORS IN THE SERVICE WILL BE CORRECTED.

c. ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH MATERIAL.

d. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM IXL OR THROUGH OR FROM THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TOS.

Some states do not allow certain limitations on warranties, so certain of the above limitations may not apply to you.

7. **LIMITATION OF LIABILITY:** YOU EXPRESSLY UNDERSTAND AND AGREE THAT IXL SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES RESULTING FROM THE USE OR INABILITY TO USE THIS SERVICE. IN ALL INSTANCES, DAMAGES SHALL BE CAPPED AT ONE MONTH'S FEES.
8. **SEVERABILITY:** If any provision of this agreement is deemed invalid, illegal, or unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions of this Sales Contract, which shall remain in full force and effect.
9. **ARBITRATION:** You agree that any dispute or claim you may have against IXL arising out of or related to this Sales Contract or the use of Services must be submitted to arbitration, before a single arbitrator appointed by JAMS/Endispute and conducted according to their rules in San Francisco, CA, USA, and that the determination of any such arbitrator shall be binding. The courts located in San Francisco, CA, USA, have exclusive jurisdiction over any judicial proceedings related to this agreement, and you waive any claim that such a court is an improper venue, inconvenient, or lacks jurisdiction over you.
10. **GOVERNING LAW:** The Sales Contract and the relationship between you and IXL are governed by the laws of the State of California without regard to conflict of law provisions.
11. **ENTIRE AGREEMENT:** This Sales Contract, which incorporates the Terms of Service by reference, is the final expression of the agreement between Purchaser and Seller and supersedes all prior representations, understandings, and agreements between the Purchaser and Seller relating to its subject matter. This Sales Contract cannot be modified, amended, or changed except in writing and signed by IXL.

Please contact IXL Learning with any questions regarding this sales contract:
Toll-free **(855) 255-8800** | Direct **(650) 372-4300** | E-mail **orders@ixl.com**
Completed sales contracts should be emailed to your sales consultant.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Chief Administrative Officer
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 7, 2025
SUBJECT:	Approval of Additive Change Order No.1, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)

Background:
The District is in the process of modernizing the existing Aquatics Center at Burbank High School. A job walk was held on September 26, 2024; thirteen (13) contractors attended. The bid closed on October 30, 2024; Two (2) contractors submitted a bid package.

Qualifying Bids for the Aquatic Center Modernization received were as follows:

ARC Construction	$5,100,000
Hart Design Build	$4,990,000

Discussion/Issues:
At this time, the Burbank High pool has been shut down due to safety concerns regarding the decking. The infrastructure update will include LED pool lights, updated drains, platform piping for the timing clock, etc. The demolition portion of this project took place in summer 2024 to accommodate the loud noise and dust while students were on summer break.

On November 21, 2024, the Board of Education approved the contract with Hart Design Build to complete the Aquatic Center Modernization for Burbank High School. It was originally approved for a total of $4,990,000 but was decreased to $3,170,000 as the new storage building was removed from the scope of work.

Fiscal Impact:
$1,188,780.67 increase for a revised total of $4,358,780.67 (Capital Outlay)

Recommendation:
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed $4,358,780.67 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The $1,188,780.67 increase, bringing the not to exceed to $4,358,780.67, is to add the furnish of the equipment, material, and installation of the timing system to meet competition guidelines and aquatic standards. The original design and specifications for the Aquatic Pool contract with Hart Build Design, did

not include the timing system in the DSA stamped project number 03-122682. No time extension was requested to the project's completion date.

Bond Management Office
510 S. Shelton St.
Burbank, CA 91506

CHANGE ORDER

Project Name:	Aquatic Center Modernization	**Date:**	7/17/2025
Site:	Burbank High School	**Change Order #:**	1
Contract Date:	12/2/2024	**Bid #:**	2425-003
Contractor:	Hart Design Build	**PO #:**	25002346
DSA Application #:	03-122682	**Board Date:**	7-Aug-25

THE CONTRACT IS CHANGED AS FOLLOWS:

To fund the additional construction elements listed below:	
COP#29R - Furnish and Install the pool timing system including underground, scoreboard, racing platforms and other equipment for aquatics competition.	$ 188,780.67
Provide a time extension for rain days: 12/31/25 to 01/22/26 a total of 22 calendar days.	
Total:	**$ 188,780.67**

ADJUSTMENTS TO CONTRACT			
Original Contract Amount:	$ 3,170,000.00	Original Contract Completion Date:	12/30/25
Total Prior Change Orders:	$ -	New Completion Date:	01/22/26
Contract Sum Prior to this CO:	$ 3,170,000.00	% for this Change Order	6%
Amount of this Change Order:	$ 188,780.67	% Total Cumulative Change Orders	6%
Revised Contract Amount:	$ 3,358,780.67		

*SIGNATURES ON PAGE 2

Bond Management Office
510 S. Shelton St.
Burbank, CA 91506

CHANGE ORDER

Project Name:	Aquatic Center Modernization	**Date:**	7/17/2025
Site:	Burbank High School	**Change Order #:**	1

The undersigned Contractor agrees with the foregoing changes to the Contract price and time allowed for completion of the Work, and agrees to furnish all labor, materials, service, and perform all work necessary to complete any additional work specified herein. Changes to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included are deemed waived.

Duke Hartenian Contractor	Signature	Date
Sam Sahand Architect	Signature	Date
Robin Rickman Project Manager	Signature	Date
Andrew Cantwell Assistant Superintendent, Business & Facilities	Signature	Date

Burbank Unified School District

Change Order Request (COR)

School Name:	**BURBANK HIGH SCHOOL**	Date:	6/20/2025
Project Name:	**AQUATIC CENTER MODERNIZATION AT BURBANK HS.**	**COP Number:**	29R
To: *Name & Title*	**Burbank Unified School District**	Project Number:	
	Hart Design Build Inc.	Bid Number:	

Description of Work:

Per CCD08, Burbank HS – Timing System including underground Scope. Exclude any electrical scope. All electrical work is existing.

A. Subcontractor Cost of the Work:

	$ 178,011.00		
	$ -		
	$ 178,011.00	**Total:**	$ 178,011.00
SubContractor mark ups	15%		
GC	5%		$ 8,900.55
		Subtotal A:	$ 186,911.55

B. Contractor Cost of the Work:

Payroll Costs (See attached supporting documentation.)	$ -		
Materials and Equipment (See attached suporting documentation.)	$ -		
Consultant Costs (See attached suporting documentation.)	$ -		
Supplemental Costs (See attached suporting documentation.)		**Total GC:**	$ -
GC mark ups	15%		$ -
		Subtotal B:	$ -

C. Contractor Fee: (As per General Conditions) Bond (A+B*2%) 1% **Subtotal C:** $ 1,869.12

Total = (A + B + C) **Total:** $ 188,780.67

☑ **The proposal would** ☐ Increase ☐ Decrease **the Contract Time by** [ ] **calendar days.**

☐ **The proposal does NOT affect the Contract Time.**

Contractor's Signature: **Hart Design Build Inc.** | Duke Hartenian (Printed Name & Title) | June 20, 2025 (Date)

Follow all applicable procedures and provide all appropriate documentation as required by

COP # **29R**

AQUATIC CENTER MODERNIZATION AT BURBANK HS. **Date:** **6/20/2025**

Contractor: Hart Design Build Inc.

DESCRIPTION OF ADDED WORK	**LABOR**			**MATERIAL**			
Detail Back-Up	**Hrs**	**Rate**	**Ext**		**Unit**	**U/P**	**Ext**
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
							0.00
							0.00
Subtotals-Add			$0.00				$0.00
Total Add Before Mark-Up/Down							

Sub Contractor Work				**Qty**	**Unit**	**U/P**	**Price**
California Waters				1	1.00	178011.00	$ 178,011.00
							$ -
							$ -
							$ -
							$ -
							$ -
Subs Total							**178,011.00**
DESCRIPTION OF DELETED WORK							
			0				0
			0				0
			0				0
			0				0
			0				0
Sales Tax			0				0
Subtotals-Delete			0.00				0.00
Total Delete Before Mark-up/Down							



CHANGE ORDER REQUEST (COR)

TO:	Duke Hartenian	**DATE:**	6/20/2025
COMPANY:	Hart Design Build inc.	**CAW COR #:**	017
EMAIL:	duke@hartdb.com	**CAW PROJECT #:**	24069
PHONE #:	(818) 482-5241	**PROJECT NAME:**	Aquatic Center Modernization at Burbank HS

DESCRIPTION OF WORK:

Burbank HS – CCD08-B: Timing System Addition
Includes all work associated with the installation of the timing system. This includes underground conduit runs to existing tombstones, installation of surface mounted junction boxes in areas where wall plates cannot be used, and reuse of existing tombstone junction boxes where applicable. Junction boxes will be secured in place to prevent movement during the concrete deck pour. Bag mixed concrete will be used solely to hold the junction boxes in position and is not intended to provide structural support.
Also including all equipment and components listed in the Colorado Time Systems quote dated June 18, 2025. This includes the Gen7 Timing System and laptop, start system and accessories, touchpads and accessories, eight-lane touchpad system, Gen7 in-deck kit, wall plates, cables, tabletop scoreboard, scoreboard controller, pace clock, deck clock, relay judging platforms and caddies, the main scoreboard, and supervision of installation and training. Training will take place on the final day of installation and will not be at a later date all required parties for this training must be present at this time.
A 50% down payment is required at the time of order.

THIS CHANGE ORDER TOTAL: **$178,011.00**

TIME EXTENSION: CONTRACT TIME WILL BE INCREASED BY THIS CHANGE ORDER **8** DAY(S)**.**

THIS CHANGE ORDER REQUEST EXCLUDES THE FOLLOWING:

a) Permits, fees, inspections, plans, shop drawings, surveying, site fencing, swpps, barricades, traffic control, flagging, erosion control and dust control.
b) Liquidated damages of any kind, shoring work, removal or relocation of subterranean rock, offsite removal of excess spoils, and removal or remediation of hazardous materials or existing soil contamination.
c) Any additional items or services not explicitly listed in the “Pricing Includes” section, as well as any items outside the specified “limits of the commercial pool and equipment room.”
d) Tombstones. Demolition or removal of any existing tombstones or existing scoreboard components.
e) Any overtime, night time, weekend work.
f) Receptacles, Main Power, Modifications to Electrical Panel – Breakers will need to be provided for Pedestal receptacles, scoreboard control, scoreboard display, spare. Four dedicated 20A circuits to be provided.
g) Electrical Panel Modifications or additions.
h) Ongoing maintenance, service or support after initial installation and training. Only (1) training session will be provided on the last day of onsite installation.

WE WILL NOT PROCEED WITH THE ABOVE CHANGE ORDER REQUEST UNTIL DIRECTED IN WRITING TO DO SO.

Vanessa Bernal
Project Manager
California Waters
o 949.528.0900 x 130 | C 714.421.6010
vbernal@californiawaters.com
2311 E. La Palma Ave. | Yorba Linda, CA 92887
we bring water to life | californiawaters.com

CHANGE ORDER WORKSHEET

COMPANY:
Hart Design Build inc.
449 Angelus Ave
Glendale, CA 91208
(818) 482-5241

DATE: 6/20/2025
COR #: 017
PROJECT #: 24069
PROJECT NAME: Aquatic Center Modernization at Burbank HS

SUBCONTRACTOR

Subcontractor	Scope of Services Performed	Net Price	Total
Colorado Timing System	Supervision & Training	$ 7,500.00	$ 7,500.00
		$ -	$ -

SUBCONTRACTOR SUMMARY	
SUBCONTRACTOR SUB-TOTAL	$ 7,500.00

MATERIAL

Material Description	Qty	Net Price	Notes	Total
2" Sch40 Conduit per/LF	250	$ 2.14		$ 534.50
2" Sch40 PVC Conduit Terminal Adapter	36	$ 1.84		$ 66.24
2" Steel Locknut	36	$ 0.99		$ 35.64
2" Sch40 Conduit Coupling	5	$ 1.88		$ 9.40
1" Sch40 Conduit per/LF	100	$ 2.10		$ 209.70
1" Sch40 PVC per/LF	200	$ 0.64		$ 128.00
1" Sch40 PVC Tees	18	$ 1.26		$ 22.68
1" Sch40 PVC 90 Ell	19	$ 1.26		$ 23.94
1" Sch40 Adapter	19	$ 0.98		$ 18.62
1" Steel Locknut	19	$ 0.27		$ 5.05
Carlon Enclosure 4"x4" x 6" PVC Junction Box #E989NNR	19	$ 23.69		$ 450.11
Cantex 12" x 12" x 6" Junction Box	3	$ 64.37		$ 193.11
PVC Cement - 1 gal Clear	2	$ 74.46		$ 148.92
PVC Primer Purple Gal	2	$ 60.80		$ 121.60
Quikrete 60lb Concrete Mix	10	$ 4.28		$ 42.80
CO Timing Equipment	1	$ 103,232.00		$ 103,232.00
Mounting Hardware	1	$ 550.00		$ 550.00
2x4 Wood Stud	16	$ 3.85		$ 61.60
4x8 Plywood	6	$ 36.30		$ 217.80
#4 Gr60 Rebar	8	$ 5.41		$ 43.28
Concrete	3	$ 254.44		$ 763.32
Deck Junction Box Hydrel JB1719	5	$ 544.35		$ 2,721.75
2 Gang NonMetallic Box	6	$ 12.46		$ 74.76
2 Gange Non-Metallic Weatherproof In-Use Cover	6	$ 18.88		$ 113.28
HIT HY200R	2	$ 75.50		$ 151.00

MATERIAL SUMMARY			
MATERIAL SUB-TOTAL			$ 109,939.10
SALES TAX	Tax	**10.50%**	$ 11,543.61

EQUIPMENT RENTAL

Equipment Rental Description	Qty	Days	Rate	Misc. / Fuel	Total
Mini Excavator w/ Cab	1	2	$ 530.00	$ 81.00	$ 1,141.00
Skidsteer	1	2	$ 485.00	$ 81.00	$ 1,051.00
Jumping Jack Tamper gas	1	2	$ 111.00	$ 41.70	$ 263.70
Electric Scissor Lift Wide SRT (non marking wheels)	1	3	$ 255.00	$ -	$ 765.00
			$ -	$ -	$ -

EQUIPMENT RENTAL SUMMARY			
EQUIPMENT RENTAL SUB-TOTAL			$ 3,220.70
EQ RENTAL SERVICE FEE	*EQ only*	2.70%	$ 58.58
ROUND-TRIP DELIVERY *($300/PER EQ)*	*EQ QTY*	2	$ 660.00
DELIVERY SERVICE FEE	*% of delivery*	19.00%	$ 125.40
SALES TAX	*Tax*	**10.50%**	$ 426.79

LABOR

Labor Classification	Qty	Labor Hours	Labor Rate	Other	Total Labor Price
Laborer	2	8	$ 84.95	$ -	$ 1,359.20
Operator	2	12	$ 112.41	$ -	$ 2,697.84
Inside Wireman underground	3	16	$ 115.63	$ -	$ 5,550.24
Laborer - Timing System Equipment Install	3	8	$ 84.95	$ -	$ 2,038.80
Inside Wireman- Timing System Equipment Install	3	16	$ 115.63	$ -	$ 5,550.24
Inside Wireman- Timing System Final Connections	1	8	$ 115.63	$ -	$ 925.04
Iron Worker	1	8	$ 99.32	$ -	$ 794.56
Cement Mason	2	8	$ 87.08	$ -	$ 1,393.28
Laborer	1	8	$ 84.95	$ -	$ 679.60

LABOR SUMMARY	
LABOR SUB-TOTAL	$ 20,988.80

PCO PRICING SUMMARY		
SUBCONTRACTOR TOTAL		$ 7,500.00
SUBCONTRACTOR MARKUP	5.00%	$ 375.00
MATERIAL TOTAL		$ 121,482.71
MATERIAL MARKUP	10.00%	$ 12,148.27
EQUIPMENT RENTAL TOTAL		$ 4,491.47
EQUIPMENT RENTAL MARKUP	10.00%	$ 449.15
LABOR TOTAL		$ 20,988.80
LABOR MARKUP	10.00%	$ 2,098.88
SUB-TOTAL(1)		$ 169,534.28
OVERHEAD & PROFIT	5.00%	$ 8,476.71
CHANGE ORDER GRAND TOTAL		**$ 178,011**

NOTES:

June 18, 2025

Vanessa Bernal, California Waters
Burbank High School
Customer #0015994

Dear Vanessa,

The following is the price quotation you requested. Colorado Time Systems provides premier athletic facilities like yours across the world with platinum-quality timing, scoring, and display systems. We look forward to working with you to turn your vision into reality.

Colorado Time Systems offers a wide range of solutions tailored to fit your needs – and your budget. If you have any questions or comments, please call me at 949-751-9655 or e-mail me at andrew.priest@coloradotime.com. Look for us online at http://www.coloradotime.com

PLEASE NOTE: Due to ongoing shipping and supply chain issues accurate lead times cannot be established. Lead time for most timing equipment is estimated at 2-8 weeks. Touchpads are estimated at 6-8 weeks. Video Displays are estimated at 15-20 weeks. Lead times are based on current estimates and cannot be guaranteed. Product will ship as soon as it is available.

GEN7 TIMING SYSTEM

Qty	Model	Description
1	GEN7-TMR-L	GEN 7 Sports Timer with legacy connections

The Gen7 Sports Timer is designed to work exclusively with existing CTS timing components and display boards. Incorporates the latest technology with all of the key features of a Colorado Time Systems Console, including up to 12-lane timing, enhanced split handling, start reaction display, automatic lane arming, interface to 3rd party meet management software, scoreboard cycling and more. The hardware and software combination gives you the flexibility to run your meets your way.

Features:

- Intuitive software interface with modern Windows user interface and is touchscreen friendly. ***Software to be loaded on owner provided laptop.***
- Flexible user interface options: Windows laptop or tablet is primary user interface, with Ethernet connectivity to the timer.
- Robust safeguards, all data is logged and saved on the Gen7. Any issues with user interface are recoverable. Timer will continue running and will finish race without user interface.
- Rich diagnostics, integrated pre-meet diagnostic mode to check system set up and allows proactive equipment maintenance
- Integrated 2.4GHz Wireless to Scoreboards
- Facility network connectivity

Note: Includes 3-year limited warranty.

ACCESSORIES

Qty	Model	Description
1	USB2USB	USB Coupler

GEN7 LAPTOP

Qty	Model	Description
1	R-600-302	Laptop, GEN7 user interface

START SYSTEM

Qty	Model	Description
1	SSE	Championship Elite Start System with wired microphone.

Features:

- Bright external 360-degree strobe
- External visual indicator
- Visual start signaling (additional equipment required)
- Training mode
- Alternate start tones
- Tabletop mount included. Tripod or flagpole available

START SYSTEM ACCESSORIES

Qty	Model	Description
1	R-INF-SJ25	25’ jumper cable for the Infinity series or Championship Elite start system
1	START-FPM-2	Flagpole mount for the Infinity or Champ series start system
8	R-SP-6-45	6watt individual block speaker

TOUCHPADS

Qty	Model	Description
9	TP-78G	Aquagrip gutterhung touchpads (78" x 22") **US PATENT 5,702,799**
		Note: Includes 3-year limited warranty.

TOUCHPAD ACCESSORIES

Qty	Model	Description
1	CAD-TP/P	Touchpad caddy for gutterhung touchpads. Holds up to ten touchpads. Some assembly required.
9	4000-0040	Special size Touchpad brackets
		Gutter diagram/measurements must be supplied upon order

EIGHT-LANE TOUCHPAD SYSTEM

Qty	Model	Description
1	TP-GEN7-10	Eight-lane touchpad system for the GEN7 timing system
		Includes the primary 8 lane cable harness (CHSP-1-10) (11) pushbuttons (PB-6), vacuum pump (VP-2), and touchpad meter (TPMD)
		TOUCHPADS NOT INCLUDED

GEN7 IN-DECK

Qty	Model	Description
14	TDPI-D2	Titanium Domed Deck Plate - Intelligent
2	TDPI-SC5	Titanium Scroreboard Connect, Deck Plate
2	TDPI-S2	Titanium Starter Connect, Deck Plate

GEN7 WALL PLATE

Qty	Model	Description
2	WPI-T1	Wall Plate, Titanium Timer Connect
2	WPI-S2	Wall Plate, Titanium Starter Connect
2	WPI-L	Wall Plate, Legacy Scoreboard
2	R-1004-0549	Wall plate, Gen7 15x15

GEN7 CABLE

Qty	Model	Description
1	R-015-715-15	Timer Cable, 15 meter
1	R-015-706-8	Starter Cable, 8 meter
1	R-015-707-8	Scoreboard Cable, 8 meter

CABLE

Qty	Model	Description
1,000’	R-015-799	Timing Cable, 7 cond
1,000’	R-015-726	Scoreboard Cable, 4 cond

GEN7 IN-DECK KIT

Qty	Model	Description
1	TDPI-K1	Kit – Scoreboard bus head & tail node installation
1	TDPI-K2	Kit – Timing bus head & tail node installation

TABLETOP SCOREBOARD

Qty	Model	Description
1	WTTC-2-NB2	Wireless Tabletop Controller – no internal battery
1	R-420-021	Power Bank

SCOREBOARD CONTROLLER

Qty	Model	Description
1	WHC-1	Handheld Wireless Controller for Multisport Scoreboards The wireless handheld controller features buttons with tactile dome feedback and a large transflective LCD screen that is easily readable in all environments from darkness to bright sunlight. Recommended for practice only for most sports. Not compliant with World Aquatics Rule WP20 20-second reset

SCOREBOARD CONTROLLER OPTIONS

Qty	Model	Description
1	RSR-3	Run, Stop, Reset (Stop or Start the game or shot time or reset the game with click of button)

ADAPTER

Qty	Model	Description
1	WA-3	Wireless Adapter, 2.4 GHz

PACE CLOCK

Qty	Model	Description
1	PC-PRO-R	Pace Clock – PRO/Water Polo Shot Clock

Specifications:

- 4-Digit Pace Clock
- 10” Red Digits – Viewable up to 400 feet
- High Intensity LED – Indoor/Outdoor
- Gray Powder Coat Finish
- “Splash-Proof” Protective Lens
- Internal rechargeable battery
- Internal horn
- Feet and handle

Functions:

- Simple Pace Clock
- Cumulative Split Display
- Lap Split Display
- Lap Counter
- Lap Split Display with Turn Speed
- Relay Exchanges Display
- Start Reaction Display
- Hand Turn Speed
- Break Out Speed Display
- Break Out Speed Display with Start Reaction
- Time Display for Repetitive Sets
- Single Lane Timer
- Mid-Race Timing Display
- Water Polo Shot Clock
- Water Polo Game Clock

NOTE: Most functions require additional input devices, i.e. *Touchpad, Relay Judging Platform, Start System, Pushbutton*

DECK CLOCK

Qty	Model	Description
2	DC-1500	Deck Clock

Features:

- Multi-colored LED digits,
- Water & Sun resistant, corrosion free,
- Can be utilized as game/shot clock for water polo or set to pace in time of day,
- Time of day or game time displays on top line with 5” digits, bottom line to display seconds for pacing or shot time,
- Bright LED Digits,
- Integrated weatherproof horn for game or shot tones,
- Ability to operate wirelessly with optional controller,
- 30 lbs.

RELAY JUDGING PLATFORM

Qty	Model	Description
8	RJPLD-24x32	CTS Relay Judging Platform 24" X 32" w/ Built-in LED Light for Start Reaction

RELAY JUDGING PLATFORM CADDY

Qty	Model	Description
1	CAD-RJPL-2	CADDY – 24in Width Relay Judging Platforms (holds 10)

SCOREBOARD

Qty	Model	Description
1	LED-R	**Eight-line** LED Scoreboard: *Each module includes:* 10-inch LED digits. Standard unistrut, galvanized steel channel mounting hardware, data cables. Red digits. *Scoreboard functions:* Displays Lane, Place, and Time for lanes 1-8
1	LED6-EH	**Single-line 6 digit Red** LED Scoreboard: ***EVENT/HEAT*** *Each module includes:* 10-inch LED digits. Standard unistrut, galvanized steel channel mounting hardware, data cables.
1	LED6-HG	**Single-line 6 digit Red** LED Scoreboard: ***HOME/GUEST*** *Each module includes:* 10-inch LED digits. Standard unistrut, galvanized steel channel mounting hardware, data cables.
4	SP-LED	Sign Panel Frame with **FACILITY PANEL WITH ARTWORK**

EQUIPMENT PRICE $103,232.00

+ 10.5% Estimated Tax $10,839.36

+ Shipping $2,000

SUPERVISION OF INSTALLATION

Qty	Model	Description	Price
1	SUPERVISE	Supervision of Installation & Training	**$7,500**
		Installation Agreement must be signed and returned upon order	

PRICE VALID UNTIL 3.31.26

TERMS: Purchase order or 50% down, net 30 days. Visa, MasterCard or American Express are acceptable. Unless otherwise noted, the quote does not include power, permits, engineering fees, delivery charges, or installation.

Please note that a change order fee of **20**% will apply if any modifications are requested after a purchase agreement has been received. Additionally, if an order is canceled **24** hours after a purchase agreement is received, a cancellation fee of up to **50**% may be charged.

For custom equipment or special orders, including video displays and software, please be aware that these cannot be canceled once production has started. Furthermore, returns are subject to a restocking fee of up to **50**%, and custom orders, including video displays, are non-returnable. Displaylink+ software and/or equipment are also non-returnable.

Unless noted, the above pricing **DOES NOT** reflect cooperative agreement pricing, including but not limited to BuyBoard, OMNIA, TIPS, GoodBuy, YMCA Shared Services. Please reach out to your regional sales manager for additional information regarding the contracted pricing

WARRANTY: Two-year limited warranty.
All other components associated with the above equipment including cable harness, deck plates (excluding titanium deck plates), wall plates, push buttons, test meters, microphones, speakers, data cable, etc. will have a one-year limited warranty.

SHIPPING: PLEASE NOTE: Due to ongoing shipping and supply chain issues accurate lead times cannot be established. Lead time for most timing equipment is estimated at 2-8 weeks. Touchpads are estimated at 6-8 weeks. Video Displays are estimated at 15-20 weeks. Lead times cannot be guaranteed. Product will ship as soon as it is available.

Shipping charges are estimated and subject to change. Tailgate delivery, all unloading is done by receiver. If inside delivery is needed, please call our Sales Team at (800) 279-0111, option 2. Any additional fees will be billed to end user/facility.

TAXES: **If purchaser is tax-exempt or purchasing for resale, a copy of purchaser's tax- exempt certificate shall be required at time of order. If purchaser's tax-exempt certificate is not available purchaser shall be charged all appropriate tax.**

FORCE MAJEURE: No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

NOTE: Price quotations valid for 30 days. All quotations are in U.S. Dollars.

Best Regards,

Andrew Priest

Andrew Priest
West Coast Sales Representative

AP/lf

FLEWELLING & MOODY
architecture • planning • interiors

CONSTRUCTION CHANGE DIRECTIVE

☒ **Los Angeles Office**
99 South Lake Avenue, Suite 300
Pasadena, California 91101
323.543.8300

☐ **Lancaster Office**
1035 West Lancaster Boulevard.
Lancaster, CA 93534
661.949.0771
661.949.2843 FAX

CCD No. 08B

Project:	Burbank High School Aquatic Center Modernization
Location:	902 N. 3rd St., Burbank, CA 91502
Date:	June 12, 2025

The following changes have been included as part of this CCD:

1. See attached information pertaining to the aquatic center timing system:

    - Title Sheet
    - Swimming Pool Timing System Plan

ACTION TO BE TAKEN:

1.	☐	A price change request is made for the listed items. Do not proceed with the work until written approval is received.
2.	☒	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	☐	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated.

Sam Sahand – F&M

BURBANK UNIFIED SCHOOL DISTRICT

BURBANK HIGH SCHOOL
AQUATIC CENTER MODERNIZATION

902 NORTH 3RD STREET, BURBANK, CA 91502

GENERAL NOTES

1. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING AND PROPOSED CONSTRUCTION, PIPING, CONDUITS, CLEAN-OUTS, PULL BOXES, ETC. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DISTRICT AND ARCHITECT PRIOR TO COMMENCING WORK.
2. CONTRACTOR SHALL VISIT THE SITE AND VERIFY ALL GRADES ELEVATIONS, DIMENSIONS, AND CONDITIONS OF INSTALLATION PRIOR TO PROVIDING BID. ANY DISCREPANCIES DISCOVERED BY THE CONTRACTOR DURING THE ABOVE INVESTIGATIONS SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT. THE CONTRACTOR BY MEANS OF OFFERING A BID SHALL THEREBY CERTIFY THAT THE ABOVE STATED REQUIREMENTS HAVE BEEN MET.
3. GENERAL CONTRACTOR SHALL INCLUDE ALL LABOR, MATERIAL, EQUIPMENT, AND TRANSPORTATION NECESSARY FOR THE COMPLETE AND PROPER EXECUTION OF THE WORK.
4. THE ADEQUACY AND SAFETY OF ERECTION BRACING, SHORING, TEMPORARY SUPPORTS, ETC., IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR, AND HAS NOT BEEN CONSIDERED BY THE ARCHITECT AND / OR STRUCTURAL ENGINEER.
5. ALL WORK SHALL CONFORM TO THE "APPLICABLE CODES" AS LISTED HEREON.
6. CONTRACTOR SHALL REMOVE FROM SITE AND DISPOSE OF IN A LEGAL MANNER ALL EXCESS DIRT / SOIL AND DEBRIS RESULTANT OF THE CONSTRUCTION ACTIVITIES ASSOCIATED WITH THIS PROJECT.
7. CONTRACTOR SHALL BE REQUIRED TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS FOR ALL WORK THAT OCCURS IN ANY PUBLIC RIGHT-OF-WAY AND / OR EASEMENT. FEES FOR REQUIRED PERMITS SHALL BE PAID FOR DIRECTLY BY CONTRACTOR AND SHALL BE REIMBURSED BY THE DISTRICT 1:1.
8. PROPERLY REMOVE ALL DEMOLISHED ITEMS AND MATERIALS FROM THE SITE AND DISPOSE OF ALL IN A LEGAL MANNER.
9. REPAIR OR REPLACE EXISTING WALKS, UTILITY LINES, LANDSCAPING, ETC. THAT ARE DAMAGED DURING CONSTRUCTION. PROTECT ALL EXISTING CONSTRUCTION DESIGNATED TO REMAIN.
10. CHANGES TO THE APPVED DRAWINGS AND SPECIFICATIONS SHALL BE MADE BY AN ADDENDA OR A CONSTRUCTION CHANGE DOCUMENT (CCD) APPROVED BY THE DIVISION OF THE STATE ARCHITECT AS REQUIRED BY SECTION 4-338 PART 1, TITLE 24, CCR.
11. A DSA CERTIFIED CLASS 2 PROJECT INSPECTOR AND RBIP EMPLOYED BY THE DISTRICT (OWNER) AND APPROVED BY THE DIVISION OF THE STATE ARCHITECT SHALL PROVIDE CONTINUOUS INSPECTION OF THE WORK. THE DUTIES OF THE INSPECTOR ARE DEFINED IN THE SECTION 4-342 PART 1, TITLE 24, CCR.
12. D.S.A. APPROVED TESTING LABORATORY DIRECTLY EMPLOYED AND PAID FOR BY THE DISTRICT SHALL CONDUCT ALL REQUIRED TESTS AND INSPECTIONS FOR THE PROJECT.
13. CONTRACTOR SHALL NOTIFY DISTRICT AND ARCHITECT IN WRITING UPON COMPLETION OF SITE PREPARATION.
14. PATCH AND REPAIR ALL SURFACES AFFECTED BY CONTRACT WORK AND BY SELECTIVE DEMOLITION TO A "LIKE NEW" CONDITION OR TO MATCH EXISTING ADJACENT FINISHES.
15. FIRE SAFETY DURING CONSTRUCTION, ALTERATION OR DEMOLITION SHALL BE IN ACCORDANCE WITH 2019 CFC CHAPTER 7, 11 AND 33.
16. ALL CONTRACTORS ARE ADVISED THAT CERTAIN PORTIONS OF THE WORK MAY NOT BE EASY AND MAY EXCEED THE ASSUMED STANDARD OF THE INDUSTRY, INCLUDING MEANS AND METHOD, OPERATIONAL STAGING, SCHEDULING AND COORDINATION OF WORK, AS WELL AS TIME AND DURATION OF ACTIVITIES NECESSARY TO SATISFACTORILY COMPLETE THE PROJECT IN ACCORDANCE WITH THIS CONTRACT. CONTRACTOR SHALL PROVIDE ALL NECESSARY LABOR, MATERIALS AND OPERATIONAL SUPPORT NECESSARY TO COMPLETE THE PROJECT AS REQUIRED UNDER THIS CONTRACT.
17. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING WATER NECESSARY FOR CONSTRUCTION. WATER CAN BE MADE AVAILABLE ON-SITE VIA EXISTING HYDRANT, AND SHALL BE PROPERLY METERED THROUGH LOCAL WATER AGENCY.
18. CONTRACTOR MAY ONLY STAGE AND PERFORM WORK IN AREAS SPECIFICALLY IDENTIFIED FOR THIS CONTRACT. ALL WORK REQUIRED TO BE PERFORMED OUTSIDE OF THE DESIGNATED AREAS SHALL REQUIRE MONITORING BY ASSIGNED DISTRICT STAFF OR SHALL BE PERFORMED DURING NON-SCHOOL HOURS. ALL REQUESTS FOR MONITORED WORK SHALL BE MADE IN WRITING 48 HOURS IN ADVANCE BY GENERAL CONTRACTOR AND SCHEDULING SHALL BE SUBJECT TO APPROVAL BY DISTRICT.
19. CONSTRUCTION AREA OVERLAPS ACTIVE SERVICE AREAS NECESSARY FOR THE NORMAL DAILY OPERATION OF THE SCHOOL. CONTRACTOR SHALL AT ALL TIMES MAINTAIN AND ALLOW ACCESS ON SITE FOR EMERGENCY VEHICLES, TRASH COLLECTION, LANDSCAPE, GENERAL SCHOOL MAINTENANCE AND FOOD SERVICE DELIVERY. CONTRACTOR SHALL COORDINATE CLOSELY WITH DISTRICT FOR ALL NECESSARY ACCESS.
20. CONTRACTOR SHALL PROVIDE AND MAINTAIN FOR THE DURATION OF THE CONTRACT OPAQUE VINYL SCREENS (TARP OR SIMILAR) PROPERLY SECURED TO ALL TEMPORARY CONSTRUCTION FENCING AND GATES AS WELL AS ALL EXISTING FENCING THAT DEFINES A PERIMETER OF ANY DESIGNATED CONSTRUCTION AREA. SCREENING SHALL BE MINIMUM 6'-0" HIGH AND SHALL BE BLACK, GREEN OR TAN IN COLOR.
21. DUE TO THE ON-GOING OPERATION OF THE ACTIVE SCHOOL SITE DURING CONSTRUCTION, AS WELL AS THE UNIQUE CONSTRAINTS OF THE CONSTRUCTION AREA, CONTRACTOR SHALL BE AWARE THAT THE VEHICULAR DRIVES, ACCESS LANES AND PARKING SHALL BE SHARED AND SHALL NOT SCHEDULE ANY DELIVERIES AS WELL AS SUSPEND CONSTRUCTION TRAFFIC ENTERING AND EXISTING PREMISES DURING THE PERIODS REQUIRED FOR STUDENT DROP-OFF AND PICK-UP. CONTRACTOR SHALL COORDINATE WITH DISTRICT FOR ALL TIME OFF OPERATION FOR THE SITE.
22. FOR THE DURATION OF THE CONTRACT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR STRICT COMPLIANCE WITH LOCAL AGENCY HAVING JURISDICTION FOR ALL, FUGITIVE DUST AND SHALL BE RESPONSIBLE FOR ALL PENALTIES, FINES, ETC. IF THE PROJECT SHOULD BE CITED FOR VIOLATIONS.
23. DUE TO THE SITE CONSTRAINTS OF THE ACTIVE SCHOOL SITE, THE CONTRACTOR MAY BE REQUIRED TO STAGE IN VARIOUS AVAILABLE AREAS ON SITE AND MAY BE REQUIRED TO MOVE OR RELOCATE STAGING DURING THE COURSE OF CONSTRUCTION IN ORDER TO ACCOMMODATE CONSTRUCTION AND SCHEDULE. CONTRACTOR SHALL FACTOR IN ALL NECESSARY MEASURES TO ACCOMMODATE THE TIMELY COMPLETION OF THIS CONTRACT.
24. CONTRACTOR SHALL NOT INTERRUPT ANY UTILITY SERVICE TO ACTIVE SCHOOL SITE WITHOUT EXPRESSED PERMISSION AND PRIOR SCHEDULING WITH DISTRICT.
25. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL NECESSARY CONTRACTOR SUBMITTALS OF DOCUMENTS TO THE DSA BOX.
26. CONTRACTOR MAY UTILIZE EXISTING ELECTRICAL SERVICE IN YARD FOR TEMPORARY POWER. ALL TEMPORARY POWER INSTALLATION SHALL ADHERE TO APPLICABLE CODES.
27. WHENEVER DSA FINDS ANY CONSTRUCTION WORK IS BEING PERFORMED IN A MANNER CONTRARY TO THE PROVISIONS OF CALIFORNIA BUILDING CODE AND THAT WOULD COMPROMISE THE STRUCTURAL INTEGRITY OF THE BUILDING, THE DEPARTMENT OF GENERAL SERVICES, STATE OF CALIFORNIA, IS AUTHORIZED TO ISSUE A STOP WORK ORDER PER SECTION 4-334.1 CALIFORNIA ADMINISTARTIVE CODE (PART 1, TITLE 24, CCR).
28. GRADING PLANS, DRAINAGE IMPROVEMENTS, ROAD AND ACCESS REQUIREMENTS AND ENVIRONMENTAL HEALTH CONSIDERATIONS SHALL COMPLY WITH ALL LOCAL ORDINANCES.
29. VERIFY REPORTS ARE REQUIRED BY THE GEOTECHNICAL ENGINEER.
30. TITLE 24, PART 1-5 AND 9 MUST BE KEPT ON SITE DURING CONSTRUCTION
31. ALL STRUCTURAL, ARCHITECTURAL, MECHANICAL, ELECTRICAL, AND PLUMBING MATERIALS INSTALLATION TO COMPLY WITH APPLICABLE CODES, STANDARDS, AND MANUFACTURER'S RECOMMENDATIONS.
32. THE PROJECT INSPECTION (PI) SHALL WITNESS AND VERIFY GROUNDING.

THE INTENT OF THESE DRAWINGS AND SPECIFICATIONS IS THAT THE WORK OF THE ALTERATION, REHABILITATION OR RECONSTRUCTION IS TO BE IN ACCORDANCE WITH TITLE 24, CALIFORNIA CODE OF REGULATIONS. SHOULD ANY EXISTING CONDITIONS SUCH AS DETERIORATION OR NON-COMPLYING CONSTRUCTION BE DISCOVERED WHICH IS NOT COVERED BY THE CONTRACT DOCUMENTS WHEREIN THE FINISHED WORK WILL NOT COMPLY WITH TITLE 24, CALIFORNIA CODE OF REGULATIONS, A CONSTRUCTION CHANGE DOCUMENT (CCD), OR A SEPARATE SET OF PLANS AND SPECIFICATIONS, DETAILING AND SPECIFYING THE REQUIRED WORK SHALL BE SUBMITTED TO AND APPROVED BY THE DIVISION OF THE STATE ARCHITECT BEFORE PROCEEDING WITH THE WORK. REFERENCE: SECTION 4-317 (C), CALIFORNIA BUILDING STANDARDS ADMINISTRATIVE CODE (PART 1, TITLE 24, CCR)

SYMBOL LEGEND

DETAIL # / SHEET — DETAIL REFERENCE

N — NORTH ARROW

SCOPE OF WORK

THE PROJECT SCOPE OF WORK CONSISTS OF THE FOLLOWING:

1) SWIMMING POOL AND DECK IMPROVEMENTS
2) ONE NEW SHADE AWNING.
4) CONVERTING EXISTING POOL EQUIPMENT STORAGE ROOM INTO TEAM CHANGING ROOM
5) RENOVATING EXISTING TOILET ROOMS

ABBREVIATIONS

ABV	above	DL	dead load	LL	live load	FHWS	flathead wood screw	PNL	panel	STD	standard
ACC	access	DEMO	demolish (demolition)	LVR	louver	FLR	floor(ing)	PVMT	pavement	STA	station
ADJ	adjacent					FOO	floor cleanout	PLAS	plaster	STL	steel
AFD	automatic fire damper	FUT	future	MB	machine bolt	FD	floor drain	PLAM	plastic laminate	STO	storage
AGG	aggregate	GA	gauge	MH	manhole	FL	flow line	PL	plate	SD	storm drain
A/C	air conditioning	GALV	galvanized	MFR	manufature(er)	FLUOR	fluorescent	PLYWD	plywood	STRUCT	structural
ALT	alternate	GC	general contractor	MO	masonry opening	FTG	footing	PT	point	SUSP	suspended
ALUM	aluminum	GI	galvanized iron	DET(DTL)	detail	FND	foundation	PVC	polyvinyl chloride		
AB	anchor bolt	GV	gate valve	DIAG	diagonal	FR	fram(ed), (ing)	PSF	pounds per square foot	TKBD	tackboard
AC	asphaltic concrete	GL	glass, glazing	DIA	diameter	FBO	furnished by others	PSI	pounds per square inch	TEL	telephone
AUTO	automatic	GLB	glue lam beam	DIM	dimension			PL	property line	TV	television
BEL	below	GYPBD	gypsum board	DS	downspout					THK	thickness
BET	between	HDWE	hardware	DWG	drawing	MTL	material	R	radius	T&G	tongue & groove
BG	below grade	HDWD	hardwood	DF	drinking fountain	MAX	maximum	REFL	reflect(ed), (ive), (or)	TOW	top of wall
BLKG	blocking	HDR	header	E	east	MECH	mechanical			TYP	typical
BD	board	HVAC	heating/ ventilating/ air conditioning	ELEC	electric(al)	MED	medium	REG	register	UR	urinal
BOT	bottom			EWC	electric water cooler	MET	metal	RCP	reinforced conc. pipe	VERT	vertical
BLDG	building	HGT	height	EL	elevation	MIN	minimum	RA	return air	VCT	vinyl comp tile
CAB	cabinet	HC	hollow core	EQ	equal	MISC	miscellaneous	REV	revision, revised	WSCT	wainscot
CATV	cable television			EXH	exhaust	MOD	modular	RH	right hand	WC	water closet
CB	catch basin	HM	hollow metal	EXIST(E)	existing	MULL	mullion	RD	roof drain	WP	water proofing
CLG	ceiling	HP	horsepower	EB	expansion bolt	NAT	natural	RM	room	WR	water repellent
CHBD	chalkboard	HORIZ	horizontal	EXP	exposed	NR	noise reduction	RO	rough opening	WWF	welded wire fabric
CLR	clear	HB	hose bibb	EXT	exterior	NRC	noise reduction coefficient	QT	quarry tile	W	west
COL	column	INCL	include(d), (ing)							WH	water heater
COMP	composition (composite)	ID	inside diameter	FOC	face of concrete	NOM	nominal	SCHED	schedule	WIND	window
CONC	concrete	INSUL	insulat(e), (ion)	FOM	face of masonry	N	north	SIM	similar	WG	wire glass
CMU	concrete masonry unit	INT	interior	FOS	face of stud	(N)	new	SC	solid core	W/	with
CONN	connection	JT	joint	FF	factory finish	NIC	not in contract	S	south	W/O	without
CONST	construction	KO	knockout	FIN	finish(ed)	NTS	not to scale	SPK	speaker	WI	wrought iron
CONT	continuous (continue)	LAB	laboratory	FFE	finished floor elevation	OC	on center	SPEC	specification	WIC	Woodwork Institute of CA
CONTR	contractor	LB	lag bolt	FA	fire alarm	OPG	opening	SQ	square		
CUST	custodian	LAM	laminate	FE	fire extinguisher	OPP	opposite	S/S	stainless steel		
CF	curb face	LAV	lavatory	FEC	fire extinguisher cabinet	OD	outside diameter				
CT	ceramic tile	LH	left hand			OVHD	overhead				
		L	length	FHMS	flathead machine screw						
		LGT	light								
		LTL	lintel								

ACCEPTANCE TESTING

THE CALIFORNIA ENERGY CODE SECTION 10-103 REQUIRS ACCEPTANCE TSTING ON ALL NEWLY INSTALLD LIGHTING CONTROLS, MECHANICAL SYSTEMS, ENVELOPES, AND PROCESS EQUIPMENTS AFTER INSTALLATION AND BEFORE PROJECT COMPLETION. AN ACCEPTANCE TEST IS A FUNCTIONAL PERFORMANCE TST TO HELP ENSURE THAT NEWLY INSTALLED EQUIPMNT IS OPERATING AND IN COMPLIANCE WITH THE ENERGY CODE.

LIGHTING CONTROLS ACCEPTANCE TESTS MUST BE PERFORMED BY A CRTIFIED LIGHTING CONTROLS ACCEPTANCE TEST TECHNICIAN (ATT).

MECHANICAL SYSTEM ACCEPTANCE TESTS MUST BE PERFORMED BY A CERTIFID MECHANICAL ATT FOR PROJECTS SUBMITTED ON OR AFTER OCTOBER 1, 2021.

ENVELOPE AND PROCESS EQUIPMENT ACCEPTANCE TESTS SHALL BE PERFORMED BY THE INSTALLING CONTRACTOR, ENGINEER/ARCHITECT OF RECORD OR THE OWNER'S AGENT.

A LISTING OF CERTIFICATE ATT CAN BE FOUND AT:
HTTPS://WWW.NERGY.CA.GOV/PROGRAMS-AND TOPICS/PROGRAMS/ACCEPTANCE-TEST-TECHNICIAN-CERTIFICATION-PROVIDER-PROGRAM/ACCEPTANCE.

THE ACCEPTANCE TESTING PROCEDURES MUST BE REPEATED, AND DEFICIENCIES MUST BE CORRECTED BY THE BUILDER OR INSTALLING CONTRACTOR UNTIL THE CONSTRUCTION/INSTALLATION OF THE SPECIFIED SYSTEMS CONFORM AND PASS THE REQUIRED ACCEPTANCE CRITERIA.

SHEET INDEX

(37 TOTAL SHEETS)

GENERAL (1 SHEETS)
T0.01 TITLE SHEET

ARCHITECTURAL (11 SHEETS)
A1.00 FIRE ACCESS SITE PLAN
A1.01 OVERALL SITE PLAN, ACCESSIBLE P.O.T., EGRESS ROUTE
A1.02 ENLARGED DEMOLITION SITE PLAN
A1.03 ENLARGED RECONSTRUCTION SITE PLAN
A1.04 SITE DETAILS
A2.01 ENLARGED BLEACHERS AND PARTIAL ENLARGED PARKING
A4.01 SECTIONS
A5.01 ENLARGED PLAN, INTERIOR ELEVATIONS & RESTROOM DETAILS
A7.01 INTERIOR & DOOR FINISH SCHEDULE & DOOR DETAIL
A8.01 SIGNAGE DETAILS
A9.01 PHOTOS (FOR REFERENCE)

STRUCTURAL (2 SHEETS)
S1.1 GENERAL NOTES
S2.1 CANOPY FRAMING PLAN & DETAILS

ELECTRICAL (7 SHEETS)
E0.01 GENERAL NOTES, SPECIFICATION SYMBOLS, ABBREVIATIONS
E1.00 SINGLE LINE DIAGRAM PANEL SCHEDULE AND VOLTAGE DROP CALCULATIONS
E2.00 ELECTRICAL PLAN
E2.10 SIGNAL SYSTEM CONDUIT PLAN
E3.00 TITLE 24 - POWER DISTRIBUTION NRCC-ELC-E
E4.00 FIRE ALARM NOTES AND PLAN
E4.01 FIRE ALARM DETAILS

AQUATIC DESIGN GROUP (16 SHEETS)
DP.1 SWIMMING POOL DEMOLITION PLAN
DP.2 SWIMMING POOL DECK PLAN
DP.3 SWIMMING POOL GUTTER REPAIR PLAN
DP.4 SWIMMING POOL TIMING SYSTEM PLAN
SP.1 SWIMMING POOL LAYOUT PLAN
SP.2 SWIMMING POOL SECTIONS
SP.3 DETAILS
SP.4 DETAILS
SP.5 DETAILS
SP.6 DETAILS
MR.1 MECHANICAL ROOM PLAN
MR.2 DETAILS
MR.3 DETAILS
MR.4 DETAILS
MR.5 DETAILS
MR.6 DETAILS

THIS APPLICATION #03-122682 SHALL NOT BE CERTIFIED UNTIL APPLICATION #03-105549 IS CLOSED AND CERTIFIED.

FEMA FLOOD ZONE

MAP NUMBER: 06037C1329F
EFFECTIVE DATE: 9/28/2008
FLOOD ZONE DESIGNATION: X

APPLICABLE CODES

Part 1	2022 California Building Standards Administrative Code, Title 24 C.C.R.
Part 2	2019 California Building Code, Title 24 C.C.R. (2018 International Building Code of the International Code Council, with California Amendments)
Part 3	2019 California Electrical Code, Title 24 C.C.R. (2016 National Electrical Code of the National Fire Protection Association, NFPA)
Part 4	2019 California Mechanical Code, Title 24 C.C.R. (2018 Uniform Mechanical Code of the International Association of Plumbing and
Part 5	2019 California Plumbing Code, Title 24 C.C.R. (2018 Uniform Plumbing Code of the International Association of Plumbing and Mechanical Officials, IAPMO)
Part 6	2019 California Energy Code, Title 24 C.C.R.
Part 8	2019 California Historical Building Code, Title 24 C.C.R.
Part 9	2019 California Fire Code, Title 24 C.C.R. (2018 International Fire Code of the International Code Council)
Part 10	2019 California Existing Building Code, Title 24 C.C.R. (2018 International Existing Building Code of the International Code Council, with amendments)
Part 11	2019 California Green Building Standards Code (CALGreen Code), Title 24 C.C.R.
Part 12	2019 California Referenced Standards Code, Title 24 C.C.R.

PARTIAL LIST OF APPLICABLE STANDARDS :

2019 California Building Code (for SFM) Referenced Standards Chapter 35

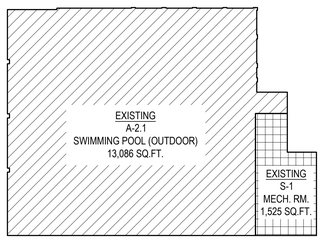
NFPA 13	Standard for Installation of Sprinkler System (California Amended)	2016 Edition
NFPA 14	Standard for the Installation of Standpipe and Hose Systems (California Amended)	2016 Edition
NFPA 17	Standard Dry Chemical Extinguishing Systems	2017 Edition
NFPA 17A	Standard for Wet Chemical Extinguishing Systems	2017 Edition
NFPA 20	Standard for the Installation of Stationary Pumps for Fire Protection	2016 Edition
NFPA 22	Standard for Water Tanks for Private Fire Protection	2013 Edition
NFPA 24	Standard for the Installation of Private Fire Service Mains and Their Appurtenances (CA Amended)	2016 Edition
NFPA 72	National Fire Alarm and Signaling Code (California Amended)	2016 Edition
NFPA 80	Standard for Fire Doors and Other Opening Protectives	2016 Edition
NFPA 2001	Standard on Clean Agent Fire Extinguishing Systems (California Amended)	2015 Edition
UL 300	Standard for Fire Testing of Fire Extinguishing Systems for Protection of Commercial Cooking Equipment	2005 (R2010)
UL 464	Audible Signaling Devices for Fire Alarm and Signaling Systems, Including Accessories	2003 Edition
UL 521	Standard for Heat Detectors for Fire Protective Signaling Systems	1999 Edition
UL 1971	Standard for Signaling Devices for the Hearing Impaired	2002 (R2012)
ICC 300	Standard for Bleachers, Folding and Telescopic Seating, and Grandstands	2017 Edition

For a complete list of applicable NFPA standards refer to 2019 CBC (SFM) Chapter 35 and California for Code (CFC) chapter 80.

See California Building Code, Chapter 35, for State of California amendments to the NFPA standards.

All parts of the 2019 CBC became effective January 1, 2020, except the effective date for the use of the 2019 Building Energy Efficiency Standards (Title 24, Part 1, Chapter 10) is January 8, 2019 and the effective date for the use of the California Administrative Code (Title 24, Part 1, Chapter 4) is January 8, 2019.

BUILDING CODE ANALYSIS



1. OCCUPANCY CLASSIFICATION: EXISTING A-2.1 & S-1
2. CONSTRUCTION TYPE: II ONE HOUR SPRINKLERED THROUGHOUT
3. TOTAL AREA OF EACH FLOOR (TABLE 506.2-BASIC ALLOWABLE AREA)
   A. BUILDING AREA: EXISTING 13,086 SQUARE FEET (EXTERIOR SWIMMING POOL)
      EXISTING 1,525 SQUARE FEET (POOL MECHANICAL)
   B. AUTOMATIC FIRE SPRINKLERS: S1

OCCUPANT LOAD ANALYSIS FOR RM #007 TEAM CHANGING RM & RM #008 ELECTRICAL

EXISTING DOOR WIDTH = 72"
RM #007 AREA = 413.3 S.F. ; OCCUPANT LOAD FACTOR = 50G

413.3/50 = 8.266; 9 O.L. (RM #007) + 1 O.L (RM #008) = 10 O.L.

EGRESS PER OCCUPANT LOAD REQUIRED = .2

10 x .2 = 2" < 72" OK

STATEMENT OF GENERAL CONFORMANCE

FOR ARCHITECTS/ENGINEERS WHO UTILIZE PLANS,

INCLUDING BUT NOT LIMITED TO SHOP DRAWINGS, PREPARED BY OTHER LICENSED DESIGN PROFESSIONALS AND/OR CONSULTANTS

(Application No. 03-122682 File No. 19-H4)

THESE DRAWINGS MARKED WITH ////// AND SPECIFICATIONS, OR THE ATTACHED LIST OF ITEMS HAVE BEEN PREPARED BY DESIGN PROFESSIONALS OR CONSULTANTS WHO ARE LICENSED AND/OR AUTHORIZED TO PREPARE SUCH DRAWINGS IN THIS STATE IT HAS BEEN EXAMINED BY ME FOR:

1) DESIGN INTENT AND APPEARS TO MEET THE APPROPRIATE REQUIREMENTS OF TITLE 24, CALIFORNIA CODE OR REGULATIONS AND THE PROJECT SPECIFICATIONS PREPARED BY ME, AND

2) COORDINATION WITH MY PLANS AND SPECIFICATIONS AND IS ACCEPTABLE FOR INCORPORATION INTO THIS CONSTRUCTION OF THIS PROJECT.

THE STATEMENT OF GENERAL CONFORMANCE "SHALL NOT BE CONSTRUED AS RELIEVING ME OF MY RIGHTS, DUTIES, AND RESPONSIBILITIES UNDER SECTIONS 17302 AND 81138 OF THE EDUCATION CODE AND SECTIONS 4-336, 4-341 AND 4-344" OF TITLE 24, PART 1. (TITLE 24, PART 1, SECTION 4-317(b))

I CERTIFY THAT THIS DRAWINGS MARKED ////// ON SHEET INDEX:

☒ IS IN GENERAL CONFORMANCE WITH THE PROJECT DESIGN INTENT, AND

☒ HAS BEEN COORDINATED WITH THE PROJECT PLANS AND SPECIFICATIONS.

SIGNATURE — 11/18/2022 DATE

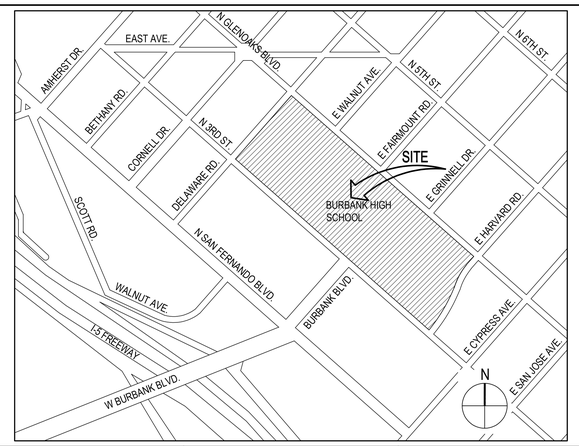
ARCHITECT OR ENGINEER DESIGNATED TO BE IN GENERAL RESPONSIBLE CHARGE

SCOTT F. GAUDINEER
PRINT NAME

C-14211
LICENSE NUMBER

08/31/2025
EXPIRATION DATE

VICINITY MAP



ARCHITECT
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Email: sgaudineer@flewelling-moody.com

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Email: dana.peinc@earthlink.net

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AQUATIC DESIGN GROUP
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AGENCY

PTN. 64337-110 APPL 03-122682

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An Employee Owned Corporation

ARCHITECT

LICENSED ARCHITECT — SCOTT F. GAUDINEER — C-14211 — STATE OF CALIFORNIA — Exp. 08/31/2025

CONSULTANT

Drawn by

Checked by

Revisions

No.	Date	Description
1	06/06/2025	CCD-08B

All dimensions must be checked at the job by the contractor who accepts full responsibility for their accuracy under the contract. These plans & the specifications in connection therewith have been prepared for a specific site. Any and all responsibility for their use in whole or in part on any other site is hereby disclaimed by Flewelling & Moody.

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK HIGH SCHOOL AQUATIC CENTER MODERNIZATION
902 NORTH 3RD STREET
BURBANK, CA 91502

TITLE SHEET

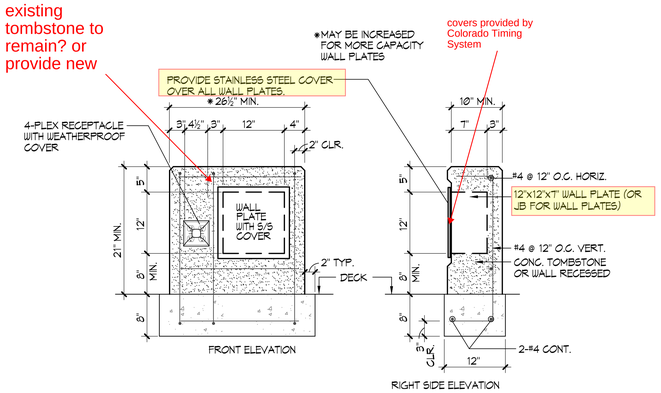
Job No. 2986.0000

Date 05-19-2025

T0.01

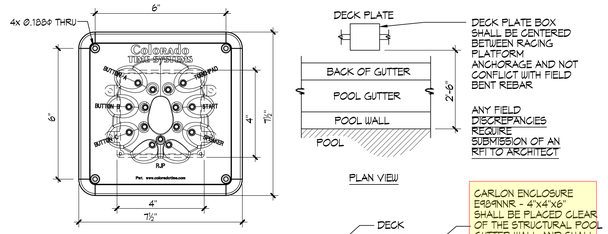
existing tombstone to remain? or provide new

covers provided by Colorado Timing System



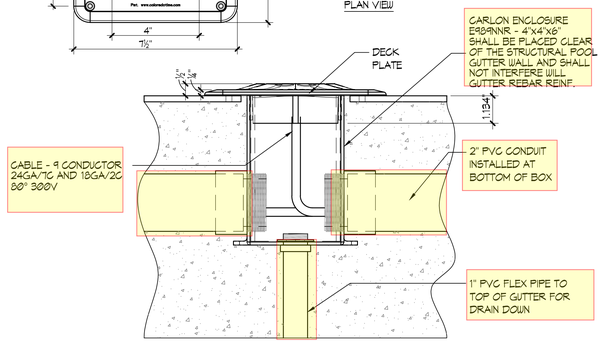
NOTE:
PROVIDE ¾" CHAMFER ON ALL CONCRETE CORNERS.

A TIMING SYSTEM WALL PLATE CONCRETE SURROUND DETAIL



DECK PLATE BOX SHALL BE CENTERED BETWEEN RACING PLATFORM. ANCHORAGE AND NOT CONFLICT WITH FIELD BENT REBAR.

ANY FIELD DISCREPANCIES REQUIRE SUBMISSION OF AN RFI TO ARCHITECT



B TITANIUM DECK PLATE DETAIL (UNDER RACING PLATFORM) QTY 19

LEGEND

JB	=	JUNCTION BOX	A DP.4
WP	=	WALL PLATE	B DP.4
RP	=	RACING PLATFORM	
SB	=	(E) SCOREBOARD	

KEY NOTES

	DESCRIPTION	QUANTITY	UNIT
1	WALL PLATE TIMER NODE	3	COUNT
D	TIMING DECK NODE (4"X4"X6" PVC BOX)	~~10~~ 14	COUNT
2	START DECK NODE (4"X4"X6" PVC BOX)	~~1~~ 3	COUNT
5	SCOREBOARD DECK NODE (4"X4"X6" PVC BOX)	2	COUNT

FIGURING QTY noted in drawing below

TIMING SYSTEM NOTES/EQUIPMENT

NOTE: THE CONTRACTOR SHALL SUPPLY AND INSTALL DECK PLATE BOXES, WALL PLATE BOXES, WALL PLATE JUNCTION BOXES, AND ALL CONDUIT WITH PULL STRINGS FOR THE 'COLORADO' TIME SYSTEM OR EQUAL. ALL EQUIPMENT SHALL BE OWNER FURNISHED AND OWNER INSTALLED.

TIMING SYSTEM

QTY	MODEL	DESCRIPTION
A 1	GEN7-TMR	INTUITIVE SOFTWARE INTERFACE WITH MODERN WINDOWS USER INTERFACE AND TOUCHSCREEN FRIENDLY. FLEXIBLE USER INTERFACE OPTIONS WITH ETHERNET CONNECTIVITY TO THE TIMER. ADVANCED DIAGNOSTICS, INTELLIGENT BUS SYSTEM, ROBUST SAFEGUARDS. TIMER WILL CONTINUE TO RUN AND FINISH RACE WITHOUT USER INTERFACE. WET-PLUGGABLE TITANIUM CONNECTIONS. INTEGRATED 2.4 GHZ WIRELESS TO SCOREBOARDS, FACILITY NETWORK CONNECTIVITY.
1	R-600-302	GEN7 LAPTOP

START SYSTEM

QTY	MODEL	DESCRIPTION
B 1	SS	CHAMPION SERIES START SYSTEM WITH WIRED MICROPHONE, VOLUME CONTROL ON EACH MICROPHONE INPUT, EXTERNAL CONNECTIONS FOR ADDITIONAL STROBE LIGHTS, LED BATTERY INDICATION LIGHT, AC/DC POWER CAPABILITIES AND AN EXTERNAL 360° STROBE. TRIPOD OR TABLE TOP OPTIONS.
1	START-FPM-2	FLAG POLE MOUNTING KIT FOR STARTER
9	SP-6/45	6 WATT INDIVIDUAL BLOCK SPEAKER

TOUCHPADS

QTY	MODEL	DESCRIPTION
C 9	TP-18G	AQUAGRIP GUTTERHUNG TOUCHPADS (18" x 22") US PATENT 5,702,749
1	CAD-TP	TOUCHPAD CADDY FOR GUTTERHUNG TOUCHPADS. HOLDS UP TO TEN TOUCHPADS. SOME ASSEMBLY REQUIRED.
9	4000-0040	SPECIAL SIZE TOUCHPAD BRACKETS

GEN7 TOUCHPAD SYSTEM

QTY	MODEL	DESCRIPTION
1	TP-GEN7-8	EIGHT-LANE TOUCHPAD SYSTEM FOR THE GEN 7 TIMING SYSTEM (SERIAL) INCLUDES A TEN-LANE CABLE HARNESS, ONE PUSHBUTTON PER LANE+ ONE SPARE, VACUUM PUMP AND TOUCHPAD METER.

GEN7 CABLE

QTY	MODEL	DESCRIPTION
1	R-015-101-8	SCOREBOARD CABLE, 8 METER
2	R-015-108-8	STARTER CABLE, 8 METER
1	R-015-115-15	TIMER CABLE, 15 METER

GEN7 IN DECK

QTY	MODEL	DESCRIPTION
D 14	TDPI-D	TITANIUM DOMED DECK PLATE-INTELLIGENT TITANIUM DECK PLATES REQUIRE A 4" SQUARE OR 4.125" DIAMETER CIRCULAR OPENING AT A MINIMUM; WRITTEN VERIFICATION AND SIGN OFF REQUIRED FROM CUSTOMER. NOTE: INCLUDES 5 YEAR WARRANTY. CTS IS THE ONLY MANUFACTURER OF TITANIUM DECK PLATE.
2 3	TDPI-S2	START DECK NODE
5 2	TDPI-SC5	SCOREBOARD DECK NODE
1 3	R-1004-0549	GEN7 WALL PLATE (15X15)
1	TDPI-K1	KIT-SCOREBOARD BUS HEAD & TAIL NODE INSTALLATION
1	TDPI-K1	KIT-TIMING BUS HEAD & TAIL NODE INSTALLATION
1	WPI-F4	WP-YD5 FIBER & LEGACY CONNECT

CONTROLLER

QTY	MODEL	DESCRIPTION
1	WTTC-2	WIRELESS TABLE TOP CONTROLLER
1	CASE-WTTC	CASE FOR THE WIRELESS TABLE TOP CONTROLLER
1	WHC-1	WIRELESS HANDHELD CONTROLLER

ADAPTER

QTY	MODEL	DESCRIPTION
1	WA-3	WIRELESS ADAPTER, 2.4 GHz

RELAY JUDGING PLATFORM

QTY	MODEL	DESCRIPTION
8	RJPL-24x32	GTS RELAY JUDGING PLATFORM 24"X32" W/ BUILT-IN LED LIGHT FOR START
1	CAD-RJPL-2	CADDY- 24" WIDTH RELAY JUDGING PLATFORMS (HOLDS 10)

GEN7 CABLE

QTY	MODEL	DESCRIPTION
1000'	R-015-137	TIMING BUS CABLE- 7 CONDUCTOR
1000'	R-015-126	SCOREBOARD BUS CABLE- 4 CONDUCTOR

PACE CLOCKS

QTY	MODEL	DESCRIPTION
1	PC-PRO-R	PACE CLOCK -PRO/WATER POLO CLOCK
2	DC-1500	SPECIFICATIONS: • 4 DIGIT PACE CLOCK • 10" RED DIGITS - VIEWABLE UP TO 400 FEET • HIGH INTENSITY LED - INDOOR/OUTDOOR • "SPLASH-PROOF" PROTECTIVE LENS • INTERNAL RECHARGEABLE BATTERY • INTERNAL HORN • FEET AND HANDLE FUNCTIONS: • SIMPLE PACE CLOCK • CUMULATIVE SPLIT DISPLAY • LAP SPLIT DISPLAY • LAP COUNTER • LAP SPLIT DISPLAY WITH TURN SPEED • RELAY EXCHANGES DISPLAY • START REACTION DISPLAY • HAND TURN SPEED • BREAK OUT SPEED DISPLAY • BREAK OUT SPEED DISPLAY WITH START REACTION • TIME DISPLAY FOR REPETITIVE SETS • SINGLE LANE TIMER • MID-RACE TIMING DISPLAY • WATERPOLO SHOT CLOCK • WATERPOLO GAME CLOCK

SCOREBOARD

QTY	MODEL	DESCRIPTION
4 1	SCOREBOARD (DP.1)	NEW TEN-LINE OUTDOOR LED SCOREBOARD WITH (2) WA-3 WIRELESS ADAPTERS: EACH MODULE INCLUDES: EIGHT, 10-INCH LED DIGITS. (CHOICE OF RED OR AMBER DIGITS) BEAM MOUNTING HARDWARE SCOREBOARD FUNCTIONS: DISPLAY LANE, PLACE, AND TIME FOR LANES 1-8 ONE 6 DIGIT LINE TO DISPLAY HOME/GUEST SCORES, ONE 6 DIGIT LINE TO DISPLAY EVENT/HEAT. PROVIDE TWO NON-ILLUMINATED SPONSOR PANELS WITH ARTWORK CHOSEN BY ARCHITECT AND CLIENT.

(5) FOUR (4) DEDICATED 20 AMP CIRCUITS AT EXISTING SCOREBOARD SUPPORT STRUCTURE

(6) MASTER ON/OFF SCOREBOARD SWITCH WITH PILOT LIGHT, W/ LOCKABLE ENCLOSURE.

(7) SCOREBOARD DATA CONNECTION BOX CONNECT TO TIMING/WALL BOX LOCATION W/ 1½" PVC CONDUIT.

NORTH

1 SWIMMING POOL TIMING SYSTEM PLAN 1/8" = 1'-0"

AGENCY

PTN 64337-110 APPL 03-122682

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LICENSED ARCHITECT JEFFREY S. MOODY C-35802 REN. 07/31/25 STATE OF CALIFORNIA

Drawn by NMV
Checked by GSF

Revisions

No.	Date	Description
6	06/06/2025	CCD-08B

All dimensions must be checked at the job by the contractor who accepts full responsibility for their accuracy under the contract. These plans & the specifications in connection therewith have been prepared for a specific site. Any and all responsibility for their use in whole or in part on any other site is hereby disclaimed by Flewelling & Moody.

BURBANK UNIFIED SCHOOL DISTRICT

BURBANK HIGH SCHOOL AQUATIC CENTER MODERNIZATION

902 NORTH 3RD STREET
BURBANK, CA 91502

SWIMMING POOL TIMING SYSTEM PLAN

Job No. 2986.0000

Date 11-18-2022

DP.4

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:	Juan Noguera, Director of Adult Education
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 7, 2025
SUBJECT:	Approval of Amended advertising proposal between Burbank Unified School District (Burbank Adult School) and AABC TV

Background:

Burbank Adult School (BAS) 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:

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 television channel will certainly make a difference to reach our and support all members in the Armenian community in particular.

On June 18, 2025, the Board of Education approved Burbank Adult School's initial contract with AABC TV. After reviewing our plans for the year, our Director determined that the contract should be extended to include three additional promotion windows of time for a total of four promotion windows at a rate of $8,500 each totaling $34,000.

Burbank Adult School wishes to amend the previously approved agreement allowing for a total of four promotional periods throughout the fiscal year 2025-26.

Fiscal Impact:

Not to exceed $34,000 (original Board approval on June 18, 2025 for $8,500) paid from California Adult Education Program funds.

Recommendation:

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the advertising proposal between Burbank Unified School District and AABC TV to promote the adult education programs to the Armenian community, effective July 1, 2025 through January 31, 2026,

total not to exceed $34,000 (11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000, 11.0-63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

AABC TV

Charter Cable Channel 384

Spectrum 1623

Digital Channel 10.4

www.aabc.tv

ADVERTISING AGREEMENT

This agreement is made as of 6-30-25 between AABC and BURBANK ADULT SCHOOL hereinafter called the Advertiser.

1- **The Advertiser agrees to purchase advertising space on AABC at the rate of $8,500.00 per month.**
2- **The duration of this agreement shall be for four (4) months commencing July 1st to August 31, 2025 and November 10, 2025 to January 9, 2026.**
3- **The Advertisement will air 720 spots per month plus minimum of 20 live host announcements per month. In addition, there will be 2 interviews per month with students/teachers -25 minutes each repeated 4 times for a total of 6 interviews per month.**
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- **The cost of Video Production will be $2,000.00 which shall be waived in lieu of 4 month contract.**

Accepted By: _____ **Advertiser: _____**