BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR MEETING

Thursday, May 19, 2022

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/WfkKxkaCrzhCbYaH9 before 3pm on Wednesday, May 18. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on Wednesday, May 18, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details.

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

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

5. If you require Spanish, Armenian, or ASL translation of the meeting, please email kimberleyclark@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960027543, 960023996, 960007625 and 960027763

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. REPORTS FROM THE BOARD

8.a "Everyday Excellence" - Report from the Board
A Board of Education member will provide a highlight from one of the Burbank Unified School District's school sites.

8.b Student Representatives
Owen Vivado, MHS; Jule Reader, JBHS; and Shushanna Ter-Petrossyan, BHS, will report on activities at their respective schools.

9. PRESENTATIONS / RECOGNITIONS

9.a Recognition of the 2021-2022 Student Board Members
Charlene Tabet, President, Board of Education, will recognize the 2021-2022 Student Board Members: Jule Reader, John Burroughs High School; Owen Vivado, Monterey High School; and Shushanna Ter-Petrossyan, Burbank High School.

9.b Presentation on Burbank Arts and Education Foundation Spring 2022 Grant Cycle
Sharon Cuseo, Assistant Superintendent, Instructional Services, will introduce Brenda Etterbeek and Ana Connell, Co-Chairs, and Alexandra Helfrich, Grants and Giving Chair, from the Burbank Arts and Education Foundation, who will report on the outcomes of the April 2022 Burbank Arts and Education Foundation spring grant cycle.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications on Agenda Items
An individual or group representative may address the Board of Education on any 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.

10.b Staff Responses

10.c Board Members' Responses

11. REPORTS TO THE BOARD

11.a Report on Addressing Gaps in Learning – Academic Growth and Support
Sharon Cuseo, Assistant Superintendent, Instructional Services, will report to the Board of Education on Accelerating Progress to Close Learning Gaps, as presented.

Addressing Gaps 05192022.pdf

11.b Report on Special Education Master Plan
Paulette Koss, Director of Special Education and Psychological Services, will report on the Special Education Master plan, as presented.

SPED Master Plan.pdf

11.c Report on Facilities and Technology Projects
Debbie Kukta, Assistant Superintendent, Administrative Services, will report on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PowerPoint_5192022.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 43 – Proclaiming May 22, 2022 as Harvey Milk Day
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 43 - Proclaiming May 22, 2022 as Harvey Milk Day, as presented.

Resolution 43 Harvey Milk Day 5 19 22.pdf

12.b Adoption of Resolution 44 in Support of Pride Month, June, 2022
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 44 in Support of Pride Month, June, 2022, as presented.

Resolution_44_Pride Month 2022.pdf

12.c Adoption of Resolution 45 – Ordering a Governing Board Member Election
Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 45 – Ordering a Governing Board Member Election, as presented.

Resolution 45_Ordering Governing Board Election_051922.pdf

12.d Approval of Extension of the Temporary Substitute Employee Salary Compensation Increase
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the extension of the temporary substitute employee salary compensation increase, effective July 1, 2022 through June 30, 2023, as presented.

Certificated Substitute Temporary Salary Increase.pdf

12.e Ratification of Agreement for Professional Services (Human Resources)
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the

Board of Education ratify the Agreement between the Burbank Unified School District and Robert Half, to provide clerical support as needed, not to exceed $25,000 (01.0-00000.0-72000-5850-7551000), effective April 25, 2022 through June 30, 2022 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement-Robert Half (Human Resources).pdf

12.f Approval of Administrative Regulation 6141.5: Advanced Placement
John Paramo, Assistant Superintendent, Educational Services will facilitate the Board's approval of the proposed revision of Administrative Regulation 6145.5: Advanced Placement, as presented.

AR 6141.5.pdf

12.g Second Reading and Approval of Elementary School Social Science Textbook (Lottery Textbook Fund)

Peter Knapik, Director, Elementary Education, recommends that the Board of Education adopt the Teacher's Curriculum Institute Social Science textbook series to include Grade K Me and My World ISBN 9781583710340, Grade 1 My School and My Family ISBN 9781583710890, Grade 2 My Community ISBN 9781583710968, Grade 3 California's Communities ISBN 9781583714805, Grade 4 California's Promise ISBN 9781583714829, Grade 5 America's Past ISBN 9781583719947, not to exceed $879,272.22 (010.63000.0.11100.100000.4110.742.9000 Lottery Textbook Fund), as presented.

Second Reading SS Textbooks 5 19 22.pdf

12.h Adoption of Middle School Science Textbook (Lottery Textbook Fund)
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed Science textbook for adoption, as presented.

MS_Science Textbook.pdf

12.i Ratification of Contract with Hop Skip Drive for BUSD Youth in Transition
Stacy Cashman, Director of Student Services recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Hop, Skip, Drive to provide occasional transportation to school for youth in transition. This agreement is effective from April 13, 2022 until June 30, 2022 and is not to exceed $5,000. Invoices will be paid out of American Rescue Plan funding 010-56340-0-11100-10000-5612-745-9000-0000, as presented.

Hop Skip Drive Board Memo.pdf

12.j Acceptance of Gifts
Matt Hill, Superintendent, recommends that the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report 05-19-22.pdf

13. CONSENT AGENDA

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

13.a Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960023996, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 14, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960023996 Settlement Agreement.docx.pdf

13.b Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960027543, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective March 29, 2022 through August 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027543 Settlement Agreement.docx.pdf

13.c Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960007625, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 19, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 96007625 Settlement Agreement.docx.pdf

13.d Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960027763, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective May 4, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027763 Settlement Agreement.docx.pdf

13.e Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Special Board of Education Meeting of May 3, 2022, as presented.

Minutes 05.03.22Sp.pdf

13.f Approval of Personnel Report Number 21-22-17
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 21-22-17, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.

Personnel Report.pdf

13.g 2021-2022 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2021-2022 as listed through April 25, 2022, as presented.

2021-2022 Purchase Order Report.pdf

13.h Approval of Warrants
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $8,087,194.65 and commercial warrants in the total amount of $3,128,172.08, as presented.

Warrants.pdf

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

Inst Consultants 05192022.pdf

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

Ratification Inst Consultants 05192022_Redacted.pdf

13.k Ratification of Agreement for Non-Instructional Consultant Services
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the non-instructional consultant agreement for special services, effective May 3, 2022 through June 30, 2022, not to exceed $9,000 (01.0-00000-0-00000-72000-5850-7471000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Payroll Consultant.pdf

13.l Amended Agreement for Professional Services (Human Resources)
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education amend the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed $10,000 (01.0-00000.0-72000-5810-7552000), effective retroactive to April 1, 2022 through June 30, 2022 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented

Agreement - Sign UP.pdf

13.m Approval of Contract with the Los Angeles County Office of Education (LACOE) for the Data Processing Services, Labor Distribution and Fringe Employer Contribution and Employee Database Information Contract

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the capability of downloading payroll information, effective July 1, 2022 through June 30, 2023, not to exceed $6,500 (01.0-00000.0-00000-77000-5890-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

LACOE - Labor Distribution.pdf

13.n Amended Agreement for Professional Services (Special Education)

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education amend the agreement between the Burbank Unified School District and Dr. Al Melaragno to provide authorized signatures for occupational therapy medical logs, as authorized by Education Code Section 17596, effective July 1, 2021 through June 30, 2022, not to exceed $1,125 (01.0-56400.0-57500-31400-5880-7448000), and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Note: The original approval date was June 17, 2021 for a total not to exceed $525. This amendment adds an additional $600 to the agreement for a total not to exceed $1,125.

SPED Professional Services Dr. Albert Melaragno_Amendment.pdf

13.o Approval of Agreement for Professional Services (Special Education)

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $200,000 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2022 through June 30, 2023 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Adams Silva & McNally.pdf

13.p Ratification of Agreement for Professional Services (Special Education)

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Christine S. Suh, to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960007911, not to exceed $3,000 (01.0-65000.0-57602-11900-5850-7440000), effective April 20, 2022 through May 26, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Christine S. Suh_Ratified.pdf

13.q Amended Agreement for Professional Services (Special Education)

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide interpreting and translation for Burbank

students, not to exceed $520,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2021 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was July 15, 2021 effective July 1, 2021 through June 30, 2022, not to exceed $30,000. The first amendment, approved on October 7, 2021, added $160,000 increasing the total not to exceed $190,000. The second amendment, approved on February 17, 2022, added $180,000 increasing the total not to exceed $370,000. The third amendment will add $150,000 increasing the total not to exceed $520,000.

SPED Professional Services Sign Up Interpreting_Amended.pdf

13.r Approval of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve the agreement between Burbank Unified School District (BUSD) and San Joaquin County Office of Education (SJCOE), to provide professional services, effective July 1, 2022 through June 30, 2023, not to exceed $3,357 (01.0-65000.0-50010-27000-5632-744-1000), and that authority to sign the agreement be exercised pursuant to BUSD- AR 3314, as presented.

SPED Professional Services San Joaquin County Office of Education.pdf

13.s Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Burbank Optometric Center, to provide vision therapy for Special Education Student 960027543, not to exceed $4,440 (01.0-65000.0-57601-11900-5850-7440000), effective March 29, 2022 through August 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Burbank Optometric Center_Ratified.pdf

13.t Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960007625, no fiscal impact to District, through a ADR grant not to exceed $3,200 (01.0-65360.0-57602-11900-5850-7440000), effective April 19, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960007625 Professional Tutors of American_Ratification.pdf

13.u Approval of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Troy & Associates Educational Consulting, Inc., to provide compensatory education for Special Education Student 960027763, through a ADR grant not to exceed $2,625 (01.0-65360.0-57602-11900-5850-7440000), effective May 20, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027763 Troy & Assoc.pdf

13.v Approval of Additive Change No.1, Chalmers Construction Services, Inc., Demolition, Earthwork & AC Paving, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 to the agreement between Burbank Unified School District and Chalmers Construction Services, Inc. for the Demolition, Earthwork & AC Paving for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $522,725.15 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $14,725.15 brings the not to exceed amount to $522,725.15 for the installation of temporary DG path to provide temporary access to the new 2-story building during temporary building occupancy. Work includes earthwork, DG path installation, and DG removal after no longer needed. This was not included in the initial scope.

5-19 CO1_Chalmers Demo & Earthwork_Disney_Bond.pdf

14. REQUESTS TO ADDRESS THE BOARD

14.a Public Communications on a Subject Within the Jurisdiction of the School Board

An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The Superintendent may refer the matter to the proper department for review.

14.b Superintendent's Comments and Responses

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

14.c Board Members' Comments and Responses

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

15. ADJOURNMENT

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Robyn Anders, Coordinator of Instructional Technology, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	May 19, 2022
SUBJECT:	Report on Addressing Gaps in Learning – Academic Growth and Support

Background:

In response to the pandemic, state and federal legislation mandated that schools must offer interventions and tracking of students to monitor academic progress. Funds such as the In-Person Learning Grant specified funds must be used in the categories of: extended learning time, accelerating progress to close learning gaps and integrated pupil supports. Additionally, funds received from the Elementary and Secondary School Emergency Relief Funds (ESSER) which requires a safe return to in-person instruction and continuity of services plan. And third, funds received form the Educator Effectiveness Grant include requirements to create opportunities for Professional Development. The Burbank Unified School District (BUSD) created two centralized positions to assist in the monitoring of student progress and the implementation of new and current interventions for students demonstrating performance below grade level. In addition, the BUSD purchased licenses to a diagnostic and intervention support program called i-Ready to provide individual support, individual progress monitoring, and consistent data collection K-8. Lastly, BUSD identified students in the Independent Study (IS) program as needing additional monitoring for students to perform at grade-level. Professional development for staff to teach in the Independent Study model was also provided as this was a new program in 2021-2022. Additional support and personnel hours were directed to the IS program to provide continuity for students enrolled in the program.

District Wide Goals for 2021-2022:

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

Discussion/Issues:

Personnel Measures - In preparation for the 2021-2022 school year, plans included the addition of two coordinator positions to provide centralized support for the acceleration of learning to close learning gaps. The Academic Growth and Support coordinators' responsibilities were split by assigning one coordinator to Elementary and the other to Secondary. While some tasks varied according to the grade levels being supported both Coordinators worked on the following:

- Planning, training, and maintaining the Independent Study programs (K-6)
- Utilizing performance data to track individual students' academic abilities.
- Coordinating with school sites to provide interventions to students performing below-grade level.

- Providing data and reports to site Administration in regards to student performance and response to intervention
- Professional Development and Coordination of Independent Study Curriculum and Instruction for teachers providing live instruction, curriculum, or grading/feedback to students and families.

Monitoring and Addressing Student Progress/Growth - Additionally, plans were made to incorporate local assessments to closely monitor student progress and address specific gaps in student learning as a result of the pandemic and the distance learning model. This was accomplished through an instructional application called i-Ready. In addition to diagnostic data of student performance, the i-Ready program also provides specialized instruction/activities on an individualized, small group, or whole class level to address gaps in learning. Our district Coordinators provided training, support, and disaggregated reports in coordination with the i-Ready program. Data retrieved from i-Ready will be specifically analyzed using beginning of the year assessment results as compared to end of the year assessment results to understand the growth students demonstrated and the BUSD's ability to close identified gaps in student performance/learning (data included in board presentation).

Support for Independent Study Programming (high potential for learning gaps) - The impact of the COVID-19 pandemic on student performance has been significant for students in distance learning. Approximately 150 TK-6 students and families elected to enroll in Independent Study Programming this school year after completing the previous year in distance learning as well. Students in Independent Study were identified as needing additional centralized support to access their curriculum, instruction, and progress reporting. A centralized effort consisting primarily of support from our coordinators was made to address the potential for learning gaps with students enrolled in the Independent Study Program. District Coordinators took an active role by accepting an additional assignment to teach a grade level or subject in the Independent Study Program. This allowed for our coordinators to experience firsthand the difficulties involved with providing curriculum and instruction to students through the IS model. These additional duties provided additional insight on how to effectively support learning and student performance in the IS program.

Fiscal Impact:

The District is using state and federal COVID relief funds and state Educator Effectiveness funds to pay for costs associated with the BUSD's effort to Accelerating Progress to Close Learning Gaps.

- Coordinator Salaries (2 FTE) - $185,332
- i-Ready Platform (K-8) - $310,086

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, will report to the Board of Education on Accelerating Progress to Close Learning Gaps, as presented.

Addressing Gaps in Learning

Academic Growth & Support

BUSD Academic Growth & Support

Three Areas of Focus for 2021-2022 Academic Growth and Support

K-12 Data & Identification

- Actionable Data for All School Sites
- Case Studies for Site Discussion
- Grade & Progress Monitoring by subject/course
- Identification of Students below grade level

Independent Study (IS) Program

- Professional Development & Training for IS Teachers
- Communication with IS Students and Families
- Support for students transitioning between IS and In-Person Instruction
- Additional Monitoring of Student Engagement and Attendance

K-8 Tier II Interventions

- Diagnostic/Formative data to identifying students in need of intervention
- Individualized instruction for students to close unique gaps in learning
- Small group/whole class curriculum for re-teaching

BUSD Academic Growth & Support

K-12 Performance Data & Identification

- Actionable Data for All School Sites
  - Quarterly Data Presentations with Site Administrators
  - Data Chats using Current & Relevant Information
  - Site Case Study Discussions based on recent data
- Case Studies for Site Discussion
  - Identified Trends in Student Academic Performance
  - Unique cases where services and interventions overlap
  - Specific cases where students may require a change or increase in services
- Grade & Progress Monitoring by Subject/Course
  - English & Math Grade Distribution
  - A-G Course D & F Rates (Failure and A-G Criteria for UC/CSU)
  - Standards-Based Improvement @ Elementary
- Identification of Students Below Grade Level
  - Students below grade level as identified by:
    - i-Ready
    - District Benchmarks when applicable
    - Standards-Based or 10 week Grades
    - Course/Subject Specific Formative Assessments when applicable



BUSD Academic Growth & Support

Independent Study (IS) Program

- Professional Development & Training for IS Teachers
  - Establishing Consistent and Best-Practices with Google Classroom
  - Coordination of Curriculum and Instruction
  - Communication of Grading and Feedback with Teachers and Parents
- Communication with IS Students and Families
  - Transitions into and out of Independent Study Program
  - Grading Periods and Assessment timelines
  - General Support for learning in an online environment
- Support for students transitioning between IS and In-Person Instruction
  - Enrollment & Access to Curriculum and Instruction
  - Pathways for monitoring of student progress
  - Communication of expectations, Schedule, and coursework
- Additional Monitoring of Student Engagement and Attendance
  - Liazon of information regarding student engagement, work completion, performance, & Attendance

BUSD Academic Growth & Support

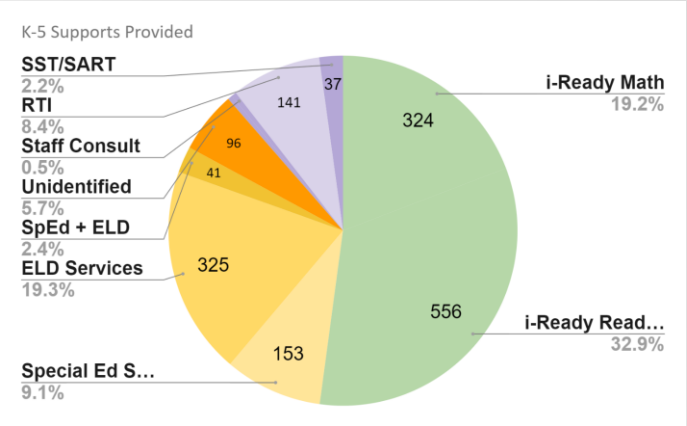
K-8 Tier II Interventions

- Diagnostic/Formative data to identifying students in need of intervention
  - i-Ready Diagnostic Beginning of the Year (BOY)
  - Initial Grades (Elementary - 1st Trimester & Secondary Fall 10 week)
  - Course & Subject Specific Formative Assessments
  - Students receiving services (ex. SPED, ELD, 504, SSTs)
- Individualized instruction for students to close unique gaps in learning
  - i-Ready Instructional Pathways (Reading and Math)
  - i-Ready Small Group Curriculum/Lessons
  - Response to Intervention (RTI) at Elementary Schools
  - Advisory and Intervention classes and periods at Secondary Schools
- Small group/whole class curriculum for re-teaching
  - Teaching for Mastery in classrooms using Formative Data
  - First-Instruction Model of using grade-level Standards to re-teach previous grade material

BUSD Academic Growth & Support

K-5 Data & Identification for Support (Below Grade Level @ Beginning of Year)

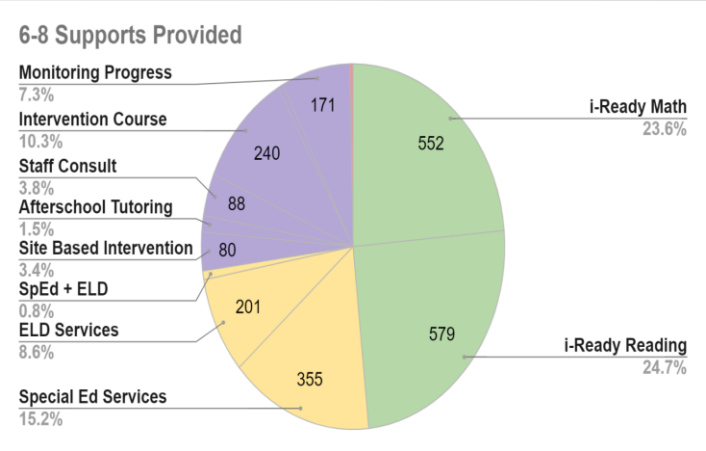
Grade	ELA	Math	Both	Total	Enrollment
1	30	47	43	120	907
2	64	103	94	261	963
3	65	81	118	264	989
4	42	120	130	292	954
5	107	63	198	368	1082
All	**308**	**414**	**583**	**1305**	**4895**



BUSD Academic Growth & Support

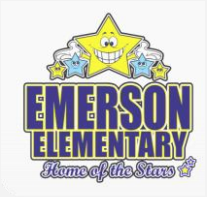
6-8 Data & Identification for Support (Below Grade Level @ Beginning of Year)

Grade	ELA	Math	Both	Total	Enrollment
6	104	87	208	399	1019
7	120	90	227	437	1110
8	94	119	241	454	1172
All	**318**	**296**	**676**	**1290**	**3301**





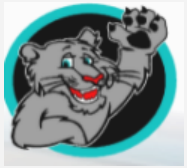








BUSD Elementary Intervention Data

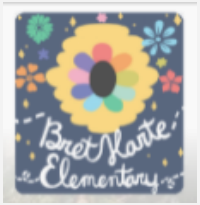












2021 i-Ready Diagnostic Data - Beginning of Year

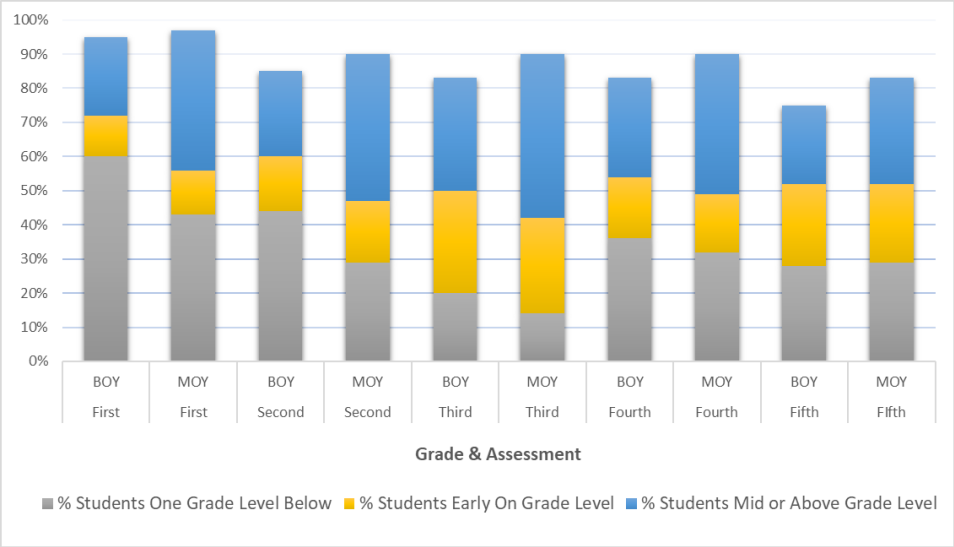
Reading Diagnostic	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
1st Grade	21%	13%	59%	7%	0%
2nd Grade	24%	16%	43%	17%	0%
3rd Grade	31%	29%	21%	16%	4%
4th Grade	27%	19%	36%	9%	9%
5th Grade	21%	23%	28%	19%	9%

Analysis:
In Reading, the data appears to show that 40-50% of students start the year ready to learn. The percentage of students 1 grade level or below is high in first, second, and 4th grade is significant, however, these results are typical for the beginning of the year before instruction begins. There is a steady increase of students students 2 or more grade levels below, except where there is a slight drop from 3rd to 4th grade. The data appears to show 5th grade with the largest population of students 2 grade levels or more below.
Note: nearly 65% of students in first grade started 1 or more grade levels below

Math Diagnostic	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
1st Grade	13%	10%	68%	10%	0%
2nd Grade	9%	14%	56%	21%	0%
3rd Grade	7%	15%	57%	16%	4%
4th Grade	8%	16%	49%	18%	9%
5th Grade	10%	21%	45%	12%	12%

Analysis:
In Math, the data appears to show that most students start school ready for grade level content. Highest percentages of students start 1 grade level below, which is typical for the beginning of the year. There is a steady increase in percentages for groups that are 2 grade levels and below as grade levels progress.
Note: In grades 1-3 more than 75 % of students start one or more grade levels below.

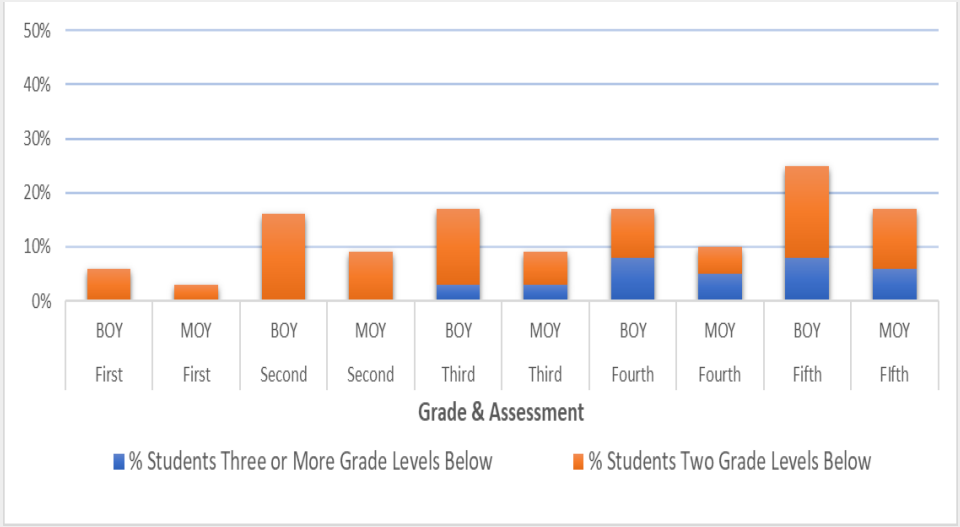
District Reading Placement one Grade Level Below to Above Grade Level by Grade and Testing Window



Number Of Students Assessed		
Grade	Window 2	Window 1
K	227/1,141	148/1,141
1	586/898	840/898
2	800/959	900/959
3	771/975	926/975
4	712/951	915/951
5	879/1,074	1,047/1,074

- Not all students tested MOY
- All grade levels increased percentages of early on, mid or above grade level students from BOY to MOY
- Significant decrease of percentage of students 1 grade level below in grades K-2
- Grade 1, 2, 3 had over 15% of students move to mid/above grade level from window 1 to 2

District Reading Placement Two or More Grade Levels Below by Grade and Testing Window



Number Of Students Assessed		
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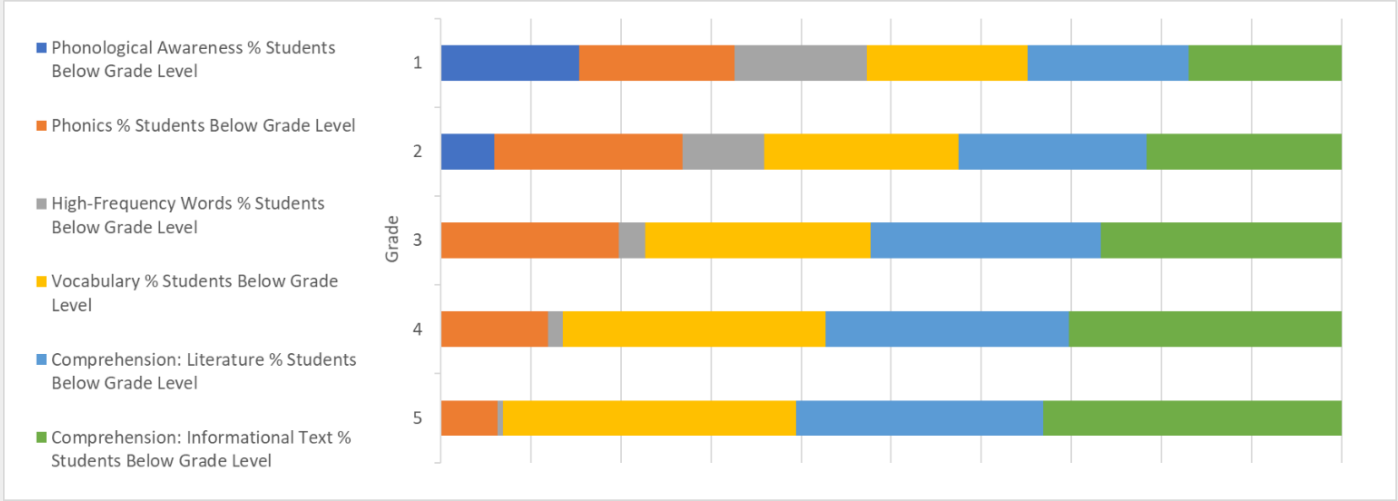
K	227/1,141	148/1,141
1	586/898	840/898
2	800/959	900/959
3	771/975	926/975
4	712/951	915/951
5	879/1,074	1,047/1,074

- Reminder: Not all students tested MOY
- Across all grade levels a decrease in students below grade level.
- Significant difference in change for grades 3 and 4
- Trends indicate these groups will below 10% at EOY

District ELA Needs Analysis Graph By Grade Level

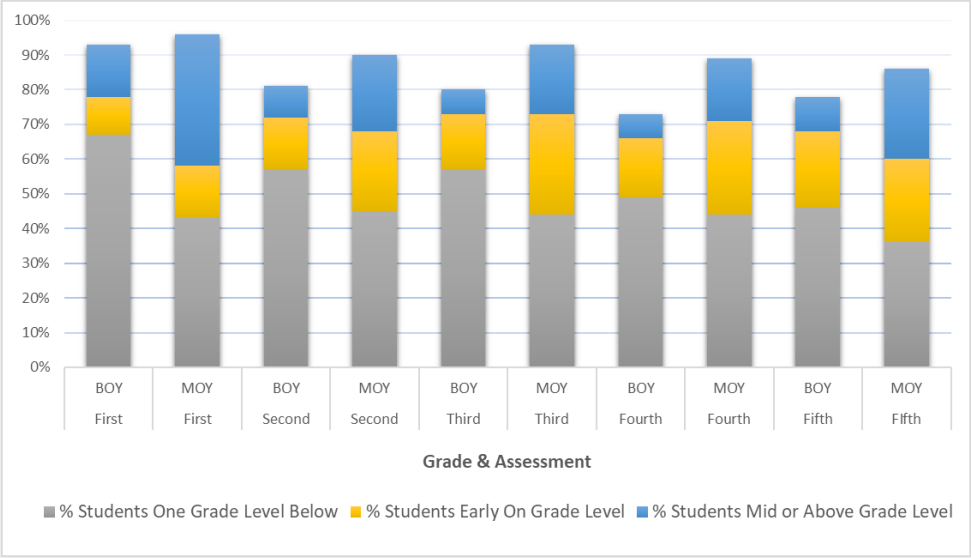
(students one or more years below grade level)



Analysis:

- Grades 1 & 2 - Students below grade level enter school needing a significant amount of support in phonics.
- Grade 3 - The need for interventions in vocabulary and comprehension of literature and informational text is evident, however a large portion of students below grade level still demonstrate a need for phonics instruction
- Grades 4 & 5 - Interventions should be focused on vocabulary and comprehension of literature and informational text.

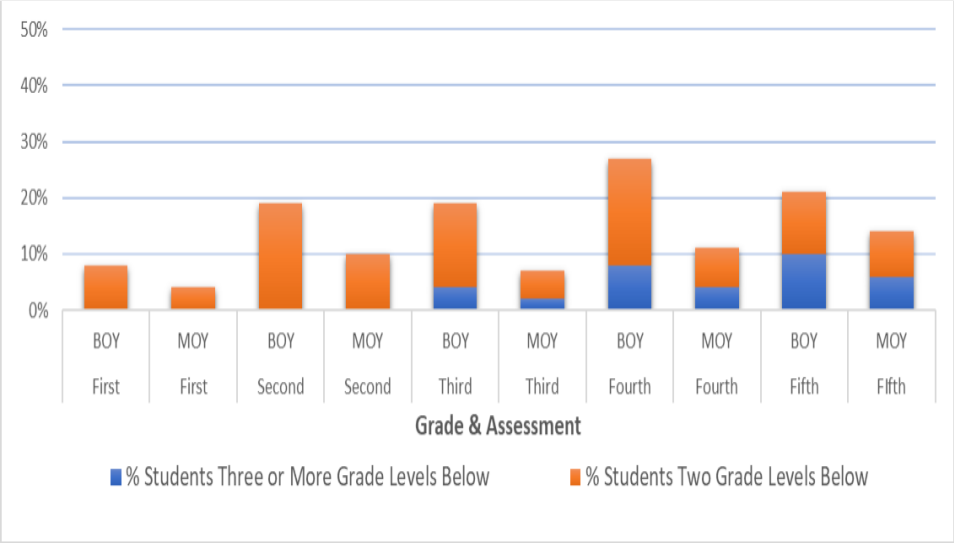
District Math Placement One Grade Level Below to Above Grade Level by Grade and Testing Window



Number Of Students Assessed		
Grade	Window 2	Window 1
K	185/1,141	93/1,141
1	483/898	814/898
2	632/959	903/959
3	633/975	927/975
4	649/951	918/951
5	829/1,074	1,036/1,074

- Not all students tested MOY
- Overall trend in grades 1-5, the percentage of students 3 or more grade levels behind increases (Not in chart).
- Percentage of students early on grade level or above increases from BOY to MOY.
- Significant growth in students Mid or Above grade level

District Math Placement Two or More Grade Levels Below by Grade and Testing Window



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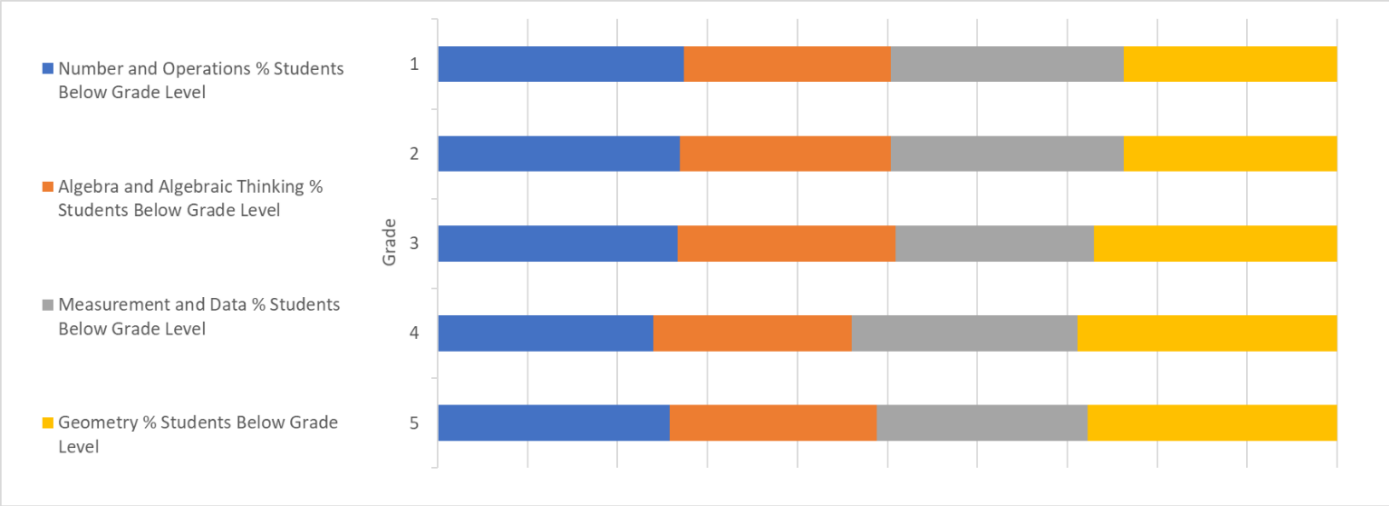
5	829/1,074	1,036/1,074

- Not all students tested MOY
- Across all grade levels a decrease in students below grade level.
- Significant difference in change for grades 3 and 4
- Trends indicate these groups will below 10% at EOY

District Math Needs Analysis Graph By Grade Level

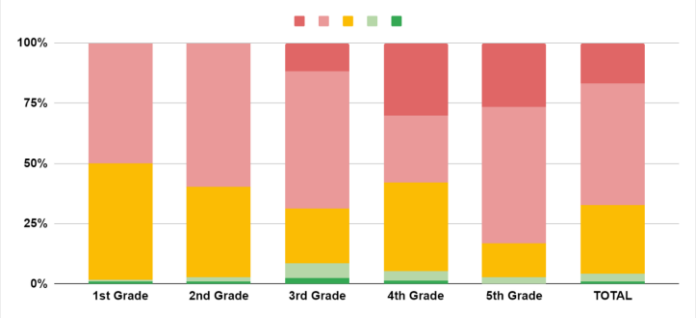
(students one or more years below grade level)

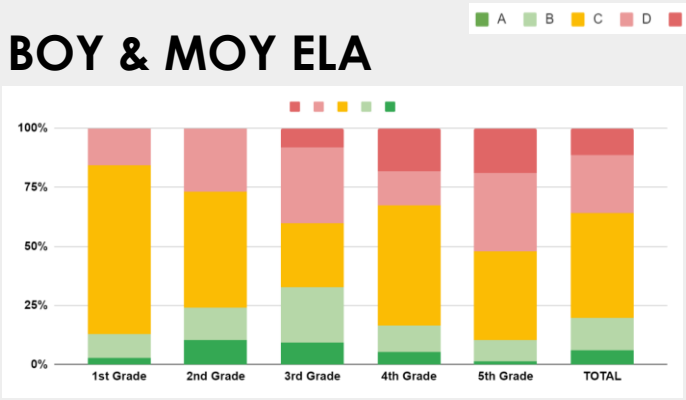


Analysis:

- Overall no specific domain needs more attention than any other domain; unlike the Reading results
- Grades 1- 3 - Number and Operations needs slightly more attention.
- Grades 3 - 5 - Geometry needs slightly more attention for students below grade level

2021 Intervention Cohort - BOY & MOY ELA

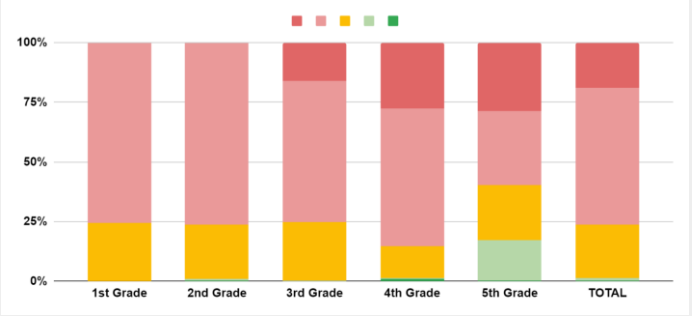


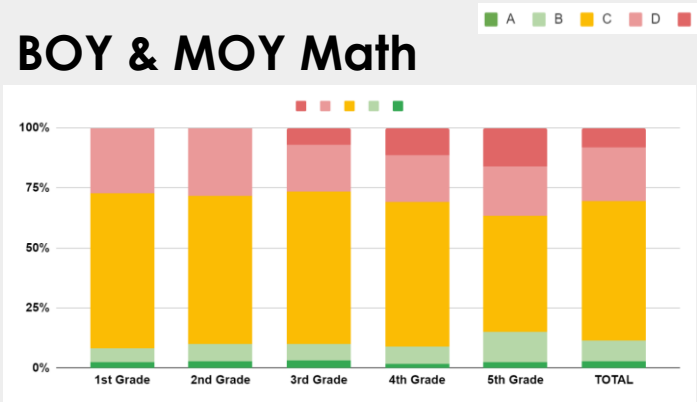


BOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	0.9%	0.9%	48.2%	50.0%	0.0%
2nd Grade	0.8%	2.0%	37.5%	59.8%	0.0%
3rd Grade	2.3%	6.2%	22.6%	57.2%	11.7%
4th Grade	1.4%	3.9%	36.7%	27.9%	30.0%
5th Grade	0.0%	2.8%	13.9%	56.7%	26.7%
TOTAL	1.0%	3.4%	28.5%	50.4%	16.7%

MOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	2.6%	10.4%	71.4%	15.6%	0.0%
2nd Grade	10.4%	13.3%	48.7%	26.5%	0.0%
3rd Grade	10.2%	25.7%	29.9%	35.1%	9.1%
4th Grade	5.4%	11.1%	51.0%	14.2%	18.4%
5th Grade	1.3%	8.9%	37.8%	33.2%	18.8%
TOTAL	5.9%	13.7%	44.5%	24.4%	11.5%

2021 Intervention Cohort - BOY & MOY Math



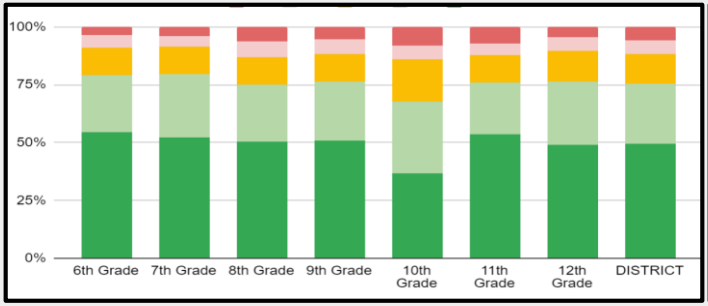


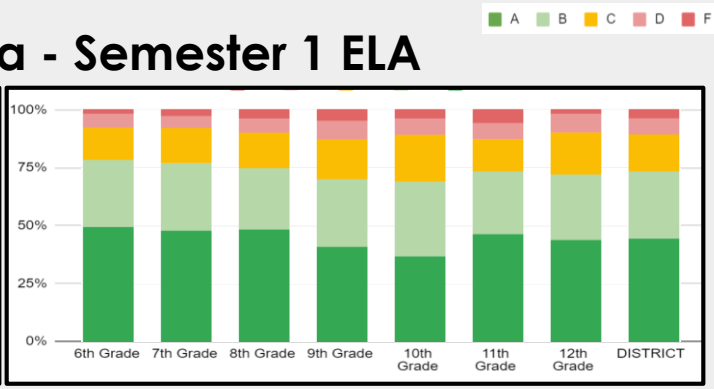
BOY	*Mid/Above*	*Early on*	*1 Below*	*2 Below*	*3 Below*
1st Grade	0.0%	0.0%	24.3%	75.7%	0.0%
2nd Grade	0.4%	0.4%	22.9%	76.3%	0.0%
3rd Grade	0.0%	0.4%	24.4%	59.1%	16.1%
4th Grade	1.0%	0.3%	13.3%	57.7%	27.6%
5th Grade	0.3%	20.%	27.2%	36.5%	34.0%
TOTAL	0.4%	0.8%	22.4%	57.3%	19.1%

MOY	*Mid/Above*	*Early on*	*1 Below*	*2 Below*	*3 Below*
1st Grade	2.4%	5.9%	64.7%	27.1%	0.0%
2nd Grade	2.9%	7.1%	61.8%	28.2%	0.0%
3rd Grade	2.9%	6.7%	61.6%	19.1%	6.7%
4th Grade	1.7%	7.4%	60.2%	19.5%	11.3%
5th Grade	2.5%	12.5%	47.7%	20.2%	16.0%
TOTAL	2.8%	8.5%	58.4%	22.2%	8.2%

BUSD Secondary Intervention Data

2021 Grades Analysis Data - Semester 1 ELA

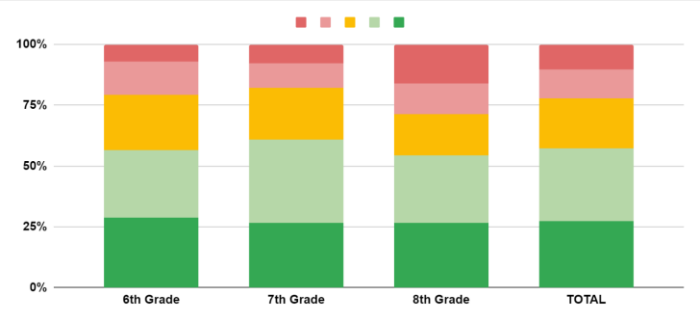


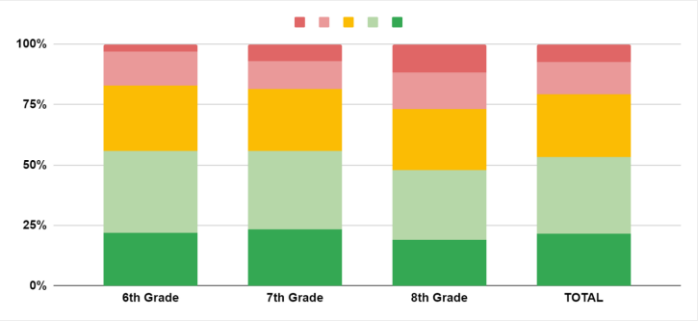


10-Week English	A	B	C	D	F
6th Grade	54.6%	24.6%	11.6%	5.8%	3.3%
7th Grade	52.4%	27.4%	11.5%	4.8%	3.9%
8th Grade	50.4%	24.6%	11.9%	6.9%	6.2%
9th Grade	51.0%	25.5%	11.7%	6.4%	5.4%
10th Grade	36.7%	31.0%	18.1%	6.0%	8.2%
11th Grade	53.7%	22.3%	11.6%	5.1%	7.2%
12th Grade	49.0%	27.2%	13.3%	6.0%	4.5%
TOTAL	49.4%	26.1%	12.9%	5.9%	5.6%

Semester English	A	B	C	D	F
6th Grade	50%	29%	14%	6%	2%
7th Grade	48%	29%	15%	5%	3%
8th Grade	48%	26%	15%	6%	4%
9th Grade	41%	29%	17%	8%	5%
10th Grade	37%	32%	20%	7%	4%
11th Grade	47%	27%	14%	7%	6%
12th Grade	44%	28%	18%	8%	2%
TOTAL	45%	29%	16%	7%	4%

2021 Intervention Cohort - Semester 1 ELA

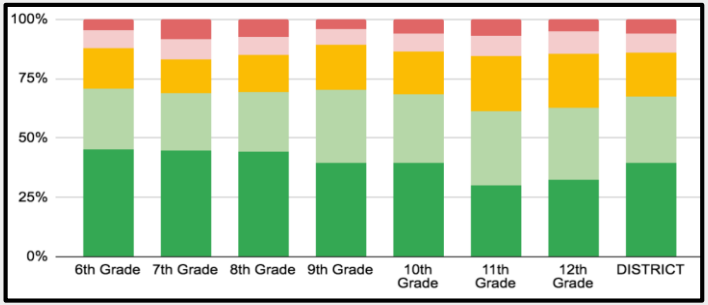


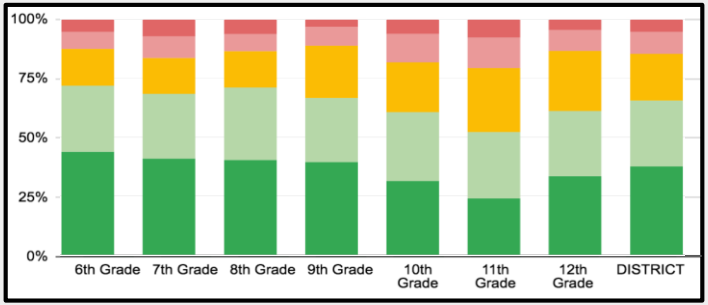


10-Week English	A	B	C	D	F
6th Grade	28.9%	27.6%	22.8%	13.6%	7.1%
7th Grade	26.7%	34.2%	21.4%	9.9%	7.8%
8th Grade	26.5%	27.8%	16.9%	12.9%	15.9%
TOTAL	27.3%	30.0%	20.4%	12.1%	10.2%

Semester English	A	B	C	D	F
6th Grade	22.0%	33.7%	27.1%	14.3%	2.9%
7th Grade	23.2%	32.7%	25.5%	11.4%	7.2%
8th Grade	19.1%	28.9%	25.3%	14.8%	11.9%
TOTAL	21.5%	31.8%	25.9%	13.4%	7.4%

2021 Grades Analysis Data - Semester 1 Math

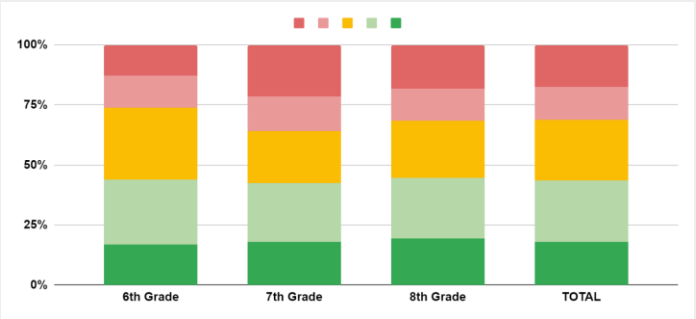


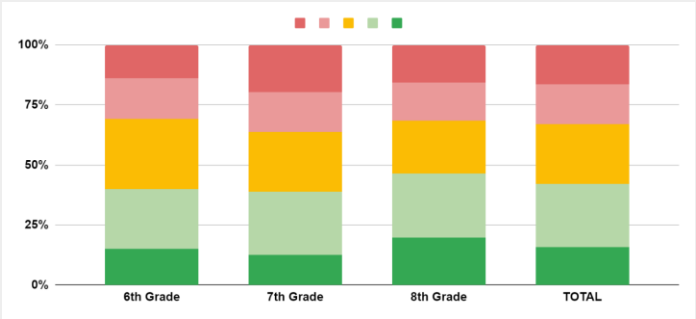


10-Week Math	A	B	C	D	F
6th Grade	45%	25%	17%	7%	4%
7th Grade	44%	24%	14%	8%	8%
8th Grade	44%	25%	15%	7%	7%
9th Grade	39%	31%	18%	6%	3%
10th Grade	39%	28%	18%	7%	5%
11th Grade	30%	31%	23%	8%	7%
12th Grade	32%	30%	22%	9%	5%
TOTAL	40%	28%	18%	8%	6%

Semester Math	A	B	C	D	F
6th Grade	42%	27%	15%	7%	5%
7th Grade	40%	27%	15%	9%	7%
8th Grade	39%	30%	15%	7%	6%
9th Grade	39%	27%	22%	8%	3%
10th Grade	31%	29%	21%	12%	6%
11th Grade	22%	26%	25%	12%	7%
12th Grade	30%	25%	23%	8%	4%
TOTAL	36%	27%	19%	9%	5%

2021 Intervention Cohort - Semester 1 Math

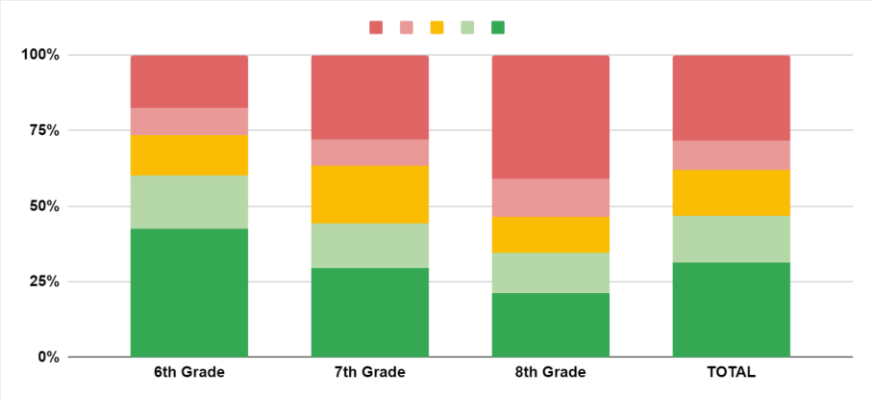




10-Week Math	A	B	C	D	F
6th Grade	16.9%	27.1%	29.8%	13.2%	12.9%
7th Grade	17.9%	24.5%	21.7%	14.5%	21.4%
8th Grade	19.3%	25.3%	23.9%	13.3%	18.2%
TOTAL	18.1%	25.6%	25.0%	13.7%	17.6%

Semester Math	A	B	C	D	F
6th Grade	15.1%	24.7%	29.2%	17.2%	13.7%
7th Grade	12.5%	26.2%	25.2%	16.6%	19.5%
8th Grade	19.6%	26.7%	22.0%	16.0%	15.7%
TOTAL	15.9%	26.0%	25.2%	16.5%	16.3%

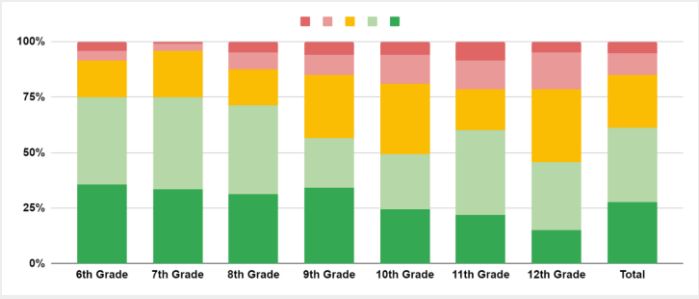
2021 Intervention Cohort - Fall Math Benchmark

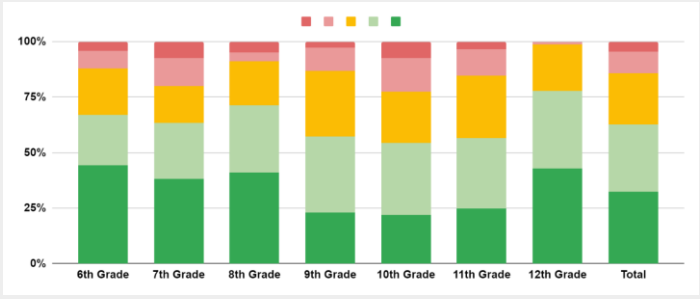


Fall Final	A	B	C	D	F
6th Grade	42.3%	17.7%	13.5%	9.1%	17.4%
7th Grade	29.4%	14.8%	19.3%	8.5%	28.1%
8th Grade	21.1%	13.5%	11.7%	12.9%	40.8%
TOTAL	31.3%	15.4%	15.1%	10.0%	28.2%

Fall Final	A	B	C	D	F
6th Grade	339	142	108	73	139
7th Grade	253	127	166	73	242
8th Grade	147	94	82	90	285
TOTAL	739	363	356	236	666

2021 SPED Grades Analysis Data - Semester 1

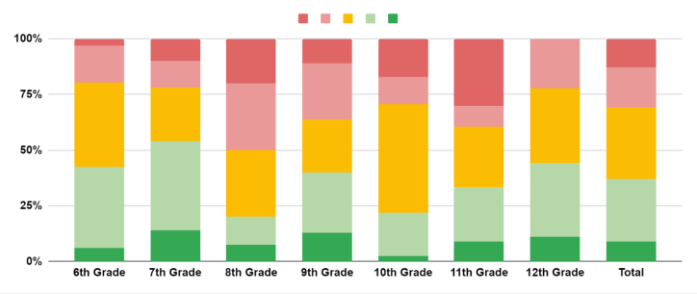


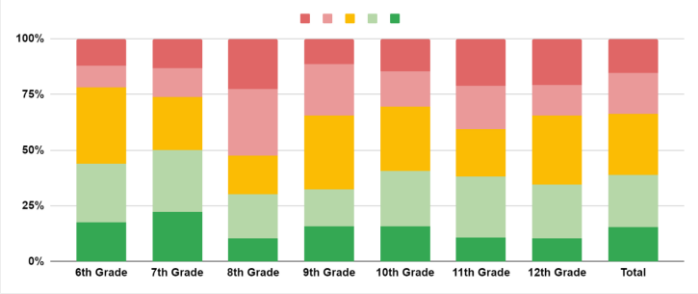


English	A	B	C	D	F
6th Grade	35.7%	39.1%	16.5%	4.3%	4.3%
7th Grade	33.3%	41.7%	20.8%	3.3%	0.8%
8th Grade	31.1%	40.2%	16.4%	7.4%	4.9%
9th Grade	34.3%	22.4%	28.4%	9.0%	6.0%
10th Grade	24.3%	25.0%	31.8%	12.8%	6.1%
11th Grade	21.7%	38.3%	18.3%	13.3%	8.3%
12th Grade	15.2%	30.4%	32.8%	16.8%	4.8%
TOTAL	27.8%	33.4%	24.0%	9.7%	5.1%

Math	A	B	C	D	F
6th Grade	44.3%	22.6%	20.9%	7.8%	4.3%
7th Grade	38.3%	25.0%	16.7%	12.5%	7.5%
8th Grade	41.0%	30.3%	19.7%	4.1%	4.9%
9th Grade	23.1%	34.3%	29.4%	10.5%	2.8%
10th Grade	21.9%	32.5%	23.2%	15.2%	7.3%
11th Grade	24.8%	31.6%	28.2%	12.0%	3.4%
12th Grade	42.9%	35.1%	20.8%	1.3%	0.0%
TOTAL	32.5%	30.2%	23.0%	9.7%	4.6%

2021 English Learner Grades Analysis Data - Semester 1



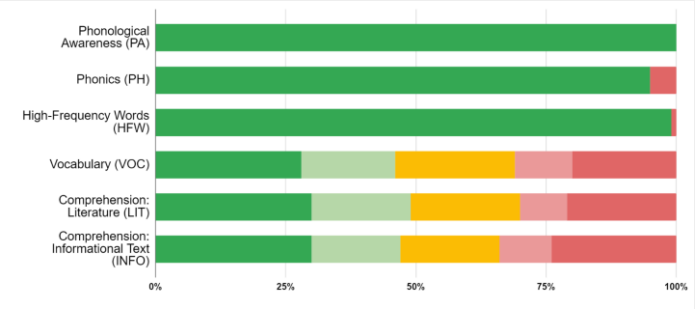


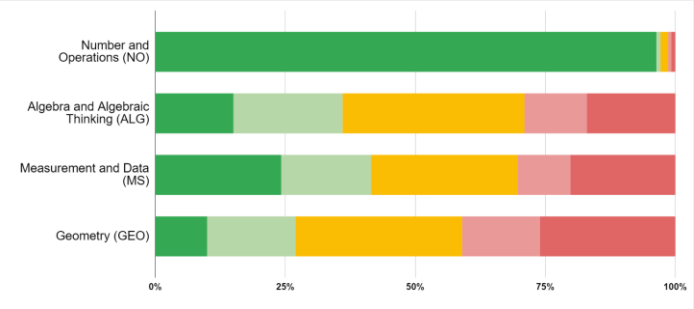
English	A	B	C	D	F
6th Grade	4	24	25	11	2
7th Grade	7	20	12	6	5
8th Grade	3	5	12	12	8
9th Grade	7	15	13	14	6
10th Grade	1	8	20	5	7
11th Grade	3	8	9	3	10
12th Grade	1	3	3	2	0
TOTAL	8.8%	28.2%	32.0%	18.0%	12.9%

Math	A	B	C	D	F
6th Grade	16	24	31	9	11
7th Grade	17	21	18	10	10
8th Grade	8	15	13	23	17
9th Grade	15	16	32	22	11
10th Grade	11	17	20	11	10
11th Grade	5	13	10	9	10
12th Grade	3	7	9	4	6
TOTAL	15.5%	23.3%	27.5%	18.2%	15.5%

i-Ready Diagnostic Levels

Number Of Students Assessed		
Grade	Reading	Math
6	946/980	949/999
7	1,317/1,400	1,039/1,093
8	790/843	911/1,131





Diagnostic 1 Reading	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
6th Grade	28%	15%	25%	13%	19%
7th Grade	27%	21%	20%	10%	22%
8th Grade	27%	22%	20%	6%	24%

Diagnostic 1 Math	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
6th Grade	10%	23%	37%	14%	16%
7th Grade	14%	21%	36%	10%	19%
8th Grade	12%	21%	33%	11%	23%

2021 Fall A-G Courses with 10+ Fails

Course	Fails	Course	Fails	Course	Fails
Geometry	56 + (6 (S))	Algebra 2 + (8 (S))	35	Art History	12
Earth/Space Science	56 + (20 (S))	Algebra 1 +(17(S))	35	Dance 1	11
English 9	51 + (4 (T))	US History + (5 (S))	34		
Spanish 1	49	Spanish 2	28		
Wrld Hist	48 + (8 (S))	Physics	28		
English 11	40 + (8 (S))	Digital Media Prod	21		
Biology	39 + (13 (S))	Digital Photo	17		
English 10	36 + (6 (S))	Computer Program	16		
Art Structure 1	35	English 12	13		

2021 Fall A-G Courses with 10+ Ds

Course	D/D-/D+	Course	D/D-/D+	Course	D/D-/D+
Geometry	116 +(10 (S))	English 10	55	Spanish 3	20
Algebra 1	102 +(21 (S))	Chemistry	48	Economics	20
Earth/Space Science	82 + (12 (S))	English 11	46	Digital Photo	19
Algebra 2	73 + (6 (S))	Spanish 2	45	Chemistry (H)	17
Biology	72	English 12	45	AP Calc AB	16
Wrld Hist	69	Art Structure 1	34	Culinary Arts	16
English 9	68	Pre-Calculus	30	AP European Hist	14
Spanish 1	66	Digital Media Prod	24	Intro College Math	14
US History	55	Dance 1	20		

High School GPA Trends
Before & After Distance Learning

2019-2020 Fall Semester Average GPA		2021-2022 Fall Semester Average GPA	
Burbank High School	**3.12**	**Burbank High School**	**3.07**
9	3.03	9	3.00
10	2.97	10	2.94
11	3.07	11	3.08
12	3.40	12	3.28
John Burroughs High School	**3.05**	**John Burroughs High School**	**3.11**
9	2.81	9	2.92
10	2.97	10	2.98
11	3.07	11	3.10
12	3.40	12	3.45
District Average	**3.09**	**District Average**	**3.09**


Appendix

School Site Academic Growth & Support

Examples of Data Discussions with School Sites
(Bret Harte ES & Luther Burbank MS)

BRET HARTE ELEMENTARY SCHOOL

SCHOOL STAFF

Principal: Martha Walter
Curriculum Specialist: Nicole Cody
At Risk Interventionist: Michael Jones
ELD Specialist: Kirsten Jackson
RSP Specialist: Sarah Matsui Von Guetzow

INFORMATION

2021-2022 School Enrollment: 556; RSP 28 students, SDC/Aut 33 students

School Programs: PBIS; Second Step; Peaceful Playground; i-Ready

Communication/Outreach: PTSA, DELAC, Parent Ed, and DEI meetings; School Site Council

Facebook: Bret Harte Elementary School Burbank

PTA Site: www.bretharteburbankpta.com

SPOTLIGHT ON SUCCESS:

WHAT IT IS: Pull-out program in RTI for Math grades 3-5 and Push-in RTI Reading K-2nd.

HOW IT WORKS: In Grades 3-5, intervention for math is based on a pull-out model. Using diagnostic data and informal formative data, we ask teachers to identify students struggling. Those students are given a math screener to more accurately target student needs. Students are grouped strategically and across grades based on needs identified from the screener. Since implementation, students in the targeted groups have shown improvement based on re-assessment.
In grades K-2ND, intervention is a pus-in model. The teacher uses I-Ready data, along with other formative assessments to determine which students will be working in RTI instruction.

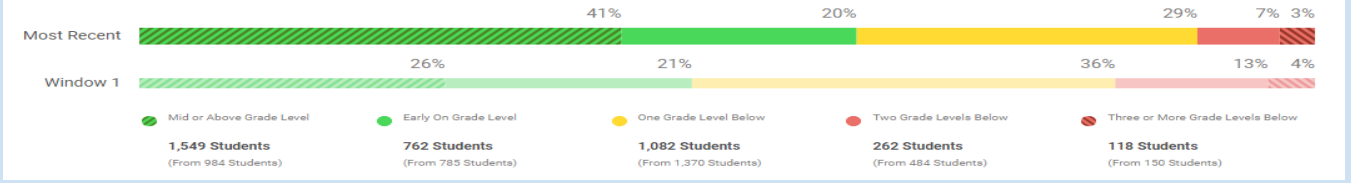
FUNDING: The iReady license was paid for by the District school year.

CHALLENGES: RtI for ELA has been a push-in model and has had some challenges. With the push in-model, interventions are less consistent and based on classroom observations rather than formative assessment. Next year, Rti will become targeted instruction done in 4-6 week sessions and based on student need and will be a pull-out model. More conversation based on formative assessment is necessary for the deep dive into student need to develop instructional pathways based on student need. The goal is to restructure RTI for ELA so that it mirrors the success of the math RTI in place.
Another challenge will be continuing this level of RtI service if the iReady license is not fully paid for by the District for 2022-23.

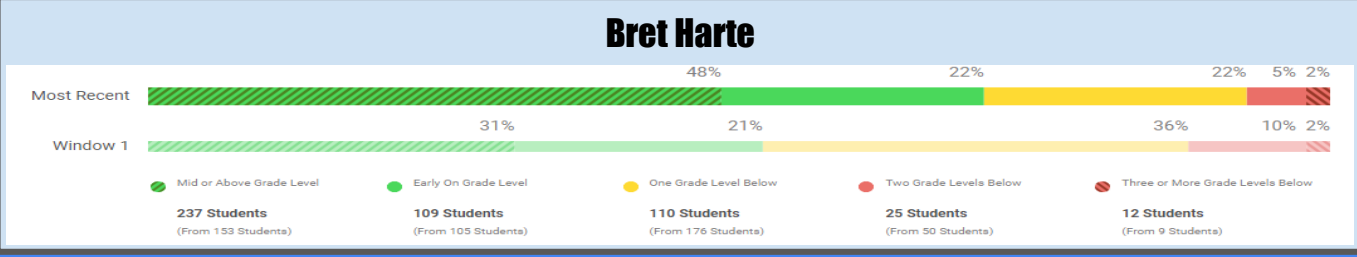
SUCCESSES:
Math RTI being targeted and pull out.
Second Step lesson regularly. STEAM instruction such as art, photography, etc, which helps build community.
iReady 45 minutes ELA each week for all students mandatory.

i-Ready Window 1 and Window 2 Overall Placement Reading District vs. School Site

District

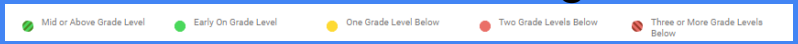


Bret Harte



Analysis:
Bret Harte appears to be following the trends of the overall district in which they are decreasing the amount of students 1 grade or below and moving them into the group of students on grade level.

i-Ready Window 1 and Window 2
Grade Level Overall Placement Reading - School Site

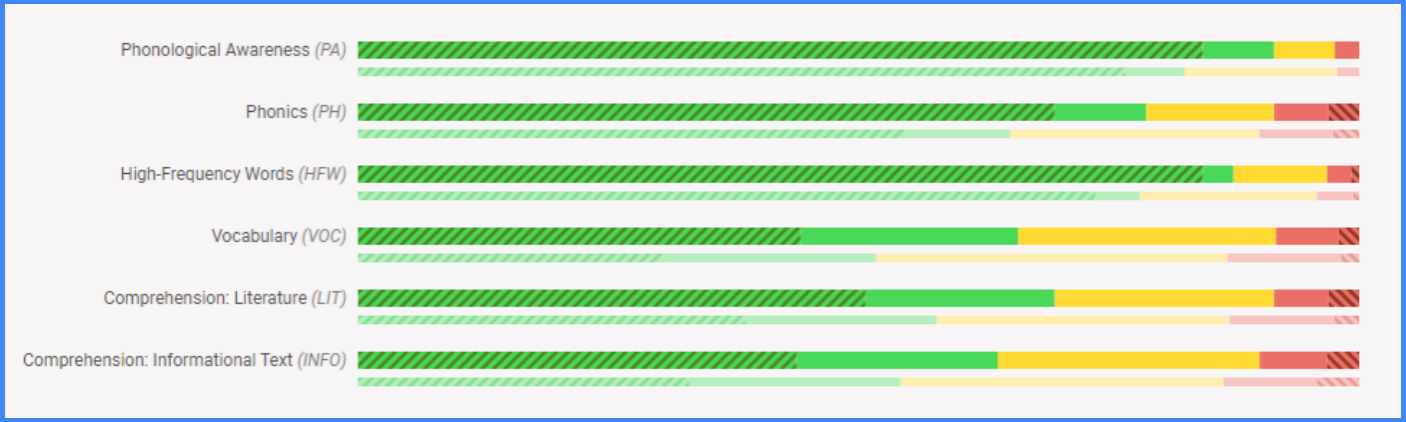


Analysis:

- This school has done an excellent job of moving the students 1-2 grade levels below up to early on or above grade level.
- % of students 3 or more grade levels below remains static or has a slight increase
- Students in Kindergarten appear to enter school with over half of the population needing support in reading
- % of students in Kindergarten on grade level increased significantly in window 2.
- In 5th grade % of students 2 or more grade levels below dropped significantly raising the % of students 1 grade level or below.

		Overall Grade-Level Placement						Students Assessed/Total
Grade K	Most Recent		46%	32%	22%	0%	0%	76/84
	Window 1		13%	29%	58%	0%	0%	
Grade 1	Most Recent		45%	17%	29%	9%	0%	82/89
	Window 1		27%	11%	52%	10%	0%	
Grade 2	Most Recent		63%	12%	18%	7%	0%	83/86
	Window 1		39%	18%	31%	12%	0%	
Grade 3	Most Recent		52%	28%	13%	5%	2%	83/96
	Window 1		40%	29%	20%	10%	1%	
Grade 4	Most Recent		51%	17%	20%	6%	6%	86/94
	Window 1		41%	16%	30%	7%	6%	
Grade 5	Most Recent		31%	28%	31%	4%	6%	83/89
	Window 1		25%	25%	24%	22%	4%	

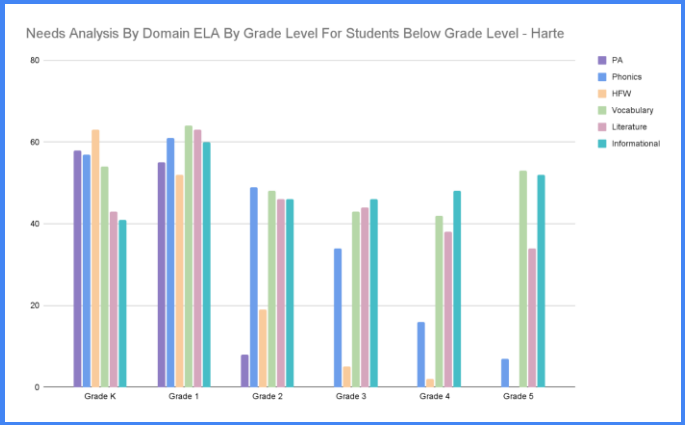
i-Ready Window 1 and Window 2 Comparison By Domain Reading

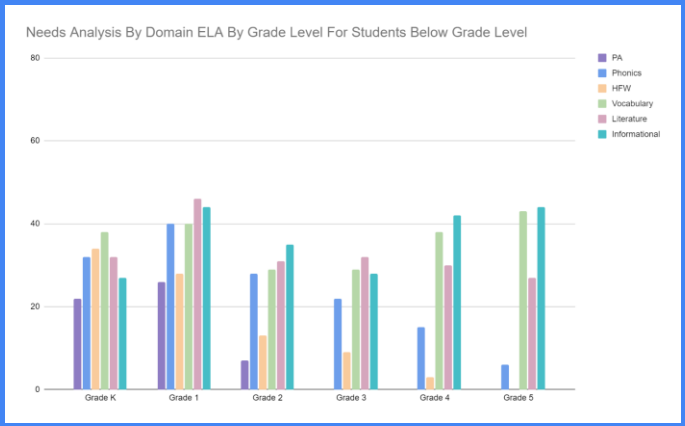


Analysis:

- The amount of students 1 grade level below has decreased in most domains with most movement appearing to move towards early on or above grade level.
- There has been a slight increase in students moving to 3 or more grade levels below in Vocabulary and Comprehension: Literature

i-Ready Window 1 and Window 2 Needs Analysis: ELA students 1 or more grade levels behind.



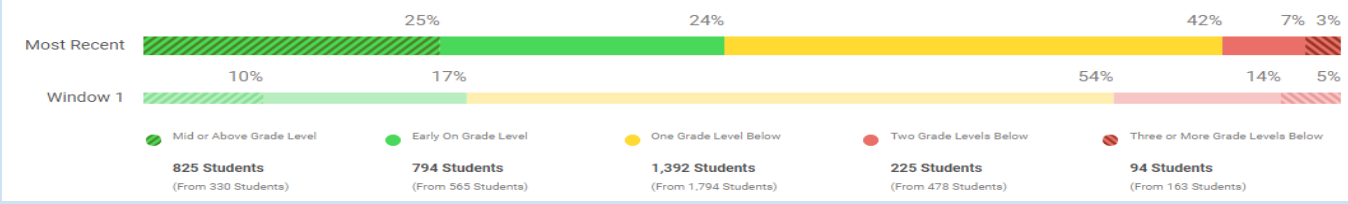


Analysis:
3,703 out of 5,997 tested both windows

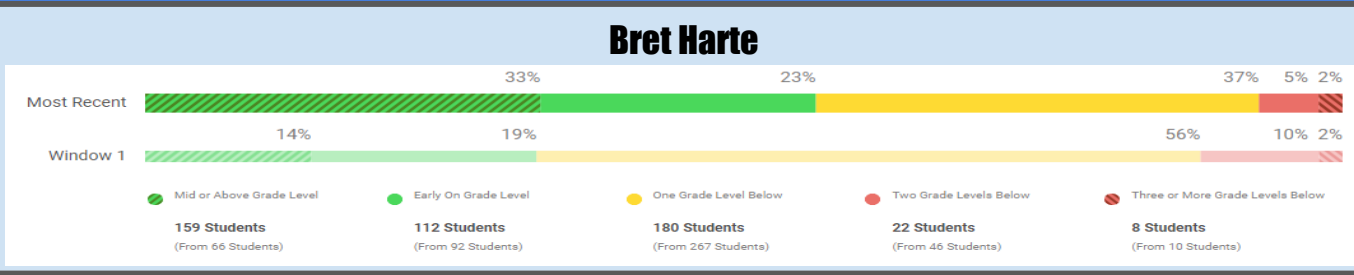
- Of the students performing 1 grade level or below, there has been a significant decrease in needs for ELA.
- Areas to consider for extra support include Grade 1 phonics.
  - According to the Science of Reading, this should help decrease the need for help in comprehension of literature and informational text in the future.
- The areas of need for fourth and fifth grade continue to be vocabulary and comprehension of informational text.

i-Ready Window 1 and Window 2 Grade Level Overall Placement Math District vs. School Site

District



Bret Harte



Analysis: This school follows the trends of the District's Overall Placement for Math. It has done an excellent job of moving the students 1 grade level or below up to grade level. The percentage of students early on or above grade level has increased 20%

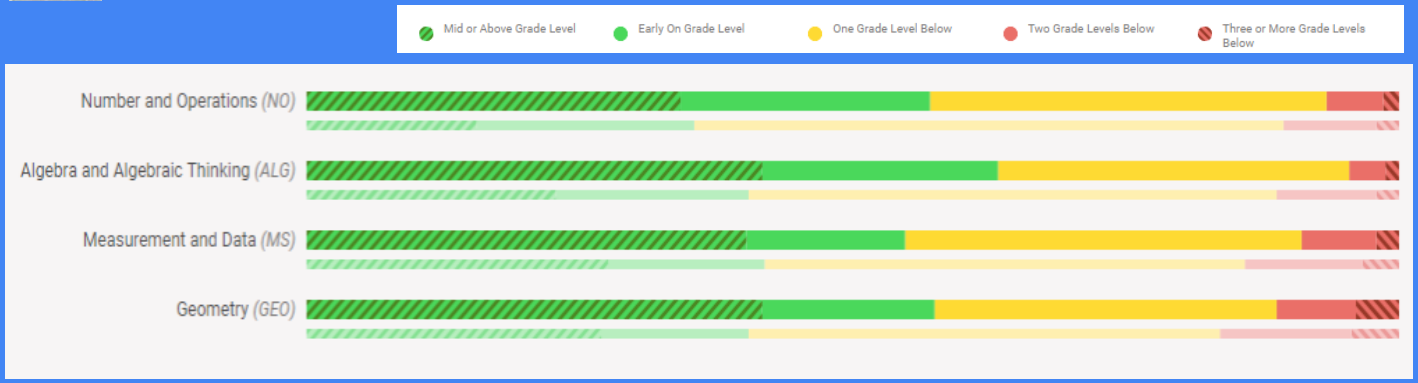
i-Ready Window 1 and Window 2 Grade Level Overall Placement Math- School Site

Grade		Overall Grade-Level Placement						Students Assessed/Total
Grade K	Window 2		50%	12%	38%	0%	0%	74/85
	Window 1		27%	19%	54%	0%	0%	
Grade 1	Window 2		49%	10%	39%	1%	0%	71/89
	Window 1		15%	14%	68%	3%	0%	
Grade 2	Window 2		34%	28%	32%	6%	0%	79/86
	Window 1		10%	23%	56%	11%	0%	
Grade 3	Window 2		26%	32%	37%	5%	0%	81/96
	Window 1		14%	22%	52%	12%	0%	
Grade 4	Window 2		27%	26%	34%	8%	6%	86/94
	Window 1		12%	20%	47%	16%	6%	
Grade 5	Window 2		18%	30%	46%	4%	2%	83/89
	Window 1		6%	18%	59%	12%	5%	

Analysis:

- This school has done an excellent job of moving the students 1 grade level or below up to grade level.
- Percentage of students 1 or more grade levels below has dropped significantly in all grade levels
- Grades K and 1 have had significant increase on percentage of students mid or above grade level

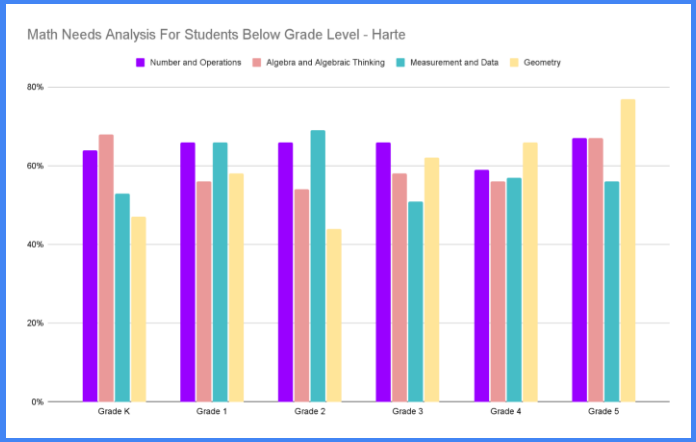
i-Ready Window 1 and Window 2 Comparison By Domain Math

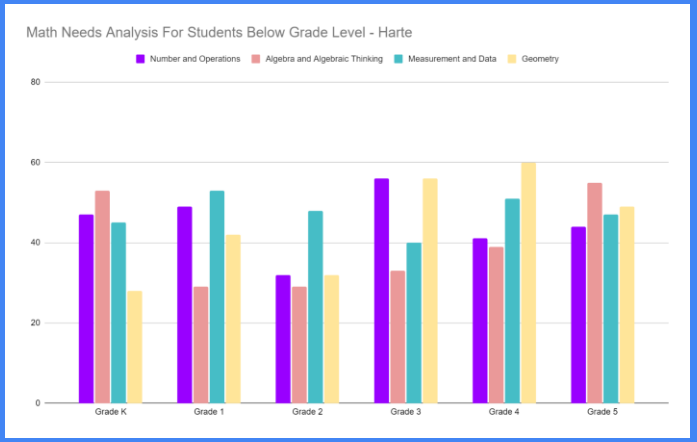


Analysis:

- The amount of students 2 grade levels or more below has decreased with most movement heading towards early on and mid or above grade level.
- The number of students 2 grade levels or below has decreased.
- The percentage of students 3 or more grade levels below has increased slightly in all domains, this is because the SDC students did not have scores first window, but have scores for the second window.

i-Ready Window 1 and Window 2 Needs Analysis: Math Students 1 or more grade levels behind.





Analysis:

- Overall the needs for math have decreased.
- There continues to be a need for intervention in 3rd and 4th grade Geometry and 3rd grade Number Sense
- Most notable decreases in needs are:
  - 5th grade Geometry and Number and Operations
  - 1st grade Algebra
  - 2nd grade Algebra
  - 2nd Grade Number and Operations

LUTHER BURBANK MIDDLE SCHOOL

SCHOOL STAFF

Principal: Oscar Macias
API: Laura Vinyard
Title 1: Brian Ludwick
ELD Counselor: Traci Fellman
Int. Specialist: Aggie Sosa

INFORMATION

2020-2021 School Enrollment: 899
Communication/Outreach: PTSA, ELAC, Parent Ed, and DEI meetings; school app; "The Buzz" monthly newsletter;
Facebook: Luther Burbank Busd
Instagram: @lutherburbankbusd
Twitter: @BusdLuther

SPOTLIGHT ON: STRATEGIES FOR SUCCESS

WHAT IT IS: *Strategies for Success* is an intervention class targeting students with academic, executive functioning, and organization needs

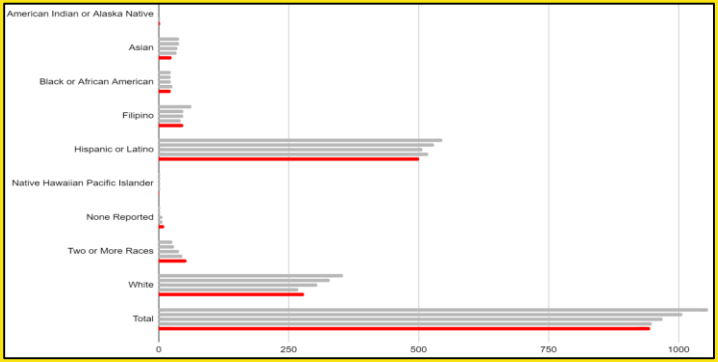
HOW IT WORKS: Students attend one period of *Strategies for Success* a week, which allows for small groups to rotate through each semester *and* for students to keep an elective course. Students work on missing assignments with teacher assistance. They also work on executive functioning skills such as how to use the AERIES portal and sending emails. At the end of each semester, a new group of students may be added.

FUNDING: Funding for *Strategies for Success* comes from LCAP. The costs is two .2s teacher salaries.

CHALLENGES: One challenge in working on attendance. Another challenge is keeping the class size small enough to be effective.

SUCCESSES: Students can keep an elective and still get targeted help. Class sizes are small, but rotate enough to get a large group of students.

Demographics at a Glance



Census Day Enrollment by Ethnicity	Students	Teachers
American Indian or Alaska Native	0.2 %	0 %
Asian	3.7 %	2.2 %
Black or African American	2.7 %	2.2 %
Filipino	4.5 %	2.2 %
Hispanic or Latino	54.7 %	13.3 %
Native Hawaiian or Pacific Islander	0.2 %	0 %
None Reported	0.8 %	0 %
Two or More Races	4.8 %	0 %
White	28.2 %	80 %

Data source: http://www.ed-data.org/

Students with Disabilities	2015-16	2016-17	2017-18	2018-19	2019-20
Total	N/A	174	163	161	N/A

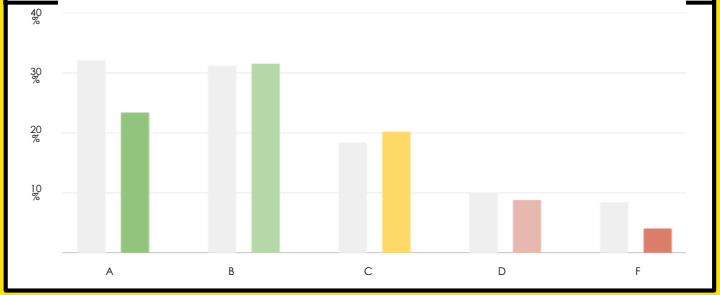
Homeless	2015-16	2016-17	2017-18	2018-19	2019-20
Total	N/A	N/A	12	15	N/A

Socioeconomically Disadvantaged	2015-16	2016-17	2017-18	2018-19	2019-20
Total	NA	414	437	419	NA

Languages of English Learners	2015-16	2016-17	2017-18	2018-19	2019-20
All Other	4	4	2	2	1
Arabic	6	3	2		1
Armenian	3	5	7	6	3
Filipino (Pilipino or Tagalog)		2	2	2	1
German				1	
Mandarin (Putonghua)	3				
Russian	1	2	2		
Spanish	48	55	45	42	35
Vietnamese				2	1
Total	65	71	60	55	**42**

2021 English Grade Data - 10-Week vs. Final Semester

English 10-Week Grade	A	B	C	D	F
6th Grade (260 students)	39.6% (103 students)	27.3% (71 students)	20.8% (54 students)	9.2% (24 students)	3.1% (8 students)
7th Grade (288 students)	25.3% (73 students)	33.7% (97 students)	20.5% (59 students)	10.8% (31 students)	9.7% (28 students)
8th Grade (296 students)	32.1% (95 students)	32.1% (95 students)	14.2% (42 students)	9.8% (95 students)	11.8% (35 students)
TOTAL (844 students)	32.1% (271 students)	31.2% (263 students)	18.4% (155 students)	10.0% (84 students)	8.4% (71 students)



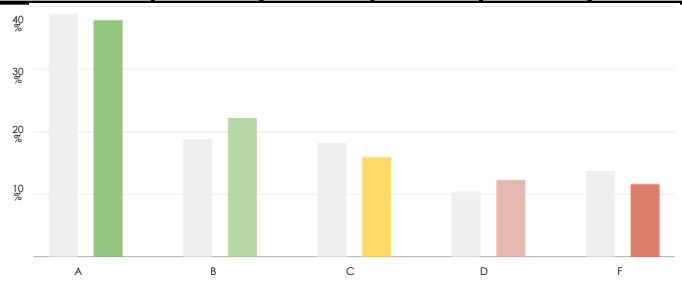
English Semester Grade	A	B	C	D	F
6th Grade (258 students)	31.7% (82 students)	31.3% (81 students	22.4% (58 students	11.6% (30 students	2.7% (7 students
7th Grade (286 students)	33.2% (85 students	32.8% (94 students	19.9% (57 students	9.1% (26 students	8.3% (24 students
8th Grade (291 students)	37.4% (109 students	30.5% (89 students	18.5% (54 students	6.1% (18 students	1.3% (4 students
TOTAL (835 students)	23.4% (196 students	31.6% (264 students	20.2% (169 students	8.8% (74 students	4.1% (35 students

Semester English Grade Analysis:

In English, the data shows improvement in grades from 10-Week. In 8th grade, there was a significant reduction in Ds and Fs and a significant increase in As. The 6th and 7th grade level show steady progress, with fewer Ds and Fs as well. At the semester mark, over 50% of the student population earned an A or B in English, while roughly 12% earned Ds or Fs.

2021 Math Grade Data - 10-Week vs. Final Semester

Math 10-Week Grade	A	B	C	D	F
6th Grade (261 students)	41.8% (109 students)	17.6% (46 students)	20.7% (54 students)	10.0% (26 students)	10.0% (26 students)
7th Grade (290 students)	27.6% (80 students)	19.7% (57 students)	17.2% (50 students)	16.6% (48 students)	19.0% (55 students)
8th Grade (301 students)	47.2% (142 students)	18.9% (57 students)	16.9% (51 students)	5.0% (15 students)	12.0% (36 students)
TOTAL (852 students)	38.8% (331 students)	18.8% (160 students)	18.2% (155 students)	10.4% (89 students)	13.7% (117 students)



Math Semester Grade	A	B	C	D	F
6th Grade (259 students)	44.4% (115 students)	18.9% (49 students)	17.7% (46 students)	11.9% (31 students)	6.9% (18 students)
7th Grade (287 students)	28.2% (81 students)	22.9% (66 students)	17.7% (51 students)	14.9% (43 students)	16.0% (46 students)
8th Grade (295 students)	41.3% (122 students)	24.4% (72 students)	12.5% (37 students)	10.1% (30 students)	11.5% (34 students)
TOTAL (841 students)	37.8% (318 students)	22.2% (187 students)	15.9% (134 students)	12.3% (104 students)	11.6% (98 students)

Semester Math Grade Analysis:

In Math, the data appears to show slight improvement in grades from 10-Week. In 8th grade, there was a significant reduction in Ds and Fs and a significant increase in Bs. The 6th grade level show steady progress, with fewer Ds and Fs as well. In 7th grade, there are substantially fewer As than at any other grade level. At the semester mark, roughly 60% of the student population earned an A or B in Math.

2021 i-Ready Reading Diagnostic Data - Beginning of Year vs. Mid Year

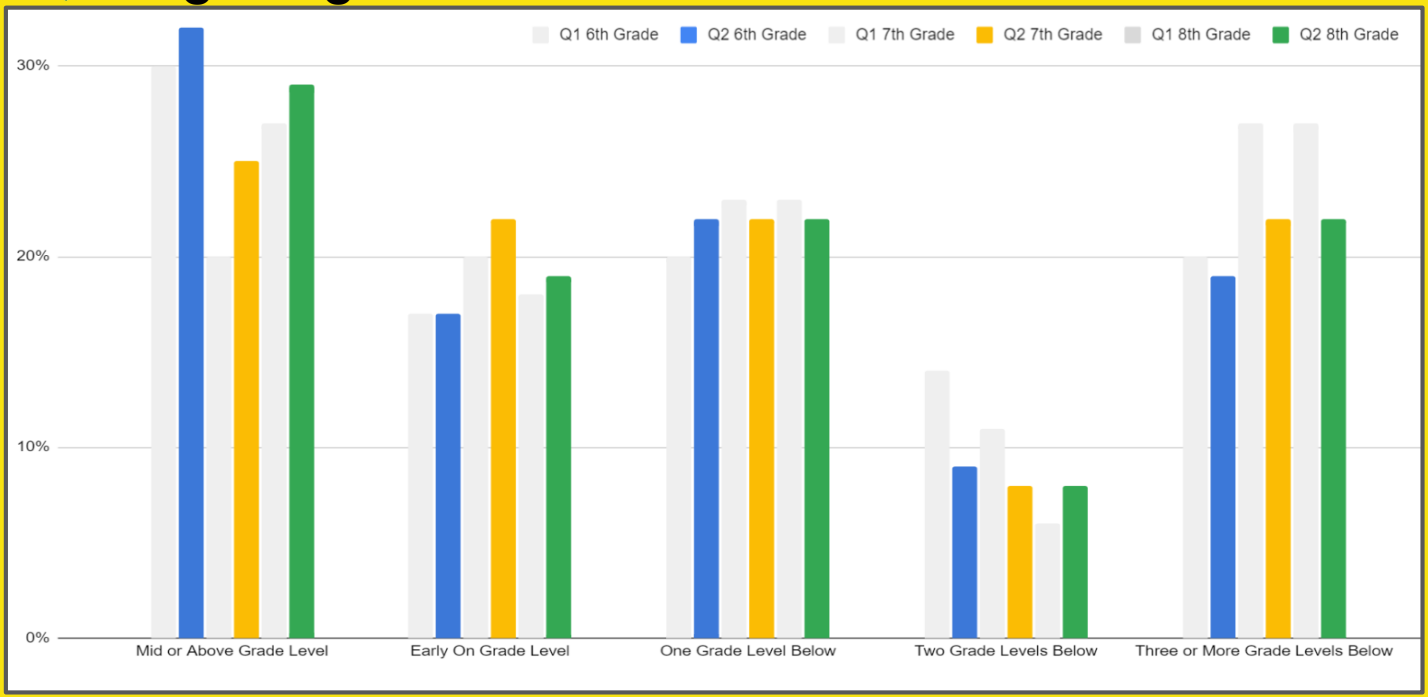
Reading Diagnostic #1	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
6th Grade	30%	17%	20%	14%	20%
7th Grade	20%	20%	23%	11%	27%
8th Grade	27%	18%	23%	6%	27%

Reading Diagnostic #1	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
6th Grade	32%	17%	22%	9%	20%
7th Grade	26%	22%	21%	8%	23%
8th Grade	28%	18%	22%	9%	23%

Semester Reading Analysis:

In Reading, the data appears to show mixed growth from the Beginning of Year diagnostic to the Middle of Year Diagnostic. In all grades, students moved out of the 3-or-more grade levels below to higher proficiency levels. There was also an increase of students at the mid-or-above grade level across all grades. The number of students at the one-grade-level below stayed relatively consistent throughout all grade levels.

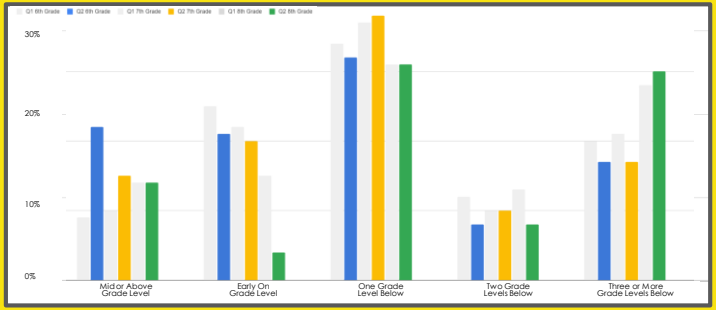
2021 i-Ready Reading Diagnostic Data - Beginning of Year vs. Mid Year



2021 i-Ready Math Diagnostic Data - Beginning of Year vs. Mid Year

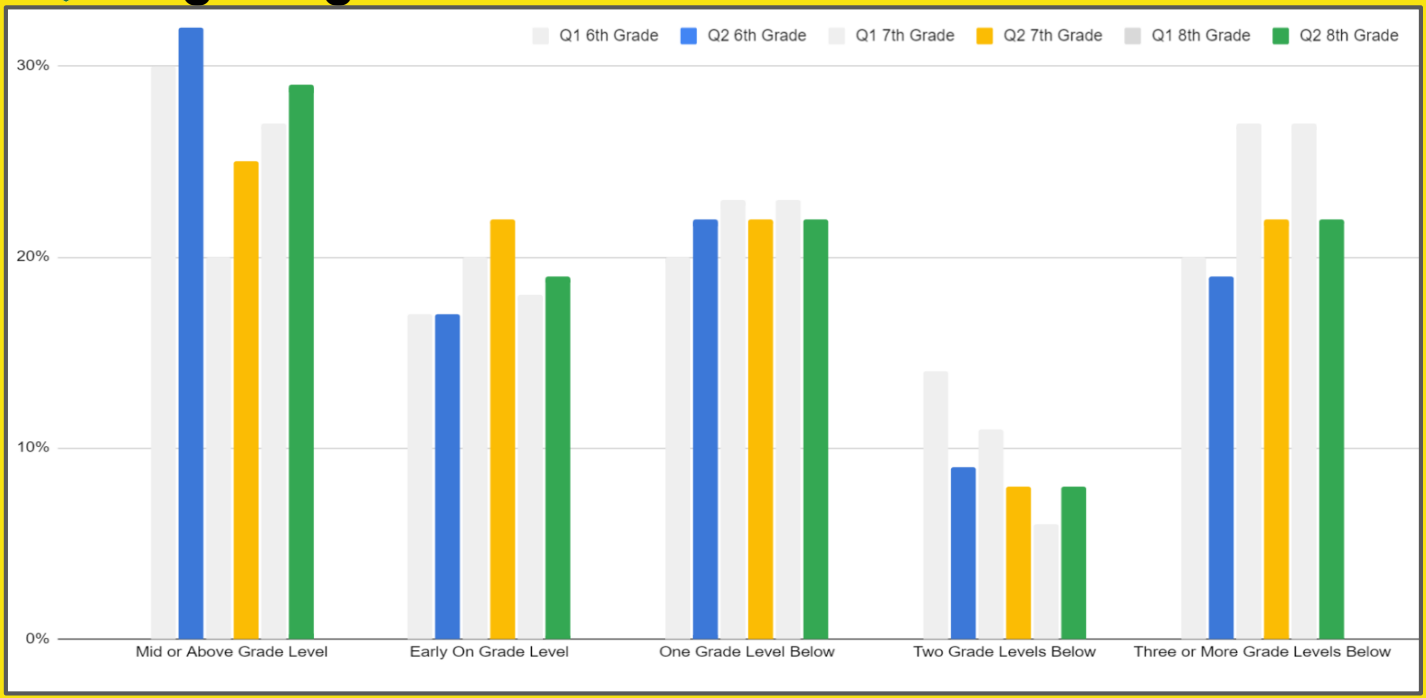
Math Diagnostic #1	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
6th Grade	9%	25%	34%	12%	20%
7th Grade	10%	22%	37%	10%	21%
8th Grade	14%	15%	31%	13%	28%

Math Diagnostic #2	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
6th Grade	21%	20%	31%	11%	17%
7th Grade	14%	19%	39%	11%	17%
8th Grade	17%	14%	31%	8%	31%



Semester Math Analysis:
In Math, the data appears to show mixed growth from the Beginning of Year diagnostic to the Middle of Year Diagnostic. At the 6th and 7th grade levels, students moved out of the 3-or-more grade levels below to higher proficiency levels. There was also a substantial increase of students at mid-or-above grade level, particularly in 6th grade. The number of students at the one-grade-level below stayed consistent throughout all grade levels.

2021 i-Ready Math Diagnostic Data - Beginning of Year vs. Mid Year



Student A i-Ready and Math Grade Case Study

Student Background

Grade: 7
Gender: M
Age: 12
Language: Spanish
Language Fluency: R-FEP
Enrollment Date (Grade): 08/18/14 (K)
Current Total GPA: 2.7353 (10-Week 3.0455)
Credit Att/Completed: 85/85 (10-Week 55/55)
Socio-Economically Disadvantaged: Y

i-Ready Math MOY: 506 Grade 6 (BOY 481 Grade 6)
i-Ready Math Lessons Completed: 8
i-Ready Reading MOY: 604 Grade 6 (BOY 597 Grade 6)
i-Ready Reading Lessons Completed: 2
Days Present 20-21: 88.3%
Days Present Semester 1 21-22: 92.8%

Supports Implemented: regular meeting with counselor, academic advisement, check ins, ELD placement, RFEP check with counselor, accommodations in class include opportunities to revise/re-submit work, simplified instructions, work bank, etc.

Math Diagnostic	BOY Score	MOY Score
Numbers and Operations	Grade 6	Early 7
Algebra & Algebraic Thinking	Grade 6	Grade 6
Measurement and Data	Grade 6	Grade 6
Geometry	Grade 5	Grade 6

Math Grade	10-Week Score	Semester Score
Assignments (30%)	61.80%	76.42%
Projects (20%)	70.00%	60.05%
Assessments (40%)	62.04%	73.74%
Benchmarks (10%)	NA	98.70%
Total	**63.73%**	**74.30%**

Observations:

Student B - Grade Deficiency Case Study

Student Background

Grade: 8
Gender: F
Age: 13
Language: Spanish
Language Fluency: FEP
Enrollment Date (Grade): 08/19/13 (K)
Current Total GPA: 1.2778 (10-Week 1.2917)
Credit Att/Completed: 105/150 (10-Week 80/120)
Socio-Economically Disadvantaged: Y

i-Ready Math MOY: 473 Grade 5 (BOY 454 Grade 4)
i-Ready Math Lessons Completed: 2
i-Ready Reading MOY: 596 Grade 7 (BOY 584 Grade 6)
i-Ready Reading Lessons Completed: 12
Days Present 20-21: 80.5%
Days Present Semester 1 21-22: 88%

Supports Implemented: ILP established in 2014 for reading and math and continued until 2016, regular meeting with counselor, academic advisement, check ins, AST, SST, ELD, added to GO PRO before-school intervention for promotion eligibility in January

Course	10-Week Grades	Cit/WH
Elective	C	N/N
English	D-	S/N
History	D	S/N
Math	F	S/U
PE	C	S/N
Science	D+	S/N

Course	Semester Grades	Cit/WH
Elective	C-	N/N
English	D	S/N
History	C-	S/S
Math	F	U/U
PE	C	S/S
Science	D-	U/S

Observations:

Student C - Typical Progress Case Study

Student Background

Grade: 8
Gender: M
Age: 13
Language: English Only
Language Fluency: English
Programs: NA
Enrollment Date (Grade): 08/19/13 (K)
Current Total GPA: 2.69 (10-Week 2.64)
Credit Att/Completed: 150/150 (10-Week 120/120)
Socio-Economically Disadvantaged: Y

i-Ready Math MOY: 509 Grade 7 (BOY 549 Grade Mid 8)
Math Lessons Passed: 1
i-Ready Reading MOY: 598 Grade 6 (BOY 592 Grade 6)
i-Ready Reading Lessons Passed: 22
Days Present 20-21: 88.8%
Days Present Semester 1 21-22: 88.0%

Supports Implemented: YMCA summer school, guidance lessons with counselor, regular check ins with counselor, invitation to workshops and Parent Ed opportunities, minimal absences

Course	10-Week Grades	Cit/WH
Elective	C+	S/S
English	B	S/S
History	B	S/S
Math	B+	O/O
PE	A	S/S
Science	B-	S/S

Course	Semester Grades	Cit/WH
Elective	C+	S/S
English	B-	S/S
History	B	S/S
Math	B+	S/N
PE	A-	S/S
Science	C	S/S

Observations:

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Report on Special Education Master Plan

Background:

Burbank Unified School District's commitment to educational services that promote equity and excellence for all students prompted the need in the spring of 2017 for a comprehensive examination of policies, procedures, and learning environments throughout the district; specifically, to examine the ways in which educational services are provided for students with special needs. Acknowledging the complexity of procedures and delivery of supports and services associated with special education, there was a realization that renewed clarity about the goals and purposes of the Special Education department was necessary to increase the level of inclusive practices and quality educational services. This plan was completed in 2019.

In the 2021-2022 school year, the Special Education Department conducted a committee of stakeholder groups to update the Master Plan for the next three years, through 2025. The new plan continues the original themes of trust, effective communication, and collaboration among all stakeholders (parents, teachers, students, special education staff, site administrators, paraprofessionals, related services staff, district staff, SELPA providers and community members), as they continue to remain central to building capacity for a wider vision of what might be possible for students with disabilities in Burbank Unified School District. In addition, the new Special Education Master Plan adds the theme of maximizing Inclusive Practices and Cultures throughout the district.

Discussion/Issues:

The new Special Education Master Plan includes four primary goal areas: 1) Strengthening Trust and Collaborative Working Relationships; 2) Optimizing Resources to Support Student Success, 3) Building Capacity Through Professional Development, and 4.) Maximizing Inclusive Practices and Culture.

Fiscal Impact:

TBD, based on the level of Master Plan implementation.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, will report on the Special Education Master plan, as presented.



Burbank Unified School District

Special Education Master Plan

Developed 2021-2022

Implementation- 2022-2025

The History of the Plan

This Master Plan furthers the work started with the prior Master Plan, which was completed in Fall 2019. Due to the COVID-19 pandemic, no work was done on the Master Plan throughout the school shutdown. At the end of the 2020- 2021 school year, the prior Special Education Director left the district and the district had an interim Director until September 2021. The new Special Education Director came in Sept. 2021. Over the course of the 2021-2022 school year when school had returned to In person, outreach was conducted to all stakeholder groups to develop a new Special Education Master Plan. Outreach was conducted to all general education teachers, special ed teachers, service providers, site administrators, District Administrators, and designated School Board Members. A notice was posted on the Special Education Page of the District's website asking for parents to participate. Teachers also reached out to parents to provide input or participate on the committee.

Despite the difficulties encountered in staffing, during the post pandemic return to school, members of each of the above stakeholder groups participated in the plan. Due to scheduling challenges, various stakeholder groups were not always represented by the same individual at meetings, but the notes and agendas were distributed and input was sought prior to every meeting from any stakeholder who had participated. A committee was formed based on the willing participants in the stakeholder groups. The committee met on November 16, 2021, February 15, 2022, March 15, 2022, and April 19, 2022.

The following stakeholder groups participated in the development of the Master Plan: Board of Education member, district special education administration, site administrators, special education teachers, special education service providers, classified staff and special education parents.

THE PROCESS OF DEVELOPMENT

- The committee met via Zoom for the convenience at the request of all members. Prior to each meeting, participants received the materials in advance. All participants were given a copy of the prior master plan to serve as context.

- A calendar for the year's meetings was shared with all participants, at the beginning of the process. All meeting dates were published in the Special Education newsletter, with principals, and on the website to remind committee members to participate, and encourage new members.

- Prior to each meeting, the agenda and notes from prior meetings were posted in English, Spanish, and Armenian on the Special Education page of the District's website.

- Prior to each meeting, members were sent prior notes in English, Spanish and Armenian and an interpreter in each of these languages was available for each meeting.

- The committee was given an overview of BUSD's current Special Education programs, and a basic review of the Special Education referral process, and an overview of district programs. The committee decided to continue work in the three Goal areas of the prior Master Plan. Goal 1: Focused on trust and collaborative relationships, Goal 2: Focused on optimizing resources, inclusive practices, and student achievement, and Goal 3: Focused on professional development. The committee decided to include a new, 4th Goal regarding inclusion of Special Education Students. The committee worked in Breakout Groups to develop action items for each goal area.

- The committee saw a PPT about Inclusive Practices and Least Restrictive Environment (LRE), then had breakout sessions to Brainstorm Ideas for improving inclusion in the district. The Committee members were presented with each of the action areas and determined specific action items to go with each goal area.

GOALS:

The Master Plan Committee determined that the 3 main Goals from the prior Master Plan remained appropriate, as areas of Focus. Additionally, the Committee decided that Inclusive Practices, an action area in the Prior plan, should be expanded into its own goal in the new plan.

Goal 1: Strengthening Trust and Collaborative Working Relationships: Develop trust and a positive working relationship with all stakeholders which includes students, parents, special education staff, general education staff, site administrators, paraprofessionals, related services staff, district staff, Special Education Local Plan Area (SELPA) providers and community members through sustained communication, transparency, and collaboration.

Goal 2: Optimizing Resources to Support Student Success: Ensure organization and efficiency of human and fiscal resources to best support inclusive practices and increased student achievement.

Goal 3: Building Capacity through Professional Development: Deliver high quality professional development for all special education and general education staff members. This professional development program will focus on providing a common and consistent vision for the delivery of resources and services and the operation of the Department of Special Education within BUSD. Further, this professional development program emphasizes research-based practices.

Goal 4: Maximizing Inclusive Practices and Culture: Developing a culture of inclusion at all levels to provide meaningful academic, social, and extracurricular experiences for Special Education students, allowing them to naturally interact and access the curriculum in the least restrictive environment. At the heart of this goal is the development o an finclusive mindset district wide that Special Education students are general education students first.

Goal 1: Strengthening Trust and Collaborative Working Relationships: Develop trust and positive working relationships with all stakeholders (parents, teachers, special education staff, site administrators, paraprofessionals, related services staff, district staff, SELPA providers and community members) through sustained open communication, transparency, consistency.

Action 1.1: Develop consistent procedures among service providers through updates to the Special Education Procedure Manual.	
ACTION ITEMS	• The Director of Special Education and District Special Education staff, in collaboration with service providers, will revise and update the Special Education Procedure Manual to ensure legally compliant, efficient and consistent procedures across the district at all levels. • **Develop consistent standards among all staff (general ed, special ed teachers, OT, PT, Speech) for determining progress towards goals, dismissing students from Special Education, and other processes.** The Master Plan, and Procedure Manual will be sent to all Special Ed serviced providers, and site staff via email, and uploaded onto the District Intranet. • **The Director and Special education staff will develop and communicate, in collaboration with service providers and legal counsel, consistent standards for movement to and from the least restrictive environment (LRE).** • Special Education program specialists and site administrators will answer questions, respond to concerns, and oversee implementation of all process and procedural information and applicable law contained in the manual during initial IEPs and successive IEPs (annual or triennial). Once established, the standards above will be communicated to all service providers via the Procedure manual, staff training,, and new teacher orientations, as well as including various procedures from the procedure Manual in the monthly staff newsletter and the periodic Special Education " Newsflash. "
RESPONSIBLE PARTIES	• District Special Education Staff (Director, Coordinators, Program Specialists, Psychs, etc.).
TIMELINE **ACCOUNTABILITY**	• **Manual Updated Beginning Aug. 2022, completion by Aug. 2023** • Updated, translated procedure manual annually • Evidence of dissemination of Procedure Manual at sites • Procedure Manual on Special Education Page of BUSD website

Action 1.2: Update, translate and distribute Special Education Parent Handbook to ensure parents/guardians understand procedures, laws, and programs available to students in BUSD.	
ACTION ITEMS	• A Special Education subcommittee composed of parents and relevant Special Education staff will collaborate on the updating of the content of the ***Parent Handbook, including the following areas:*** ◦ *Parents' Rights and Procedural Safeguards, including the Alternative Dispute Resolution (ADR) process.* ◦ Glossary of Special Education terms. ◦ Description of supports and services available at each site including continuum of placement, enrollment procedures for new students, placement procedures at matriculation. ◦ Overview of the IEP process and related timeline. ◦ A summary of special education support staff roles and responsibilities will be included. ◦ Listing and description of available related services. ◦ Description of the various programs at BUSD across the continuum of LRE. ◦ Established protocols for parents/guardians, teachers, and Special Education staff. • Listing of " who's Who" in the Special Education Department, including names, and descriptions of jobs for district staff and service providers. • Special Education staff will be responsible for distribution of the updated Parent Handbook and for providing information on how families may request a copy, print at the site or view or download the information from the Special Education section of the District website. • Notices will be sent to all Special Education families via email and US Mail with instructions on how they can access the Parent Handbook online, or access a print copy if needed. Parents will be given the information about how to access the Parent Handbook online at every IEP meeting. • Once updated, the Parent handbook will be reviewed with parents at SEDAC parent nights, and periodic parent meetings will be held for this purpose. • Develop and distribute a simplified " Quick Guide" card of basic

	special education information for Parents. • Procedures will be developed to continuously update, revise, and disseminate the Parent Handbook, at least every two years.
RESPONSIBLE PARTIES	District Special Education Staff
ACCOUNTABILITY **TIMELINE**	• Agendas/notes from meetings • Updated, translated Parent Handbook • Copies of notices sent to parents • Agendas/notes from SEDAC meetings • **Revisions completed by August 2023, distribution procedures and updates through Aug. 2025**

Action 1.3: Establish and maintain clear, consistent communication channels between district Special Education staff, site staff, service providers, and general education to ensure maximum understanding and collaboration.	
ACTION ITEMS	• Develop procedures at district and site levels to facilitate two way communication regarding student progress/IEP goals, BIP between Special education and general education staff. • Designate one person at each site to be the " Special Education liaison" to general education staff, • Distribute a survey to special education and general education teachers to determine needed professional development topics. • Provide trainings in the Special Ed process for site staff and general educators • Each site have regular joint meetings of general and special ed teachers to discuss concerns of individual students and provide strategies • Post the Special Education monthly newsletter and News Flash in schools for general information. •
RESPONSIBLE PARTIES	• District Special Education Staff • Site Administrators
ACCOUNTABILITY	• Flow chart for communication procedures at each site • Teacher Professional Development Survey • Agendas/minutes of Joint Meetings
TIMELINE	**August 2022- June 2024**

Action 1.4: Develop effective and transparent two way communication pathways for communication between parents/guardians and special education providers and District Special Education staff.	
ACTION ITEMS	• Develop and maintain consistent collaborative communication with parents through the District Special Education Advisory Committee and the SELPA Advisory Committee. • Install a " Welcoming Committee" for Special Education families at the beginning of the year, including a contact person at each site and a list of whom to contact with questions, as well as an organizational chart of the Special education department to establish a " hierarchy of help." • Information related to the ***Special Education Procedure*** will be included in professional developments for classified staff scheduled once annually and organized by District Special Education staff. • With parent input, plan and provide opportunities for parent to voice concerns and get information such as Q & A nights, trainings on IEP process and Procedural Safeguards, as well as Alternative Dispute Resolution (ADR).
RESPONSIBLE PARTIES	District Special Education Staff
ACCOUNTABILITY	• Completion of parent events • Development of welcoming committees and organizational chart • Parent nights sign ins
TIMELINE	**Through Aug. 2023**

Goal 2: Optimizing Resources to Support Student Success: To ensure organization and efficiency of human and fiscal resources to best support inclusive practices and increased student achievement.

Action 1- Maximize the efficiency of classroom and support staff to meet the needs of all students.	
ACTION ITEMS	• In collaboration with Human Resources and stakeholder groups, develop a Paraeducators Manual defining, roles and responsibilities, communication protocols, disseminate and provide training for teachers and paraeducators. • Survey paraeducators on subjects for training • Provide training in classroom behavior management, data collection, and other topics as determined by survey of paraeducators. • Complete census of the paraprofessionals in the classroom and their classifications to ensure that all classrooms and programs are sufficiently staffed to effectively meet student needs. • Develop procedures and schedules that allow dedicated time for teachers and paraprofessionals to collaborate regularly. • District Special Education staff will assist classroom staff at all sites to maximize the effectiveness and efficiency of classroom support staff in providing services for students.
PERSONNEL RESPONSIBLE	District Special Education Administration/Human Resources
ACCOUNTABILITY	• Copies of Paraeducator Manual • Survey responses from Paraeducators • Training Agendas/Sign Ins • Staffing Lists
TIMELINE	Beginning in August 2022

Action 2.2: Using models from other districts , the Special Education Administrative team will collaborate with Instructional Services and Secondary School Administration to increase opportunities for electives for Secondary Special Education Students.	
ACTION ITEMS	• The Special Education Administrative and Secondary Administrators, will research Master Schedule options, and study models from other districts for increasing the opportunities for elective options for Special Education students in Middle and High Schools. • After gathering input from parents and Special Education students, he Special Education and administration, will explore and develop more vocational electives for students in Special Education. (ie: culinary, life skills, etc.) • Provide additional supports in elective classes to ensure that Special Education students are successful in electives.
RESPONSIBLE PERSONNEL	District Special Education Administration Secondary Administrators
ACCOUNTABILITY	• A sequential plan and list of scheduling options for electives • Plan for development of vocational electives
TIMELINE	**August 2023-** Develop scheduling options for additional opportunities for existing electives **August 2024**- Sequential plan to develop vocational electives.

Action 2.3: Train Secondary Special Education teachers on research based practices for accommodations for Secondary Special Education students on diploma track.	
ACTION ITEMS	● Form subcommittee to Research effective accommodations for Secondary students on diploma track. ● Incorporate the accommodations into IEPs as appropriate for students and monitor their effectiveness in achieving IEP goals and passing classes. ● Train Secondary teachers and paraprofessionals in the implementation of research based accommodations for Special Education students on diploma track.
RESPONSIBLE PERSONNEL	District Special Education Administration Special Education Teacher and Paraprofessionals
ACCOUNTABILITY	● Data regarding effective research based practices. ● Training agendas and sign ins for research based practices. ● Data on IEP goal achievement
TIMELINE	**August 2022- Research on effective accommodations** **December 2022- Begin trainings on effective accommodations**

Action 2.4: District Special Education Administration will develop and communicate effective procedures for communicating additional Special Education case management, IEP development, classroom and student supports.	
ACTION ITEMS	• In collaboration with elementary and secondary site administrators and teachers, the District Special Education Administration will develop simple, consistent paths of communication between district and sites regarding managing complex cases, classroom and student supports, and other related issues. • District Special Education Administration will develop procedures for following up, verbally and in writing, with site requests for additional support or resources.

RESPONSIBLE PERSONNEL	• District Special Education Administration
ACCOUNTABILITY	• Formal, written protocol and flow chart for communicating Special Education needs.
TIMELINE	**August 2022- Collaboration meetings** **December 2022 and ongoing- Communicate and disseminate**

2.5: Review all Special Education Programs in the district to re-define type (ex: Collaborative Learning Center, Behavior Support, etc) and service models used , re-design as needed to accommodate the needs of students and develop program descriptors for each class.	
ACTION ITEMS	• Examine and analyze IEP data to determine the types of support needed by students. • Research service delivery models in other districts • Develop a subcommittee of special ed teachers, special education administration, and site administrators to collaborate with HR to examine embedded supports and teacher credential requirements for all programs. • Develop general program descriptions of programs
RESPONSIBLE PERSONNEL	• District Special Education Administration • Site Administrators • Special education staff
ACCOUNTABILITY	• Program descriptions
Timeline	**Completed by August 2023**

3.1 Provide specific trainings on Specified topics for administrators, Special Education teachers, General Education teachers, and classroom support staff about desired Special Education topics (generated by survey)	
ACTION ITEM	• District Special Education Administration, will gather and analyze professional development survey data from administrators, special education teachers, general education teachers, and classroom support staff to develop a strategic targeted professional development plan. • Special Education Department, in collaboration with SELPA and other organizations, will provide professional development in writing legally compliant IEPs, behavior management and de-escalation strategies, and other relevant Special Ed topics as determined by survey. • Provide time and release time for special education providers (OT, PT, Speech) to collaborate with general education teachers to provide strategies and discuss accommodations for individual students.
RESPONSIBLE PERSONNEL	• District Special Education Administration • Support Providers
ACCOUNTABILITY	• Survey results • Staff development plan • Sign in sheets for release time
TIMELINE	**August 2022-August 2023** Surveys conducted **Ongoing through 2025**, targeted professional development

3.2 In collaboration with the district tech department and outside organizations,the Special Education Department will provide Professional Development in effectively utilizing technology in the classroom and to provide accommodations for students.	
ACTION ITEMS	• District Special Education staff will, in collaboration with the district technology department, instructional programs, and SELPA, provide training in utilizing new technologies in the classroom. • District will provide technology devices, programs, applications, and provide training that will enable teachers to use technology to make accommodations for students. • Special education teachers and classroom support staff will receive training in assistive technology devices.
RESPONSIBLE PERSONNEL	• District Special Education Administration • Service Providers
ACCOUNTABILITY	• Survey administrators, teachers, and classified staff to determine any increase in understanding and implementation of technology in the classroom and for accommodations. • Digital record of trainings
TIMELINE	**August 2022- Ongoing with yearly updates**

3.3 Develop specific training for classroom aides and support staff in accordance with their roles in behavior intervention and de-escalation, intervention strategies, and data collection.	
ACTION ITEMS	• District Special Education Administration will provide professional development targeted to the roles and duties of classroom support staff. • Provide elementary and secondary classroom support staff with appropriate de-escalation and behavior management strategies specific to their grade levels. • Ensure that all paraeducators are trained in crisis de-escalation strategies
RESPONSIBLE PERSONNEL	• District Special Education Administration • Behavior Interventionist
ACCOUNTABILITY	• Videos and sign in sheets from trainings • Surveys and feedback from staff after trainings • Agendas
TIMELINE	**August 2022- August 2024**

3.4: Utilize a variety of methods (in person, live virtual, prerecorded) to maximize access to Special Education training for general and special education teachers, and administrators.	
ACTION ITEMS	• In collaboration with the district technology department, the Special education will make or locate prerecorded video training in Special Education topics and post to the district's Intranet. • After gathering survey data, district staff will create training on preferred topics, and will record live training, as well as in person. • The Special Education department will collaborate with site administrators to provide release or sub time for teachers to view virtual trainings at varied times.
RESPONSIBLE PERSONNEL	• District Special Education administrative staff
ACCOUNTABILITY	● A survey of general and special education teachers will be conducted to determine their increase in understanding of training topics.
TIMELINE	**August 2022** - Commencement of live trainings **By August 2023-** Recorded trainings

3.5 Establish and maintain common planning times for General and Special Education teachers.	
ACTION ITEMS	• Collaborate with site administrators to provide common planning time for general and special education teachers. • Provide subs and release time for collaborative planning
RESPONSIBLE PERSONNEL	• District Special Education Administration • Site Administrators
ACCOUNTABILITY	• Notes and dates for planning times • Record of subs
TIMELINE	**August 2022**

Goal 4: Maximizing Inclusive Practices and Culture: Developing a culture of inclusion at all levels to provide meaningful academic, social, and extracurricular experiences for Special Education students, allowing them to naturally interact and access the curriculum in the least restrictive environment. At the heart of this goal is the development of the inclusive mindset that Special Education students are general education students first.

4.1 Develop and maintain cultures of welcome and inclusion for Special Education students and their families so that they feel they are part of the school.	
ACTION ITEMS	• Provide pre- school opportunities for special education students and their families to tour the campus and meet the teachers/staff. • Create and facilitate interactions and avenues for interaction between special education students and their general education peers • Provide staff training in Facilitating general ed/special ed social groups at recess/lunch • Pair special education students with a general education " buddy" • Explore the creation of Special Education parent support groups • Collaborate with DEI committee to encourage diversity and inclusive mindsets
RESPONSIBLE PERSONNEL	• District Special Education Administration • Site administrators
ACCOUNTABILITY	• Group facilitation trainings
TIMELINE	**Beginning August 2022**

4.2 Research best practices for inclusion program implementation across all grade levels.	
ACTION ITEMS	• Establish a subcommittee to research inclusive educational practices and visit model inclusive programs in the area. • Train general education teachers on characteristics and accommodations for SLD, autism, ED, etc. • Develop a co-teaching model classroom at each level (elementary, middle, high) based on research and observations of co-teaching practices. • Explore programs such as Inclusion First
RESPONSIBLE PERSONNEL	• District Special Education Administration • District Administration
ACCOUNTABILITY	• Research on inclusive and co-teaching practices • Formation of the co-teaching classroom
TIMELINE	**Beginning August 2022**

4.3 Develop and implement inclusive procedures and practices for extra curricular activities such as events ,sports, clubs, field trips, etc.	
ACTION ITEMS	• District leadership will encourage the expectation that special education students have equal notice of and access to clubs and activities as their general education peers • Develop processes and procedures by which students with disabilities are given equal opportunities to participate in sports, with appropriate accommodations, per federal law • Provide staff such as aides to assist special education students during extra curricular activities as per their IEPs. • Ensure that Special education students and their families receive the same communication about events as their peers.
RESPONSIBLE PERSONNEL	• District Special Education Administration • District Administration • Site administrators
ACCOUNTABILITY	• Communications of the expectation of inclusion • Written policies or procedures
TIMELINE	**Beginning August 2022**

4.4 Review and revisit all district Special Education classes to maximize meaningful inclusion opportunities in all programs.	
ACTION ITEMS	• Gather IEP data regarding percent of time included in general ed per class • Develop written plans for specific meaningful individualized inclusion opportunities as part of the IEP • Provide supports such as aide then fading as the students become more independent in general education • Embed inclusive practices and opportunities into each Special Education program
RESPONSIBLE PERSONNEL	• District Special Education Administration • District Administration • Site administrators
ACCOUNTABILITY	• Data on percent of inclusion, and improvement in inclusion rates
TIMELINE	**Beginning August 2022**

Burbank Unified School District

Special Education

Special Education Master Plan
Developed 2021-2022
Implementation 2022-2025
Presented by: Dr. Paulette Koss, Director
May 19, 2022

Development of the Plan

November 2021- April 2022

Committee of Stakeholders

- Board Member
- District Special Education Administrators
- Site Administrators (Elementary and Secondary)
- Special Education Teachers (Elementary and Secondary)
- Special Education Service Providers
- Classified Staff (DTTs)
- Parents of Special Education Students

4 Major Goal Areas

1. Strengthening Trust and Collaborative Working Relationships

2. Optimizing Resources to Support Student Success

3. Building Capacity Through Professional Development

4. Developing Inclusive Cultures and Practices

Goal #1 - Strengthening Trust and Collaborative Working Relationships

ACTION ITEMS

1. Develop consistent procedures among service providers through updates to the Special Education Procedure Manual.
2. Update, translate, and distribute Special Education Parent Handbook to ensure parents understand procedures, laws, and programs available to students.
3. Establish and maintain communication channels between district special education staff, site staff and providers, and general education teachers to ensure maximum understanding and collaboration.
4. Developing effective and transparent two-way pathways for communication between parents and special education providers and district special education staff.
5. Develop proactive, collaborative relationships with Special Education parents, including parent Q & A nights, training on the IEP process, Alternative Dispute

Goal #2- Optimizing Resources to Support Student Success

ACTION ITEMS:

1. Maximizing the efficiency of classroom support staff to support student needs.
2. Increase opportunities for electives for secondary special education students.
3. Explore research-based practices for accommodations for Special Education students on the diploma track.
4. Develop and communicate protocols and procedures between sites and the district for communicating additional Special Education needs.
   5.Review all Special ed programs in the district to re-define type (CLC) and service models used, re-design as needed to accommodate the needs of students, and develop program descriptors for each class.

Goal #3- Building Capacity Through Professional Development

ACTION ITEMS

1.Provide professional development on specified topics for administrators, special ed teachers, general ed teachers, and classified staff about Special ed topics (generated by survey).

2.Provide professional development in effectively utilizing technology in the classroom and providing accommodations for students.

3.Develop specific professional development for classroom aides and support staff to support their roles in providing data collection, intervention strategies, and behavior de-escalation strategies.

4.Utilize a variety of methods (in person, live virtual, prerecorded, etc.) to maximize access to Special Education professional development for teachers, paraeducators, and administrators.

5.Establish and maintain joint general education and Special Education planning/professional development times.

Goal # 4- Developing Inclusive Cultures and Practices

ACTION ITEMS

1.Develop and maintain a culture of welcome and inclusion for Special Education Students and their families to feel that they are part of the school.

2. Research best practices for inclusion and implement them across all grades.

3.Develop and implement inclusive procedures and practices for extracurricular activities such as clubs, sports, etc.

4.Review and revisit district special education classes to maximize meaningful inclusion in all programs.

Implementation of the Plan

Each action area contains 4-5 specific actions that will be completed in a structured, sequential manner.

Each specific action is given a timeline for completion from one to three years.

The Master Plan Committee will, utilizing subcommittees as needed, gather data and implement each of the specific actions.

The Special Education Department will communicate and collaborate with all involved parties and sites to implement each specific action.

Agendas and notes from each committee meeting will be posted to the Special Education page of the district website to allow parents to follow progress or provide ideas/feedback.

The Director and possibly committee members will provide the Board with annual updates on the implementation of the Plan.

Burbank Unified School District

Special Education

The BUSD Special Education Department would like to thank the members of the Master Plan Committee for donating their time and expertise to develop and implement the Master Plan.

Thank You for your dedication to our students!

Burbank Unified School District

Special Education

2021 -2022 School Year
Presented by Dr. Paulette Koss
Director of Special Education

Site Information



Elementary Classroom visits (2021 - 2022)

	SEED	Bret Harte	Edison	Emerson	Miller	Jefferson
Classroom Support Visits/ Consultations	11 (Adri) 2 (Paulette)	10 (Caryn) 14 (Vanessa) 2 (Adri) 4 (Paulette)	6 (Caryn) 5 (Vanessa) 3 (Paulette)	9 (Caryn) 10 (Vanessa) 3 (Adri) 4 (Paulette)	8 (Caryn) 9 (Vanessa) 3 (Paulette)	4 (Caryn) 4 (Vanessa) 2 (Adri) 2 (Paulette)

	McKinley	Providencia	Roosevelt	Stevenson	Washington	Disney
Classroom Support Visits/ Consultations	7 (Caryn) 5 (Vanessa) 2 (Adri) 3 (Paulette)	5 (Caryn) 2 (Vanessa) 1 (Paulette)	6 (Caryn) 5 (Vanessa) 3 (Adri) 2 (Paulette)	5 (Caryn) 5 (Vanessa) 2 (Adri) 3 (Paulette)	6 (Caryn) 12 (Vanessa) 1 (Adri) 2 (Paulette)	3 (Caryn) 1 (Vanessa) 1 (Paulette)

Elementary Classroom visits (2021 - 2022) cont'd

	SEED	Bret Harte	Edison	Emerson	Miller	Jefferson
Classroom Support Visits/ Consultations	11 (Adri) 2 (Paulette)	5 (Caryn) 14 (Vanessa) 2 (Adri) 4 (Paulette)	4 (Caryn) 5 (Vanessa) 3 (Paulette)	7 (Caryn) 10 (Vanessa) 3 (Adri) 4 (Paulette)	8 (Caryn) 9 (Vanessa) 3 (Paulette)	3 (Caryn) 4 (Vanessa) 2 (Adri) 2 (Paulette)

Secondary Classroom visits (2021 - 2022)

	Huerta	Luther	Muir	JBHS	BHS
Classroom Support Visits/ Consultations	4 (Vanessa) 12 (Leslie) 1 (Paulette)	4 (Vanessa) 7 (Leslie) 2 (Paulette)	9 (Vanessa) 1(Adri) (Leslie 7) 2 (Paulette)	12 (Vanessa) 1 (Adri) 15 (Leslie) 1 (Paulette)	5 (Vanessa) 1 (Adri) 16 (Leslie) 1 (Paulette)

	CDS	FACTS	Monterey	Mag Park	ILA
Classroom Support Visits/ Consultations	2 (Leslie) 2 (Vanessa) 7 (Jennifer) 1 (Paulette)	6 (Leslie) 2 (Vanessa) 2 (Adri) 15 (Jennifer) 2 (Paulette)	1 (Adri) 1 (Jennifer) 1 (Paulette)	5 (Jennifer) 2 (Paulette)	4 (Jennifer) 1 (Paulette)

Elementary Projected numbers (2022 - 2023)

	SEED	Bret Harte	Edison	Emerson	Miller	Jefferson
Projected Caseload Numbers	110	RSP: 27 TK-K-1: 12 2nd-3rd: 11 4th-5th: 12 New LEAP Class: 7	RSP: 22 New Stepping Stones Class: 7	RSP: 15 TK-K-1: 12 2nd-3rd:11 4th-5th: 11	RSP: 16 BSP TK-2: 7 BSP 3rd-5th: 8	RSP 1.5 Teachers: 31 New SDC: 9

	McKinley	Providencia	Roosevelt	Stevenson	Washington	Disney
Projected Caseload Numbers	RSP: 16 TK-K-1: 11 2nd-3rd: 9 4th-5th: 12	RSP: 21 TK-K-1: 13 2nd-3rd: 11 4th-5th: 9	RSP: 21 TK-K-1: 14 2nd-3rd: 12 4th-5th: 10	RSP: 27 TK-K-1: 11 2nd-3rd: 10 4th-5th: 10	RSP: 27 TK-K-1: 11 2nd-3rd: 9 4th-5th: 9	RSP: 22

Secondary Projected numbers (2022 - 2023)

	Huerta	Luther	Muir	JBHS	BHS
Number of Teachers	5	4.5	5	12	8.8
Number of Students per Caseload	23	26	25	26	25

	CDS	FACTS	Monterey	Mag Park	ILA
Number of teachers	1	2	1	2	1
Number on caseload	12	13	13	12	12

2021 -2022 Learning Loss and Learning Pods



2020-2021 Learning Loss Mitigation

August 2020 - May 2021

- All parents of students in special education were surveyed for participation in an after school program for reading, math, writing intervention and social learning.
- Students could participate up to 2 hours daily, 2 x a week.
- 136 students signed up to the intervention.
- 7 teachers were hired to provide synchronous virtual intervention after the school day to the 136 students.

Extended School Year (ESY) 2021

- During ESY 2021 Learning Loss Mitigation "Boot Camp" was offered after the ESY school day for intensive ELA and Math instruction in a small group setting.
- Approximately 75 students participated in one of either session (June 7-June 24th and June 28th - July 15th) for 1 hour of ELA and/or 1 hour of math intervention 4 times a week.

2020-2021 Learning Pods

March 2021 - May 2021

- "Learning Pods" were set up at elementary and secondary school sites for students in special education at SEED (Horace Mann), Collaborative Learning Centers (Emerson, McKinley, Roosevelt and Providencia), Bridges (Luther), DHH (Muir), CBI (BHS), and ILA (JBHS).
- Students continued to receive virtual instruction by their special education teacher while participating in a half or full day program led by an additional teacher.

Instructional/Behavioral Staffing Support



Instructional Support for Elementary Sites (2021-2022)

	IA (DTT) classroom	IA (other) Classroom	1:1 Aides (DTT)	1:1 Aides (other)	TOTAL IA Support
SEED	4	5	2	4	15
HARTE	6	1	14	2	23
EDISON	0	1	4	0	5
EMERSON	1	3	11	1	16
MILLER	0	3	15	3	21
JEFFERSON	0	1	4	1	6

Instructional Support for Elementary Sites (2021-2022)

	IA (DTT) classroom	IA (other) Classroom	1:1 Aides (DTT)	1:1 Aides (other)	TOTAL IA Support
MCKINLEY	1	6	3	3	13
PROV	0	4	3	2	9
ROOSEVELT	0	6	6	4	16
STEVENSON	7	3	11	4	25
WASHINGTON	7	1	8	1	17
DISNEY	0	1	0	0	1

Instructional Support for Secondary Sites (2021-2022)

	IA (DTT) classroom	IA (other) Classroom	1:1 Aides (DTT)	1:1 Aides (other)	TOTAL IA Support
HUERTA	3	7	11	2	23
MUIR	2	12	6	2	22
LUTHER	2	9	13	3	27
BHS	1	0	8	1	10
JBHS	4	3	20	5	32
FACTS	0	3	6	1	10

Instructional Support for Secondary Sites (2021-2022)

	IA (DTT) classroom	IA (other) Classroom	1:1 Aides (DTT)	1:1 Aides (other)	TOTAL IA Support
MONTEREY	0	1	0	0	1
CDS	0	1	0	0	1
ILA	0	0	0	0	0

Elementary

2021-2022 Learning Loss:

Behavior aide support added upon return to in-person learning.

	2021 - 2022
SEED	1
Bret Harte	4
Edison	1
Emerson	3
Miller	4
Jefferson	1
McKinley	2
Providencia	1
Roosevelt	1
Stevenson	7
Washington	7
Disney	0

Secondary

2021-2022 Learning Loss:

Behavior aide support added upon return to in-person learning.

	2021 - 2022
Huerta	2
Luther	2
Muir	3
JBHS	2
BHS	1
CDS	0
Monterey	0
FACTS/ILA/BAS	0

Total additional aides (elementary and secondary) = 41

2021-2022 SPED Itinerant and Related Services Staff Assistance

Psychologists --

- 3 psychologists have completed COVID assessments in addition to overflow assessments
- 1 OT and 1SLP hired for COVID assessments and overflow assessments
- 1 contracted psychologist providing counseling at secondary schools

Educ. Specialist - (started in position 0n 11/8/21)

- conducted 76 academic assessments - 49 assessments were assistance/overflow to sites
- held 67 IEPs, 42 were assistance to sites
- supported new teachers around the district - WJ training, writing compliant IEPs, training on IEP process/facilitating IEPs, training on case managing
- supported Miller by completing remaining annual and initial IEPs, and writing 25 end-of-year progress reports for all RSP students

2021 -2022Additional SPED support (Behavior Intervention Services)

Districtwide

- *Effectively Utilizing and Supporting Paraprofessionals (PD)*

Behavior Intervention Services:

- *Developed behavior intervention plans and IBERP's (interim behavior emergency response plans)*
- *Teacher consultations to support students with challenging behaviors*
- *Scheduled and coordinated staff coverage*
- *Monthly staff meetings with DTT's*
- *Attended IEP and SST meetings*
- *Provided 1:1 and classroom support as needed*
- *Model and supervise program implementation*
- *Conducted Functional Behavioral Assessments*

2021 - 2022 Trainings

Districtwide:
Responding to Students in Crisis/Trauma Response (De-escalation)
Teaching the skill/replacement behavior
Topography / Behavior Data Collection
Inclusive classroom and playground environment
Tier I
Tier 2
Teaching New Skills
Data Collection
Verbal De-Escalation
Note taking, progress reports, SEIS, Matriculation
Writing legally defensible baselines and goals
Admin Designee training
NCI/CPI
Effectively Utilizing and Supporting Paraprofessionals

Site Specific:
Becoming a Para-Pro (Muir)
Verbal De-Escalation (Harte)

New classes 2022-2023

Jefferson	Bret Harte	Edison
New CLC class Supports: - Order the furniture needed - Ordering curriculum and materials needed - Increased BI and psych time	**Additional *LEAP* class** Supports: - Order the furniture needed - Ordering curriculum and materials needed - Increased BI and psych time - Coordinator assigned to oversee program.	***Stepping Stones* Class** Supports: - Met with current Stepping Stones team to discuss supports needed for Edison team. - Coordinated current Stepping Stones teacher to help set up classroom. - Order the furniture needed - Ordering curriculum and materials needed - Increased BI and psych time

Related Services



Elementary

Behavior Intervention Services

	2021 - 2022	2022 - 2023
SEED	2.5	2.5
Bret Harte	3 days	4 days
Edison	0.5 day	1 day
Emerson	2.5 days	2.5 days
Miller	2.5 days	2.5 days
Jefferson	1 day	2 days
McKinley	2.5 days	2.5 days
Providencia	2 days	2 days
Roosevelt	2.5 days	2.5 days
Stevenson	3 days	3 days
Washington	2.5 days	3.5 days
Disney	0.5 day	0.5 day

Secondary

Behavior Intervention Services

	2021 - 2022	2022 - 2023
Huerta	2 days	2.5 days
Luther	2 days	2.5 days
Muir	2 days	2.5 days
JBHS	1.5 days	1.5 days
BHS	1.5 days	1.5 days
CDS/FACTS/ Monterey	1 day	1 day

Language and Speech Support

- 2 additional SLPAs hired to support additional sites.
- SLP and a SLPA offering make up speech sessions after school for Dolores Huerta eligible students.
- SLP hired for make up missed assessments due to Covid.
- Additional SLP hired due to caseload increases.

School Site	2020-2021 SLPA Support	2021-2022 SLPA Support
Stevenson	**1 day**	**2 days**
Washington	**1 day**	**2 days**
Bret Harte	**0**	**3 days**
Edison	**0**	**1 day**
McKinley	**0**	**1 day**
Dolores Huerta	**0**	**5 days**

Elementary

Psychology Services

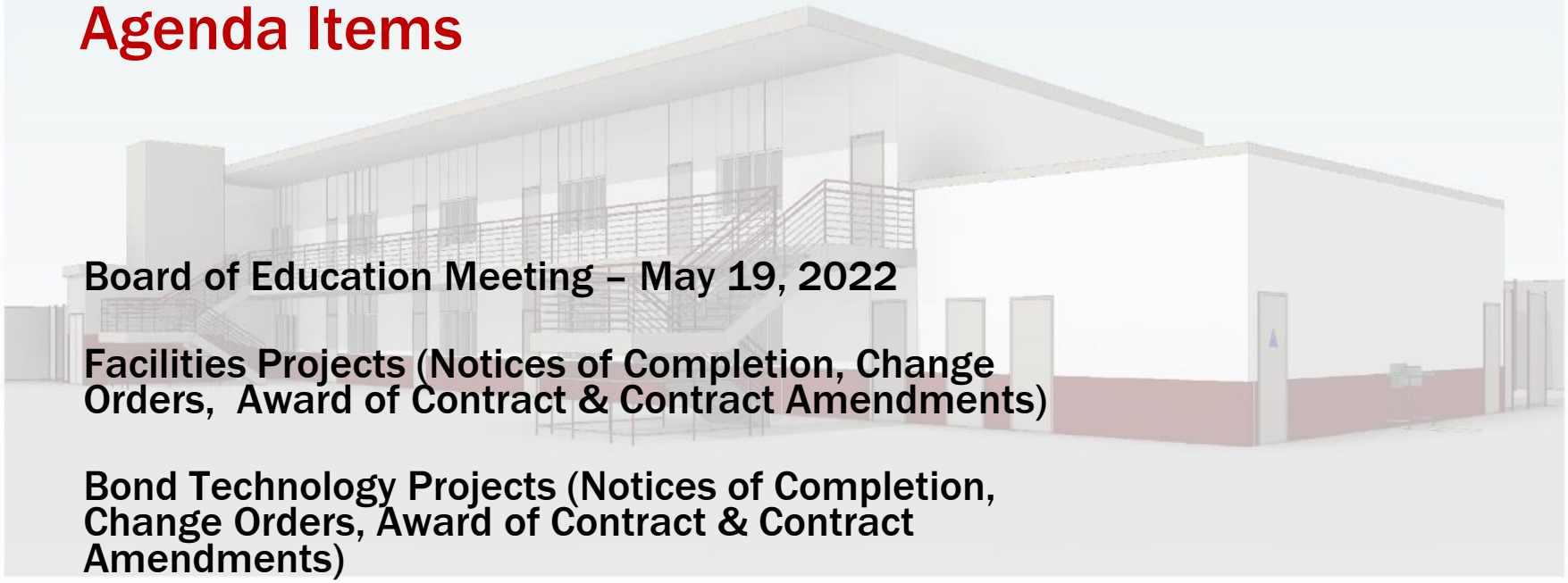
	2021 - 2022	2022 - 2023
SEED	3	3
Bret Harte	3	5
Edison	2	2.5
Emerson	3	3
Miller	3	3
Jefferson	2	3.5
McKinley	3	3
Providencia	3	3
Roosevelt	3	3
Stevenson	3	3
Washington	4	4
Disney	1	1

Secondary

Psychology Services

	2021 - 2022	2022 - 2023
Huerta	5	5
Luther	5	5
Muir	5	5
JBHS	7	8
BHS	7	8
CDS	1	1
Monterey	2	2
FACTS/ILA/BAS	1	2
ERICS/RTC/CV/ Mag Park	3	3

Facilities/Technology
Board of Education
Agenda Items



Board of Education Meeting – May 19, 2022

Facilities Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)

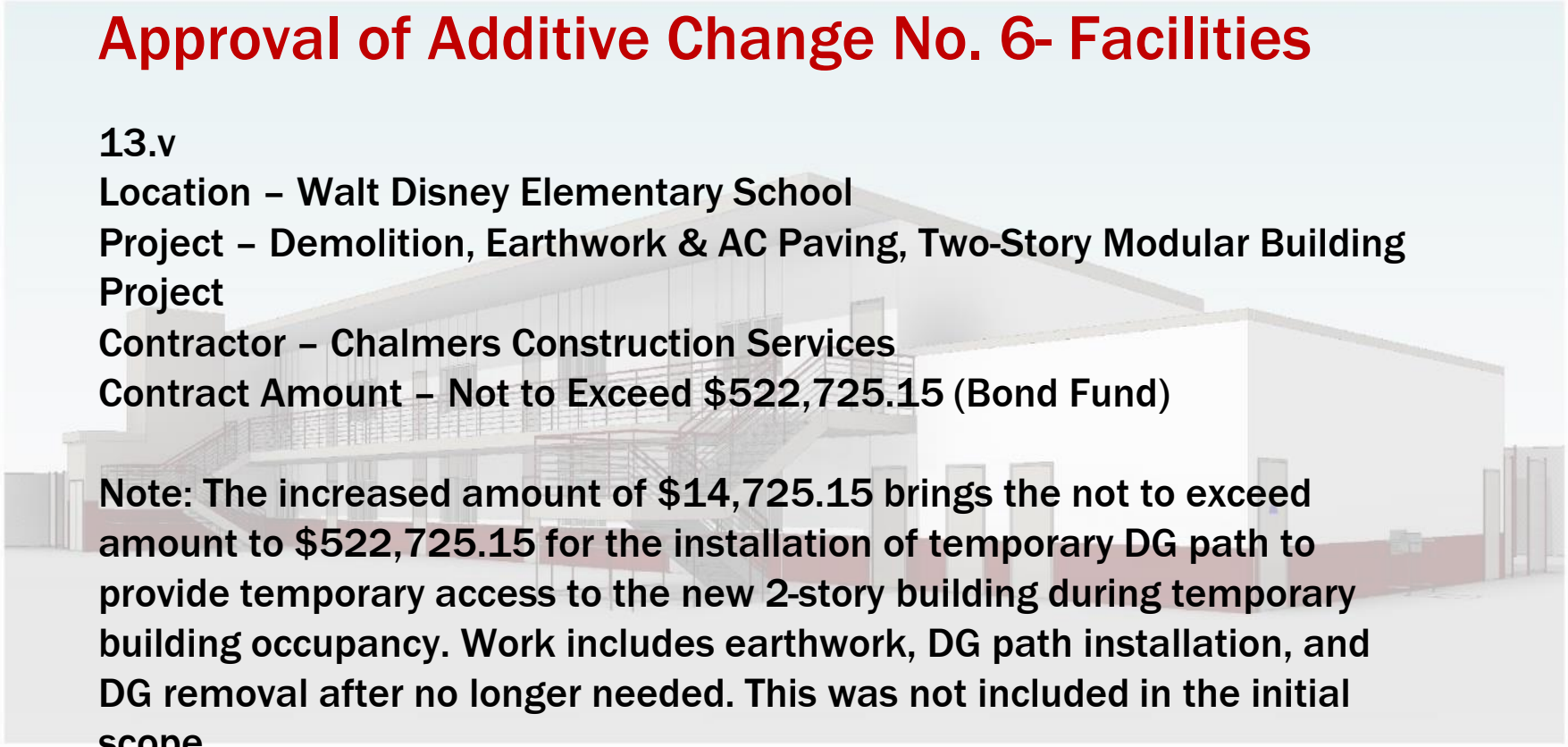
Bond Technology Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

Approval of Additive Change No. 6- Facilities

13.v
Location – Walt Disney Elementary School
Project – Demolition, Earthwork & AC Paving, Two-Story Modular Building Project
Contractor – Chalmers Construction Services
Contract Amount – Not to Exceed $522,725.15 (Bond Fund)

Note: The increased amount of $14,725.15 brings the not to exceed amount to $522,725.15 for the installation of temporary DG path to provide temporary access to the new 2-story building during temporary building occupancy. Work includes earthwork, DG path installation, and DG removal after no longer needed. This was not included in the initial scope.



Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	John M. Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John M. Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Adoption of Resolution 43 – Proclaiming May 22, 2022 as Harvey Milk Day

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Background:

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

District Wide Goals for 2021-2022:

7. Create a positive school climate by maintaining a safe environment and developing a sense of belonging for all students and staff.

Discussion and Issues:

Harvey Milk day is a day to educate your school about an extraordinary leader whose courageous work to end discrimination against the lesbian, gay, bisexual and transgender community in the 1970s set the stage for many of the civil rights advances we see today.

"I ask for the movement to continue, for the movement to grow, because last week I got a phone call from Altoona, Pennsylvania, and my election gave somebody else, one more person, hope….you gotta give'em hope."

Fiscal Impact:

None.

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 43 - Proclaiming May 22, 2022 as Harvey Milk Day, as presented.

RESOLUTION 43 PROCLAIMING MAY 22, 2022
HARVEY MILK DAY

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

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

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

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

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

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

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

NOW THEREFORE, IT IS PROCLAIMED, by the Burbank Unified School Board of Education, and on behalf of the citizens of the City of Burbank, California, that we proclaim May 22, 2022 as "Harvey Milk Day."

Passed, Approved and Adopted this 19th day of May, 2022 at a meeting of the BurbankUnified School District Board of Education, Los Angeles County, California**.**

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : John Paramo, Assistant Superintendent, Educational Services

PREPARED BY: John Paramo, Assistant Superintendent, Educational Services

SUBMITTED BY: Laura Erisamn, Administrative Secretary

DATE: May 19, 2022

SUBJECT: Adoption of Resolution 44 in Support of Pride Month, June, 2022

Background:
The Burbank Unified School District is committed to creating a safe environment for all students, but has an additional concern for Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning (LGBTQ) students who are most at-risk for feelings of isolation, depression, and suicidal ideations or attempts. This is reflected in the adoption of the Mental Health and Wellness Master Plan in April of 2016.

LGBTQ Pride Month is celebrated each year in June to recognize and commemorate the 1969 Stonewall riots. The riots were protesting a police raid at the Stonewall Inn in Greenwich Village in New York City. It is considered to be the event that launched the movement for LGBTQ rights in the United States. Although there has been some positive change since then, there is still a need to continue the work for acceptance in District schools.

District Wide Goals for 2021-2022:

2. Students will be physically emotionally and mentally healthy.

Discussion and Issues:
The District supports Pride Month and would like to highlight its continued support for all LGBTQ students and their families. The District continues to convene teachers regularly for the purpose of reviewing and developing curriculum. In addition, with the approval of the Mental Health and Wellness Plan by the Board of Education in April, 2016, the District will be placing greater efforts in supporting students before they are in crisis.

Fiscal Impact:
There is no fiscal impact.

Recommendation:
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 44 in Support of Pride Month, June, 2022, as presented.

RESOLUTION 44 PROCLAIMING JUNE, 2022
AS THE BURBANK UNIFIED SCHOOL DISTRICT'S
LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND
QUEER/QUESTIONING (LGBTQ) PRIDE MONTH

WHEREAS, the Burbank Unified School District ("District") models, advocates, actively supports, and promotes the inclusive and respectful treatment of all students, staff, family members, and community members;

WHEREAS, the District believes that all students should be able to attend school in a safe and inclusive environment free from discrimination;

WHEREAS, the District is firmly committed to providing a safe, nurturing, and tolerant environment in our schools;

WHEREAS, the District is firmly committed to school safety for all students, staff, and family members, including the Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ) community or those that may be perceived as such;

WHEREAS, the District believes that sexual orientation and gender expression-biased bullying are among the most common forms of harassment in schools and the lack of awareness and understanding of these issues have contributed to a higher rate of isolation, depression, and suicidal ideations or attempts;

WHEREAS, the significantly higher rates of school dropout, academic failure and school disengagement among LGBTQ youth across the country are attributed to peer harassment and bullying;

WHEREAS, children who do not conform to gender stereotypes are more likely to be targets of harassment and bullying;

WHEREAS, all District schools must strive to ensure that Burbank schools are consistently safe and affirming spaces for all students, staff and their families;

WHEREAS, pursuant to Education Code section 200, it is the policy of California to afford all persons in public schools, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other protected characteristic, equal rights and opportunities in the educational institutions of California;

WHEREAS, pursuant to Education Code section 201, all California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity;

WHEREAS, pursuant to the Education code section 51933 (California Healthy Youth Act), and Board Policy 6142.1, all California's public schools must provide comprehensive sexual health education to encourage the development of healthy attitudes of adolescent growth and development, body image, gender, sexual orientation, and relationships, and ensure that sexual health education does not promote outdated gender norms;

WHEREAS, the Student Success and Opportunity Act of 2013 strengthened protections for transgender students and affirmed that all students should be recognized and participate in activities by their gender of identity;

WHEREAS, the District endorses training for educators and other school related professionals to support all students dealing with the issues of sexual orientation, gender identity, and gender expression;

WHEREAS, the District recognizes LGBTQ as a protected group and addresses discrimination based upon sexual orientation, gender identity and gender expression;

WHEREAS, the District recognizes that education regarding LGBTQ issues increases understanding and cultivates acceptance of and respect for LGBTQ students;

WHEREAS, the month of June provides an opportunity to celebrate and value the identities and contributions of the LGBTQ community;

WHEREAS, a knowledge of LGBTQ history for all students enables LGBTQ students, families, and educators to be supported by the District community to uphold affirmative lives with dignity and respect;

WHEREAS, by recognizing Pride Month, the District demonstrates support of policies, practices and curriculum that honor and respect LGBTQ students, staff and their families;

NOW, THEREFORE, BE IT RESOLVED, the Burbank Unified School District Board of Education hereby designates June, 2022 as Pride Month and directs the Superintendent and all District staff to support policies, practices, and curricula that respect LGBTQ students and their families throughout the school year.

PASSED, APPROVED, AND ADOPTED this 19th day of May, 2022, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes:

Noes:

Abstain:

Absent:

_____

Clerk, Board of Education

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley Clark, Executive Assistant to the Superintendent
DATE:	May 19, 2022
SUBJECT:	Adoption of Resolution 45 – Ordering a Governing Board Member Election

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Background:

On December 21, 2018, the Board of Education approved Resolution 13, consolidating future Board of Education elections with the statewide general election pursuant to Elections Code Section 1302(B). The next general election will be held on November 8, 2022, and the Board of Education must take action to adopt a Resolution Ordering a Governing Board Member (Board of Education) Election.

Discussion/Issues:

Members are elected to the Board of Education on a biennial basis with the terms of two members, and then three members, expiring in an alternating fashion. The terms of two currently serving Board of Education Members (Charlene Tabet and Steve Frintner) will expire this year and the residents of Burbank will be asked to elect two members to fill these seats during the 2022 General Election, to be held on November 8th.

Fiscal Impact:

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

Recommendation:

Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 45 – Ordering a Governing Board Member Election, as presented.

RESOLUTION 45 OF THE BURBANK UNIFIED SCHOOL DISTRICT
ORDERING A GOVERNING BOARD MEMBER ELECTION

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

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 8, 2022. The polling hours shall be from 7:00 a.m. to 8:00 p.m. on multiple days at the Voting Centers leading up to Election Day.

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

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Burbank Unified School District will pay the costs of the election. If any agency holds an election on November 8, 2022, the Burbank Unified School District shall pay its pro rata share pertaining to the conduct of this election and shall be under the provisions of the appropriate sections of the Education and Election Codes.

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

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

Ayes: _____ Nays: _____ Absent: _____ Signed:_____
Clerk of the Board of Education

I hereby certify that the foregoing is a full, true, and correct transcript of a Resolution 45 duly adopted by the Board of Education named therein at a duly constituted meeting of the said Board of Education held on May 19, 2022, as it appears upon the minutes of the said meeting of May 19, 2022.

Signed:_____
Clerk of the Board of Education

REGISTRAR-RECORDER INFORMATION

Public Notice Election Announcement

Listing of two (2) newspapers: *Burbank Leader, Outlook Newspaper Group*

Daily News

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 19, 2022
SUBJECT:	Approval of Extension of the Temporary Substitute Employee Salary Compensation Increase

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Background:
On October 7, 2021, the Board of Education approved a temporary compensation increase for certificated substitutes. Recruiting and retaining substitute teachers prior to the COVID-19 pandemic was challenging across the state. The pandemic and current shortage of teachers has made it even more difficult to find qualified substitute teaching staff.

Discussion/Issues:
The temporary increase is set to expire on June 30, 2022. In an effort to recruit and retain qualified substitute employees, it is the desire of the District to propose an extension to the temporary pay increase for certificated substitute personnel. The District wishes to remain competitive with neighboring districts to address the shortage of certificated substitute staff.

Fiscal Impact:
One million dollars ($1,000,000.00) was allocated (01.0-32130.0-11100-10000-1160-7409000) for costs incurred during this temporary salary increase.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the extension of the temporary substitute employee salary compensation increase, effective July 1, 2022 through June 30, 2023, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

PERSONNEL

Substitute Certificated Employee - Salary Schedule

Effective January 1, 2019

K – 12 and Children's Center	
Substitute with 30 day Emergency Permit covering General Education (including summer school)	$~~135.00~~ **200**/ Day
Substitute with valid California Credential covering General Education (including summer school)	$~~135.00~~ **200**/ Day
Substitute with 30 day Emergency Permit covering Special Education and CDS classes	$~~140.00~~ **210**/Day
Substitute with valid California Credential covering Special Education and CDS classes	$~~140.00~~ **210**/Day
Adult School	
Substitute Teacher	$ 30.11/hr.
Children's Center	
Substitute with 30 Day Emergency Permit or Regular Credential	$ 16.76/hr
School Nurse	
Substitute Nurse	$182.47/Day

Long-Term Substitute Pay

A day-to-day substitute who serves more than twenty (20) consecutive workdays on a continuous assignment may be reclassified as a long-term substitute on the twenty-first day of such assignment. If the services of a day-to-day substitute on the same assignment for twenty (20) consecutive work days are interrupted for other than illness, bereavement, or holidays, it is necessary for the substitute to serve twenty (20) consecutive work days again in order to qualify for long-term status.

Prior to being reclassified to long-term status, a substitute will be paid the day-to-day rate for a total of twenty (20) consecutive workdays, or until such time as definitive information is received in the Human Resources Services Office indicating that the regularly assigned employee will be absent for more than twenty (20) days. In this case, the substitute will be paid at a daily rate which corresponds to placement at Class I, Step 1 on the Salary Schedule for Certificated Bargaining Unit Members (A-1 if the substitute holds a valid California teaching credential or A-1-NC if the employee holds a Short Term Staff Permit in multiple or single subject). Long-term substitutes who do not meet the aforementioned credentialing requirements shall be paid at a rate of ~~$170~~ **250** per day beginning on the twenty-first day of such assignment.

Part-Time Employee's Pay for Substitute Service

Part-time employees who are assigned to substitute at the secondary level shall be compensated for each class taught at the rate of 16.7% of on the Salary Schedule for Certificated Bargaining Unit Members. (A-1 if the part-time employee holds a valid California teaching credential or A-1-NC if the employee holds a Short Term Staff Permit in multiple or single subject.)

Part-time employees who are assigned to substitute at the elementary level shall be compensated for each hour worked at the rate of 16.7% of Class I, Step 1 on the Salary Schedule for Certificated Bargaining Unit Members. (A-1 if the part-time employee holds a valid California teaching credential or A-1-NC if the employee holds a Short Term Staff Permit in multiple or single subject.)

Policy adopted: 6/5/84

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

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Niemann, Assistant Superintendent, Human Resources Services
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 19, 2022
SUBJECT:	Approval of Agreement for Professional Services (Human Resources)

Background:
Pursuant to Board Policy 3312, the Board of Education's designee, may contract with consultants to provide specific services on a temporary basis.

Discussion/Issues:
Due to an increased number of vacancies, absences and lack of substitutes, the district has contracted with Robert Half, a global human resource consulting firm to provide temporary clerical support.

The California School Employees Association and the Burbank Unified School District have established a Memorandum of Understanding which consents contracting with an outside agency to provide clerical support when there are needs at a school site or in a department.

Fiscal Impact:
The amount of the agreement is not to exceed $50,000.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Robert Half, to provide clerical support as needed, not to exceed $50,000 (01.0-00000.0-72000-5850-7551000), effective May 20, 2022 through June 30, 2023 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

GENERAL CONDITIONS OF ASSIGNMENT

Thank you for your confidence in *Robert Half*. The following General Conditions of Assignment and the enclosed Terms of Payment apply to this assignment.

Scope of Assignment	Our professional is only authorized to perform work within the scope of the assignment. It is your responsibility to provide appropriate direction, guidance or oversight to our professional for satisfactory performance on your assignment. Unless otherwise agreed to in writing by *Robert Half*, you will not permit our professional to use computers or other electronic devices, software, services, tools, e-mail accounts or network equipment owned or licensed by our professional. It is expressly understood that our professionals are not authorized to sign contracts, statements, or binding agreements on your behalf or on behalf of *Robert Half*.
Client's Responsibility	**It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures. Please notify us immediately if you require *Robert Half* to perform background checks or other placement screenings of our professional. We will conduct such checks or screenings for you only if they are described in a signed, written amendment to these General Conditions of Assignment.** ***Cash Handling and Other Financial Transactions and Activities:*** If you permit or allow our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables, or conduct financial transactions or other related activities, you accept sole responsibility for all claims, demands and liability that may arise from permitting these activities. You represent and warrant that to the extent you permit or allow our professional to engage in the activities described in this paragraph, you will not permit or allow our professional to handle more than (i) $1,000 per day if you are a non-profit entity, or (ii) $25,000 per day if you are a for-profit entity. ***Workplace Safety:*** It is understood that you have full responsibility for: (i) providing safe working conditions as required by law, including compliance with all public health and occupational safety regulations and guidelines applicable to your business, and (ii) ensuring that safety plans exist for, and safety related training is provided to, our professional working on your premises. To ensure the safety of potentially vulnerable individuals on your premises, you agree not to permit our professional to have unsupervised or unmonitored contact with (1) minors and (2) adults who are under your care, custody or supervision because of mental health impairments. ***Government Contracts:*** If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional. ***Operation of Vehicles and Equipment:*** It is understood that we will not authorize our professional to operate machinery (other than office machines) or vehicles. If you wish to permit our professional to drive for business purposes, you accept sole responsibility for all liability, damages, injuries or other claims that may arise or be incurred as a result of driving. If you require our professional to drive a vehicle owned by you or an employee of your company, you agree to maintain such vehicle in good working condition and maintain all necessary and appropriate insurance for the operation of such vehicle. Under no circumstances will you permit our professional to: make bank deposits; carry cash in excess of $100, negotiable instruments or other valuables while driving; or have passengers in the vehicle. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing. ***Claims:*** It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will *Robert Half* be responsible for any claim related to the assignment, including but not limited to work performed by our professional, unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.
Remote Work	You may request that our professional provide services to you remotely (i.e., from a location other than your or your customer's premises) using a laptop and/or other computer or telecommunications equipment provided by you or *Robert Half* (collectively, the "Equipment"). In such case, you acknowledge and agree that *Robert Half* shall have no control over, and you shall be solely responsible for, (i) the logical and physical performance, reliability and security of the Equipment or related devices, network accessibility and availability, software, services, tools and e-mail accounts (collectively, "Computer Systems") used by our professional, and (ii) the security, integrity and backing up, of the data and other information stored therein or transmitted thereby. Moreover, you must not permit our professional to save or store any of your files or other data on the Computer Systems provided by us (including, but not limited to, any virtual desktop infrastructure solution). You agree that we shall not be liable for any loss, damage, expense, harm, business interruption or inconvenience resulting from the use of such Computer Systems.

- CONTINUED ON REVERSE -

Confidentiality	Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature. You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.
Limitation on Liability	We make no express or implied warranty, including, but not limited to, any warranty of quality, performance, merchantability or fitness for any purpose with respect to any services performed or any goods provided, including, but not limited to, financial or accounting services performed, or software developed, for you. Under no circumstances are we liable for any special, incidental, exemplary, indirect damages, lost profits or consequential damages (including, but not limited to, lost business, revenue, goodwill, or anticipated savings), even if informed of the possibility. Our liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid by you to us for the services that are the subject of the claim, regardless of the basis on which you are entitled to claim damages from us (including, but not limited to, fundamental breach, negligence, misrepresentation, or other contract or tort claim).
Insurance	In addition to workers' compensation insurance for our professional, we also maintain commercial liability insurance.
No Contrary Agreements	These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.

Job Order: 03070-0012266389 Date: 04-28-2022

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Approval of Administrative Regulation 6141.5: Advanced Placement

Background:

The Board of Education began the process of comprehensive review and revision of the entire Board Policies and Administrative Regulation Manual, contracting with the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), beginning in December 2005. CSBA – GAMUT provided consultation and facilitated the policy revision process. The District's continuing agreement with CSBA – GAMUT provides for suggested policy periodically throughout each calendar year.

The policy being presented at this time is AR 6141.5: Advanced Placement. This policy has been updated to include required language, which is shown in red, to address open access to Advanced Placement and Honors courses. The language was drafted by the Diversity, Equity and Inclusion Policy Sub Committee. It was presented to stakeholder groups before presenting to the Board of Education for consideration.

Discussion/Issues:

Copies of revised administrative regulation will not be duplicated for general distribution. Copies may be obtained by contacting the Superintendent's Office at (818) 729-4422 or via e-mail at: KimberleyClark@burbankusd.org

Fiscal Impact:

None

Recommendation:

John Paramo, Assistant Superintendent, Educational Services will facilitate the Board's approval of the proposed revision of Administrative Regulation 6141.5: Advanced Placement, as presented.

Regulation 6141.5 **Status:** ADOPTED

Original Adopted Date: 06/14/2007

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians on the availability of state funds to cover the costs of Advanced Placement examination fees pursuant to Education Code 52244. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Any economically disadvantaged student, as defined in Education Code 52241, who is enrolled in an Advanced Placement course may apply to the Superintendent or designee to cover the costs of examination fees minus five dollars which shall be paid by the student. (Education Code 52244)

Advanced Placement and Honors courses:

Equity in education is the process of reforming practices, policies, and procedures at the school and district levels to support academic fairness and inclusion and ensure that every child has the resources, teachers, interventions, and supports they need to be successful.

To that end, the Burbank Unified School District supports the following policy for Advance Placement and honors courses. The Advanced Placement (AP) program offers high school students' college-level courses that can earn them college credits from participating institutions. College Board research overwhelmingly has indicated that the AP program is beneficial for students because it challenges them with rigorous course curriculum and prepares students for college level work. However, benefits are only available to high school students who have access to AP courses. The College Board's 2002 Equity Policy Statement emphasizes expanding the AP program and removing barriers to students' access to AP courses. This recommendation from the College Board is based on students who are academically prepared.

The following are criteria for Advanced Placement and honors courses:

1. A student with A's or B's in a prerequisite course for an AP or honors class is automatically admitted.
2. Students who have C grades in a prerequisite course for an AP or honors class can be admitted into the course with guidance from their academic advisor. The advisor is required to counsel the students on what to expect in an AP or honors course, without discouraging a student. The advisor will need to explain to the student that they only have 3 weeks to drop the class if they change their mind about continuing the course for the rest of the year.
3. Students who have D grades in a prerequisite course, may petition with their academic advisor to take an AP or honors course, but it requires an in-person meeting with the student and the parent to determine if it is a good decision based on extenuating circumstances. Grade improvement in the summer is required with a passing grade of C or better. The advisor will need to explain to the student that they only have 3 weeks to drop the class if they change their mind about continuing the course for the rest of the year.
4. Students with F grades in a prerequisite course are not allowed in an AP or honors course.

Policy Reference Disclaimer:

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

State	**Description**
Ed. Code 52240-52242	Advanced Placement program
Federal	**Description**
20 USC 6534	Advanced Placement exam fee program
Management Resources	**Description**
Website	Advancement Via Individual Determination
Website	California Colleges.edu
Website	College Board
Website	International Baccalaureate
Website	U.S. Department of Education
Website	CSBA
Website	California Department of Education

Cross References

Code	**Description**
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
3100	Budget
3100	Budget
3260	Fees And Charges
3260	Fees And Charges
4111	Recruitment And Selection
4113	Assignment
4113	Assignment
4131	Staff Development
4131	Staff Development
4211	Recruitment And Selection
4311	Recruitment And Selection
4315	Evaluation/Supervision
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5126	Awards For Achievement
5126	Awards For Achievement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6143	Courses Of Study
6143	Courses Of Study
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6164.2	Guidance/Counseling Services
6164.5	Student Success Teams

6164.5	Student Success Teams
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director, Elementary Education
PREPARED BY:	Peter Knapik, Director, Elementary Education
SUBMITTED BY:	Terri Ramirez Adams, Administrative Secretary II
DATE:	May 19, 2022
SUBJECT:	Second Reading and Approval of Elementary School Social Science Textbook (Lottery Textbook Fund)

Background:

During the 2020-2021 school year, the Burbank Unified School District began the process of reviewing State-approved social science textbooks for elementary schools. The process started with a group of elementary teachers and site administrators participating in publisher presentations for the textbooks that were up for consideration. The adoption team selected two series to pilot.

Teachers volunteered to pilot the textbooks during the fall semester of the 2021-2022 school year. Along the way, meetings were held to check in on pilot teachers and included the publishers who were available to answer questions.

There were teacher representatives from each of the elementary schools. Similarly, there was a fair representation of general education teachers, special education teachers, and English Language Development teachers. All of the teachers piloted McGraw Hill California Social Studies Impact and Teachers' Curriculum Institute Social Studies Alive! California Series. This provided for an authentic evaluation as each teacher experienced the materials from both textbooks.

Collectively, the teachers shared their experiences with both series, textbook organization, alignment to State Standards, assessment practices, online access, support to special populations, and best practices to accommodate for the new curriculum.

District-Wide Goals 2021-22

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

Discussion and Issues:

Every piloting teacher completed an evaluation of both McGraw Hill and Teachers' Curriculum Institute materials. The evaluations were tallied and the data was compiled and shared with teachers in an adoption team meeting. While there are strengths and weaknesses for both textbooks, the evaluation scores are overwhelmingly in favor of the Teachers' Curriculum Institute textbook. The Teacher's Curriculum Institute textbook series is a State Board of Education approved series.

The piloting teachers have requested that all TK-5 teachers be trained on the new textbook series, even if it is done virtually due to the pandemic. This training is scheduled for August Preservice week.

Based on the current budget constraints, the Board will decide if the district can move forward with the adoption, as the funds allotted for the adoption might need to be reallocated to balance the budget or augment other instructional needs.

Fiscal Impact:

The fiscal impact of the Elementary School Social Science Textbook Adoption:

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	18	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	2	$0.00
036-8	SSA! Me and My World: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8445-8	SSA! Me and My World: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	2	$0.00
037-5	SSA! My School and Family: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8452-8	SSA! My School and Family: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	2	$0.00
038-2	SSA! My Community: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8469-8	SSA! My Community: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
039-9	SSA! California's Communities: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-4805-8	SSA! California's Communities: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
040-5	SSA! California's Promise: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-4867-8	SSA! California's Promise: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
041-2	SSA! America's Past: Spanish Lesson Guide	Print	$149.00	$149.00	1	$149.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-8490-8	SSA! America's Past: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	1	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0364-8	SSA! Me and My World: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0913-8	SSA! My School and Family: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0982-8	SSA! My Community: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
Disney Elementary TOTAL:						$53,285.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	19	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	4	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	3	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	3	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	1	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
				Edison Elementary School TOTAL:		$56,664.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	100	$9,900.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	100	$9,900.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
Emerson Elementary TOTAL:						$75,168.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	124	$11,284.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	5	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
Harte Elementary TOTAL:						$74,740.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	29	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	6	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	6	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	144	$13,104.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	5	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	5	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	5	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	4	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	4	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	3	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	144	$8,064.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
Jefferson Elementary TOTAL:						$92,088.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	19	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	3	$0.00
036-8	SSA! Me and My World: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
TB-8445-8	SSA! Me and My World: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	2	$0.00
037-5	SSA! My School and Family: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8452-8	SSA! My School and Family: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	2	$0.00
038-2	SSA! My Community: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8469-8	SSA! My Community: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
039-9	SSA! California's Communities: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-4805-8	SSA! California's Communities: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
040-5	SSA! California's Promise: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price

TB-4867-8	SSA! California's Promise: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
041-2	SSA! America's Past: Spanish Lesson Guide	Print	$149.00	$149.00	1	$149.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-8490-8	SSA! America's Past: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0364-8	SSA! Me and My World: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0913-8	SSA! My School and Family: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0982-8	SSA! My Community: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
McKinley Elementary TOTAL:						$56,813.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	29	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	6	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	6	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	144	$13,104.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	5	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	5	$0.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	5	$0.00

CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	5	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	4	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	4	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	3	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	144	$8,064.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
Miller Elementary TOTAL:						$92,088.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	17	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	4	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	3	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	3	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	3	$0.00

CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	2	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	2	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
Providencia Elementary TOTAL:						$56,664.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00

477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
Roosevelt Elementary TOTAL:						$74,376.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00

006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
Stevenson Elementary TOTAL:						$74,376.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	17	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	4	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	3	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	3	$0.00

099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	2	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	2	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	5	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
Washington Elementary TOTAL:						$56,664.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	11	$0.00
				Burbank Unified School Dist TOTAL:		$0.00

TOTAL:	$762,926.00
Sales Tax (10.25%)	$78,199.92
Shipping (5%)	$38,146.30
Service Fee (%)	$0.00
Grand Total	**$879,272.22**

Gratis

WORLD HISTORY	$	180,210.50
US HISTORY	$	171,468.75
GOVERNMENT	$	138,358.00
ECONOMICS	$	148,744.00
PROFESSIONAL DEV.	$	1,400.00
SHIPPING & HANDLING	$	38,326.88
SALES TAX	$	69,403.60
GRAND TOTAL	**$**	**747,911.73**

The cost will be paid from appropriation number, 01.0-63000-0-11100-10000-4110-742-9000 (Lottery Textbook Fund)

Recommendation:

Peter Knapik, Director, Elementary Education, recommends that the Board of Education adopt the Teacher's Curriculum Institute Social Science textbook series to include Grade K Me and My World ISBN 9781583710340, Grade 1 My School and My Family ISBN 9781583710890, Grade 2 My Community ISBN 9781583710968, Grade 3 California's Communities ISBN 9781583714805, Grade 4 California's Promise ISBN 9781583714829, Grade 5 America's Past ISBN 9781583719947, not to exceed $879,272.22 (010.63000.0.11100.100000.4110.742.9000 Lottery Textbook Fund), as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Adoption of Middle School Science Textbook (Lottery Textbook Fund)

Background:

During the 2021-2022 school year, the Burbank Unified School District began the process of reviewing state approved science textbooks for secondary schools. The process started with a group of secondary science teachers and site administrators attending a county sponsored science textbook preview in Downey, California. Our middle school teachers narrowed their selection down to Discovery Education and Houghton Mifflin Harcourt (HMH).

Teachers volunteered to pilot the textbooks during the 2021-2022 school year. There were teacher representatives from each of the middle schools. Similarly, there was a fair representation of general education teachers, special education teachers and English Language Development teachers. All of the teachers piloted Discovery in the fall, and they all piloted HMH in the spring. This provided for an authentic evaluation as each teacher experienced the materials from both textbooks.

During the semester, the piloting teachers met regularly to discuss the issues they were encountering with the textbooks. Collectively, the teachers were able to share best practices to accommodate for the new curriculum. In particular, the new curriculum from both publishers contained many online resources and student applications that required technology.

District Wide Goals for 2021-2022**:**
1.0 Students will be career/college ready via high-quality instruction.

Discussion and Issues**:**

Every piloting teacher completed an evaluation of both Discovery and HMH. The evaluations were tallied and the data was compiled for the teachers to access. While there are strengths and weaknesses for both textbooks, the evaluation scores are overwhelmingly in favor of the HMH textbook.

Fiscal Impact:

ISBN	DESCRIPTION	PRICE	QTY	FREE AMOUNT	TOTAL CHARGED
9780358220688	California Science Dimensions Premium Student Resource Package Multi-Volume 8 Year Print/8 Year Digital Grade 6	$122.85	1150		$141,277.50
9781328535993	2020 California Science Dimensions Common Cartridge 8 Year Digital Grade 6	$75.80	1165	$88,307.00	
9781328543417	2020 California Science Dimensions Premium Teacher Resource Package with 8 Year Digital Grade 6	$1,325.82	15		$19,877.30
9781328570338	2020 California Science Dimensions Consumable Science Kit Grade 6	$301.67	15		$4,525.05
9781328570307	2020 California Science Dimensions Non-Consumable Science Kit Grade 6	$904.94	15		$13,574.10
9780358220695	California Science Dimensions Premium Student Resource Package Multi-Volume 8 Year Print/8 Year Digital Grade 7	$122.85	1,063		$130,589.55
9781328536006	2020 California Science Dimensions Common Cartridge 8 Year Digital Grade 7	$75.80	1076	$81,560.80	
9781328543424	2020 California Science Dimensions Premium Teacher Resource Package with 8 Year Digital Grade 7	$1,325.82	13		$17,235.66
9781328570345	2020 California Science Dimensions Consumable Science Kit Grade 7	$301.67	13		$3921.71
9781328570314	2020 California Science Dimensions Non-Consumable Science Kit Grade 7	$955.22	13		$12,417.86
9780358220701	California Science Dimensions Premium Student Resource Package Multi-Volume 8 Year Print/8 Year Digital Grade 8	$122.85	1,141		$140,171.85
9781328536013	2020 California Science Dimensions Common Cartridge 8 Year Digital Grade 8	$75.80	1,152	$87,321.60	
9781328543431	2020 California Science Dimensions Premium Teacher Resource Package with 8 Year Digital Grade 8	$1,325.82	11		$14,584.02
9781328570352	2020 California Science Dimensions Consumable Science Kit Grade 8	$301.67	11		$3,318.37
9781328570321	2020 California Science Dimensions Non-Consumable Science Kit Grade 8	$995.44	11		$10,949.84
9781328568052	California Science Dimension Getting Started Live Online 2-Hour Grades 6-8	$800.00	1	$800.00	
9781328568267	California Science Dimension Follow-Up Live Online 2-Hour Grades 6-8	$728.00	1		$728.00
				Subtotal	**$513,180.81**

Total Savings: $257,989.40
Subtotal: $513,180.81
Shipping: $ 0.00
Sales Tax: $ 52,601.03
Total Cost: **$565,781.84**

The cost will be paid from appropriation number, 01.0-63000-0-11100-10000-4110-742-9000 (lottery textbook funds) not to exceed $565,781.84.

Recommendation:
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed Science textbook for adoption, not to exceed $565,781.84 (01.0-63000-0-11100-10000-4110-742-9000 - Lottery Textbook Funds), as presented.

Houghton Mifflin Harcourt

Proposal #008377249

Prepared For

Burbank Unified School Dist

Attention:
Laura Erisman
lauraerisman@burbankusd.org

For the Purchase of:

Premium Package 8 Yr

Prepared By
Elizabeth Hebgen
liz.hebgen@hmhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
http://www.hmhco.com/common/terms-conditions

	ISBN		Title		Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 6									
Student Resource Package									
1765026	9780358220688		California Science Dimensions Premium Student Resource Package Multi-Volume 8 Year Print/8 Year Digital Grade 6		$122.85	1,150	$141,277.50		$141,277.50
			Package Includes: California Student Edition Interactive Worktext Multi-Volume Set 8 Year Print Grade 6 California Student Edition Interactive Worktext Volume 1 Grade 6 California Student Edition Interactive Worktext Volume 2 Grade 6 California Student Edition Interactive Worktext Volume 3 Grade 6 California Student Online Interactive Digital Curriculum 8 Year Grade 6 ScienceSaurus Student Edition eTextbook ePub 8-Year Grade 6-8 Common Cartridge product package available upon request for no additional charge: 1 unit 9781328535993 California Common Cartridge 8 Year Digital Grade 6						
Common Cartridge									
1722837	9781328535993		2020 California Science Dimensions Common Cartridge 8 Year Digital Grade 6	c	$75.80	1,165	$88,307.00	$88,307.00	
Total for Student Resource Package					**$141,277.50**				
Teacher Resource Package									
1723748	9781328543417		2020 California Science Dimensions Premium Teacher Resource Package with 8 Year Digital Grade 6	c	$1,325.82	15	$19,887.30		$19,887.30
			Package Includes: California Designated ELD Student Workbook Grade 6 (90) California Teacher Edition Grade 6 California Teacher Digital Management Center 8 Year Grade 6 California Designated ELD in Your Science Classroom Teacher Guide Grade 6 Multilingual Glossary Grade 6-8 ScienceSaurus Student Handbook (Hardcover) Grade 6-8 (6) California Assessment Guide Grade 6 Common Cartridge product package available upon request for no additional charge: 1 unit 9781328535993 California Common Cartridge 8 Year Digital Grade 6						
Total for Teacher Resource Package					**$19,887.30**				
Kits									
1727194	9781328570338		2020 California Science Dimensions Consumable Science Kit Grade 6	c	$301.67	15	$4,525.05		$4,525.05
1727191	9781328570307		2020 California Science Dimensions Non-Consumable Science Kit Grade 6	c	$904.94	15	$13,574.10		$13,574.10
Total for Kits					**$18,099.15**				
Total for Grade 6					**$179,263.95**				
Grade 7									
Student Resource Package									
1765027	9780358220695		California Science Dimensions Premium Student Resource Package Multi-Volume 8 Year Print/8 Year Digital Grade 7		$122.85	1,063	$130,589.55		$130,589.55
			Package Includes: California Student Edition Interactive Worktext Multi-Volume Set 8 Year Print Grade 7 California Student Edition Interactive Worktext Volume 1 Grade 7 California Student Edition Interactive Worktext Volume 2 Grade 7 California Student Edition Interactive Worktext Volume 3 Grade 7 California Student Online Interactive Digital Curriculum 8 Year Grade 7 ScienceSaurus Student Edition eTextbook ePub 8-Year Grade 6-8						

	ISBN	Title		Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
		Common Cartridge product package available upon request for no additional charge: 1 unit 9781328536006 California Common Cartridge 8 Year Digital Grade 7						
	Common Cartridge							
1722838	9781328536006	2020 California Science Dimensions Common Cartridge 8 Year Digital Grade 7	c	$75.80	1,076	$81,560.80	$81,560.80	
	Total for Student Resource Package			**$130,589.55**				
	Teacher Resource Package							
1723749	9781328543424	2020 California Science Dimensions Premium Teacher Resource Package with 8 Year Digital Grade 7	c	$1,325.82	13	$17,235.66		$17,235.66
		Package Includes: California Designated ELD Student Workbook Grade 7 (90) California Teacher Edition Grade 7 California Teacher Digital Management Center 8 Year Grade 7 California Designated ELD in Your Science Classroom Teacher Guide Grade 7 Multilingual Glossary Grade 6-8 ScienceSaurus Student Handbook (Hardcover) Grade 6-8 (6) California Assessment Guide Grade 7 Common Cartridge product package available upon request for no additional charge: 1 unit 9781328536006 California Common Cartridge 8 Year Digital Grade 7							
	Total for Teacher Resource Package			**$17,235.66**				
	Kits							
1727195	9781328570345	2020 California Science Dimensions Consumable Science Kit Grade 7	c	$301.67	13	$3,921.71		$3,921.71
1727192	9781328570314	2020 California Science Dimensions Non-Consumable Science Kit Grade 7	c	$955.22	13	$12,417.86		$12,417.86
	Total for Kits			**$16,339.57**				
Total for Grade 7				**$164,164.78**				
	Grade 8							
	Student Resource Package							
1765028	9780358220701	California Science Dimensions Premium Student Resource Package Multi-Volume 8 Year Print/8 Year Digital Grade 8		$122.85	1,141	$140,171.85		$140,171.85
		Package Includes: California Student Edition Interactive Worktext Multi-Volume Set 8 Year Print Grade 8 California Student Edition Interactive Worktext Volume 1 Grade 8 California Student Edition Interactive Worktext Volume 2 Grade 8 California Student Edition Interactive Worktext Volume 3 Grade 8 California Student Online Interactive Digital Curriculum 8 Year Grade 8 ScienceSaurus Student Edition eTextbook ePub 8-Year Grade 6-8 Common Cartridge product package available upon request for no additional charge: 1 unit 9781328536013 California Common Cartridge 8 Year Digital Grade 8							
	Common Cartridge							
1722839	9781328536013	2020 California Science Dimensions Common Cartridge 8 Year Digital Grade 8	c	$75.80	1,152	$87,321.60	$87,321.60	
	Total for Student Resource Package			**$140,171.85**				
	Teacher Resource Package							
1723750	9781328543431	2020 California Science Dimensions Premium Teacher Resource Package with 8 Year Digital Grade 8	c	$1,325.82	11	$14,584.02		$14,584.02
		Package Includes: California Designated ELD Student Workbook Grade 8 (90) California Teacher Edition Grade 8 California Teacher Digital Management Center 8 Year Grade 8						

Coupon Code: PRODPB5

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Laura Erisman
lauraerisman@burbankusd.org

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Send **Orders** to:
k12orders@hmhco.com
FAX: 800-269-5232
HMH Orders
9400 Southpark Center Loop
Orlando, FL 32819-8647

	ISBN	Title		Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
		California Designated ELD in Your Science Classroom Teacher Guide Grade 8 Multilingual Glossary Grade 6-8 ScienceSaurus Student Handbook (Hardcover) Grade 6-8 (6) California Assessment Guide Grade 8 Common Cartridge product package available upon request for no additional charge: 1 unit 9781328536013 California Common Cartridge 8 Year Digital Grade 8						
	Total for Teacher Resource Package			**$14,584.02**				
	Kits							
1727196	9781328570352	2020 California Science Dimensions Consumable Science Kit Grade 8	c	$301.67	11	$3,318.37		$3,318.37
1727193	9781328570321	2020 California Science Dimensions Non-Consumable Science Kit Grade 8	c	$995.44	11	$10,949.84		$10,949.84
	Total for Kits			**$14,268.21**				
Total for Grade 8				**$169,024.08**				
	HMH Professional Services							
	Foundational Professional Learning							
1726787	9781328568052	California Science Dimension Getting Started Live Online 2-Hour Grades 6-8 Participants engage in a variety of meaningful, hands-on or virtual experiences to learn about their program's organization, design, and support resources essential to implementing a new program and its related technology.		$800.00	1	$800.00	$800.00	
	Total for Foundational Professional Learning			**$0.00**				
	Personalized Follow-Up							
1726794	9781328568267	California Science Dimension Follow-Up Live Online 2-Hour Grades 6-8 Work with an HMH Services team member to choose from key Science Dimensions instructional topics to create a personalized Follow-Up live online session. Includes one, 2-hour live online session.		$728.00	1	$728.00		$728.00
	Total for Personalized Follow-Up			**$728.00**				
Total for HMH Professional Services				**$728.00**				

Total Savings:	**$257,989.40**
Subtotal Purchase Amount:	**$513,180.81**
Shipping & Handling:	**$0.00**
Sales Tax:	**$52,601.03**
Total Cost of Proposal (PO Amount):	**$565,781.84**

Coupon Code: PRODPB5

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Laura Erisman
lauraerisman@burbankusd.org

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k12orders@hmhco.com
FAX: 800-269-5232
HMH Orders
9400 Southpark Center Loop
Orlando, FL 32819-8647

Total Cost of Proposal (PO Amount): $565,781.84

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- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - Point of Contact for Print materials
  - Point of Contact for Digital materials
  - Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	**Sold to:**
Burbank USD	Burbank USD
1900 W Olive Ave	1900 W Olive Ave
Burbank, CA 91506-2438	Burbank, CA 91506-2438

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Destination.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.
Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: http://www.hmhco.com/common/terms-conditions

Date of Proposal: 4/27/2022 **Proposal Expiration Date: 6/11/2022**

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Coupon Code: PRODPB5

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Attention:
Laura Erisman
lauraerisman@burbankusd.org

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Orlando, FL 32819-8647

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Stacy Cashman, Director, Student Services
PREPARED BY:	Stacy Cashman, Director, Student Services
SUBMITTED BY:	Lauren Dieter, Administrative Secretary, Student Services
DATE:	May 19, 2022
SUBJECT:	Ratification of Contract with Hop Skip Drive for BUSD Youth in Transition

Background:
The Burbank Unified School District ensures that children and youth experiencing homelessness are able to participate fully in school activities, and that barriers to identification, enrollment, and retention in school are identified and removed. Students in transition have the right to immediate enrollment without records and have equal access to all school programs for which they are eligible. Under McKinney Vento, the school district must also provide transportation to youth in transition to school.

District-Wide Goals for 2021-2022:
1.6 Review and prioritize strategies within all Master Plans and report back to the Board.

Discussion/Issues:
BUSD transportation for youth in transition is handled predominantly by the Metrolink System when needed. In certain instances where the bus system is not able to transport students within walking distance to the school site, Hop, Skip, Drive may be utilized. Dedicated funding allocated by State and Federal sources enable BUSD to fund transportation for youth in transition.

Fiscal Impact:
Transportation Services for BUSD youth in transition are funded through Title 1, the American Rescue Plan, and other education grants as they become available. Hop, Skip, Drive will be paid for out of American Rescue Plan funding for Homeless County Youth (ARP-HCY II).

Recommendation:
Stacy Cashman, Director of Student Services recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Hop, Skip, Drive to provide occasional transportation to school for youth in transition. This agreement is effective from April 13, 2022 until June 30, 2022 and is not to exceed $5,000. Invoices will be paid out of American Rescue Plan funding 010-56340-0-11100-10000-5612-745-9000-0000.

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TRANSPORTATION COORDINATION LICENSE AND SERVICES AGREEMENT

THIS TRANSPORTATION COORDINATION LICENSE AND SERVICES AGREEMENT (the "***Agreement***") is entered into as of April 13, 2022 (the "***Effective Date***") by and between **HOPSKIPDRIVE, INC.**, a Delaware corporation (the "***Contractor***"), and BURBANK UNIFIED SCHOOL DISTRICT (the "***Organization***").

1. **Services.** During the term of this Agreement, Contractor will provide transportation coordination services (the "***Services***") to the Organization as described on Exhibit A attached to this Agreement by arranging transportation by HopSkipDrive drivers ("***Drivers***") for certain riders who attend the Organization. The Organization will use an application, available on a Software-as-a-Service basis, in order to utilize the Services.

2. **Compensation.** As consideration for the Services to be provided by Contractor and other obligations, the Organization shall pay to Contractor the amounts specified in Exhibit B attached to this Agreement at the times specified therein. Amounts required to be paid to Contractor under this Agreement may not include applicable taxes and other surcharges, including applicable charges imposed by a governmental entity. Such taxes and other surcharges, if applicable, will be the responsibility of Organization (except that Organization will not be responsible for any taxes on Contractor's income).

3. **Term and Termination.** This term of this Agreement shall commence on the Effective Date of this Agreement and shall continue in effect for a period of twelve (12) months (the "***Initial Term***"). Unless Organization notifies Contractor in writing of its desire to terminate this Agreement during the last thirty (30) days of the Initial Term, this Agreement shall renew for successive twelve (12) month terms (each a "***Renewal Term***") in accordance with the terms of this Agreement; provided that the pricing for each Renewal Term shall be determined prior to each Renewal Term by the parties, who shall use their best efforts to agree in writing upon such revised pricing to account for an annual cost of living increase for each Renewal Term as determined by t he Bureau of Labor Statistics for the Los Angeles area, in addition to an additional percentage increase as shall be agreed upon in writing by the parties.

4. **Independent Contractor.** The Contractor's relationship with the Organization will be that of an independent contractor.

(a) **Method of Provision of Services.** Contractor shall be solely responsible for determining the method, details and means of performing the Services.

(b) **No Benefits.** Contractor acknowledges and agrees that Contractor and its employees, subcontractors or affiliates will not be eligible for any Organization employee benefits and, to the extent Contractors or its employees, subcontractors or affiliates otherwise would be eligible for any Organization employee benefits but for the express terms of this Agreement, Contractor (on behalf of itself and its employees, subcontractors and affiliates) hereby expressly declines to participate in such Organization employee benefits.

(c) **Withholding.** Contractor shall have full responsibility for applicable withholding taxes for all compensation paid to Contractor, its partners, agents or its employees under this Agreement, and for compliance with all applicable labor and employment requirements

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with respect to Contractor's business organization and Contractor's partners, agents and employees, including state worker's compensation insurance coverage requirements and any US immigration visa requirements.

5. **Supervision of Contractor Services.** All of the Services to be performed by Contractor will be as agreed to between Contractor and the Organization in writing.

6. **Relationship between the Organization and its Families.**

(a) Contractor shall contact the adult parents and legal guardians of the Organization's riders (each, a "***Family***" and collectively, the "***Families***") regarding any material issues that may arise in connection with the Services. In the event of a serious incident in connection with the Services, including without limitation an accident, Contractor shall contact each of the following individuals, in the following order: (i) Gina Segura 818-729-4515, and (ii) Main Special Education (anyone can assist) at 818-729-4449.

(b) Organization acknowledges that Contractor's Terms of Use specifically indicates that minors are not permitted to use HopSkipDrive accounts. Organization shall communicate to Families and their riders that minors are not permitted to use the HopSkipDrive app or contact Contractor's Customer Support team to request changes to their rides.

(c) Organization acknowledges and agrees that Contractor may assess damage fees to Organization for damage to a Driver's vehicle caused by a rider, and Organization agrees to pay such damage fees in accordance with the terms set forth in Exhibit B. Damages include any actual physical damage or professional cleaning required as a result of a rider's actions. The damage fee imposed by Contractor will be based on Contractor's reasonable assessment of the damage and supported by written evidence such as receipts or photographs.

7. **Authority of Organization to Arrange Transportation.** Organization represents and warrants that it is legally authorized to arrange transportation using Contractor on behalf of the parents and guardians of Organization's riders.

8. **License**. Subject to all limitations and restrictions contained herein, Contractor grants Organization a limited, nonexclusive and nontransferable right to access and operate the object code form of the software made available to Organization on a Software-as-a-Service basis (the "Application"), solely to utilize the Services. In no event will Organization disassemble, decompile, or reverse engineer the Application or permit others to do so. By signing this Agreement, Organization irrevocably acknowledges that, subject to the licenses granted herein, Organization has no ownership interest in the software or related materials provided to Organization. Contractor will own all right, title, and interest in such software and related materials, subject to any limitations associated with intellectual property rights of third parties. Contractor reserves all rights not specifically granted herein.

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9. **Liability; Indemnity; Insurance**.

(a) EACH PARTY'S ENTIRE LIABILITY FOR ALL CLAIMS RELATED TO THIS AGREEMENT WILL NOT EXCEED THE AMOUNT OF ANY ACTUAL DIRECT DAMAGES INCURRED UP TO THE AMOUNTS PAID FOR THE SERVICE FOR THE TWELVE (12) MONTHS PRECEDING THE DATE ON WHICH THE CLAIM HAS ARISEN, REGARDLESS OF THE BASIS OF THE CLAIM. NEITHER PARTY WILL BE LIABLE UNDER THIS AGREEMENT FOR SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE BASIS OF THE CLAIM AND IRRESPECTIVE OF WHETHER SUCH PARTY SHALL HAVE BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY THEREOF.

(b) Contractor shall indemnify, defend and hold the Organization harmless from any third party demands, claims or losses, including but not limited to reasonable attorney's fees ("Losses"), to the extent caused by a material breach by Contractor of any of its obligations under this Agreement. Contractor will have no obligation to indemnify, defend and hold harmless to the extent that Losses have been caused by the Organization. Organization shall indemnify, defend and hold Contractor harmless from any third party Losses, to the extent caused by a material breach by Organization of any of its obligations under this Agreement. Organization will have no obligation to indemnify, defend and hold harmless to the extent that Losses have been caused by Contractor. This provision shall survive the termination or expiration of this Agreement.

(c) Contractor shall maintain minimum required insurance coverage as set forth on Exhibit C. Contractor agrees to furnish Organization with a Certificate of Insurance evidencing such insurance coverage and shall deliver to Organization, within five (5) days of the mutual execution of this Agreement, an endorsement reflecting Organization as an additional insured as to Contractor's policies set forth on Exhibit C.

Contractor Minimum Insurance:

Automobile Liability: $1,000,000 single limit/$1,000,000 UM/UIM

Worker's Comp: Statutory Limits

General Liability: $1,000,000 per occurrence/$2,000,000 aggregate

Sexual Misconduct: $1,000,000 limit/$2,000,000 aggregate

Employer's Liability: $2,000,000 plus Burbank Unified School District named as an additional insured

10. **Conflicts with this Agreement.** Except as set forth in Section 6(b), above, Contractor represents and warrants that neither Contractor nor any of Contractor's partners, employees or agents is under any pre-existing obligation in conflict or in any way inconsistent with the provisions of this Agreement. Organization represents and warrants that neither

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Organization nor any of Organization's partners, employees or agents is under any pre-existing obligation in conflict or in any way inconsistent with the provisions of this Agreement.

11. **Miscellaneous.**

(a) **Amendments and Waivers.** Any term of this Agreement may be amended or waived only with the written consent of the parties.

(b) **Sole Agreement.** This Agreement, including the Exhibits hereto, constitutes the sole agreement of the parties and supersedes all oral negotiations and prior writings with respect to the subject matter hereof.

(c) **Notices.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed sufficient upon receipt, when delivered personally or by courier, overnight delivery service or confirmed facsimile, 48 hours after being deposited in the regular mail as certified or registered mail (airmail if sent internationally) with postage prepaid, if such notice is addressed to the party to be notified at such party's address as set forth below, or as subsequently modified by written notice.

To Contractor:

HopSkipDrive, Inc.
1320 E. 7th Street, Suite 200
Los Angeles, CA 90021
Attn: Legal Department
Email: legal@hopskipdrive.com

To Organization:
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

(d) **Choice of Law.** The validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the State of California, without giving effect to the principles of conflict of laws.

(e) **Severability.** If one or more provisions of this Agreement are held to be unenforceable under applicable law, the parties agree to renegotiate such provision in good faith. In the event that the parties cannot reach a mutually agreeable and enforceable replacement for such provision, then (i) such provision shall be excluded from this Agreement, (ii) the balance of the Agreement shall be interpreted as if such provision were so excluded and (iii) the balance of the Agreement shall be enforceable in accordance with its terms.

(f) **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

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(g) **Force Majeure.** Notwithstanding the payment obligations set forth in Exhibit B, neither the Organization nor Contractor is responsible for any failure to perform its obligations hereunder if it is prevented or delayed in performing those obligations by an event of force majeure, which events shall include without limitation natural disasters, endemics/pandemics, riots, wars, illness of a Driver, a Driver's mechanical problems, or any other similar cause.

(h) **Arbitration.** Any dispute or claim arising out of or in connection with any provision of this Agreement will be finally settled by binding arbitration in Los Angeles California, in accordance with the rules of the American Arbitration Association by one arbitrator appointed in accordance with said rules. The arbitrator shall apply California law, without reference to rules of conflicts of law or rules of statutory arbitration, to the resolution of any dispute. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Notwithstanding the foregoing, the parties may apply to any court of competent jurisdiction for preliminary or interim equitable relief, or to compel arbitration in accordance with this paragraph, without breach of this arbitration provision.

(i) **Publicity.** Contractor shall have the right to publicize that it is a transportation services provider for the Organization.

(j) **Advice of Counsel.** EACH PARTY ACKNOWLEDGES THAT, IN EXECUTING THIS AGREEMENT, SUCH PARTY HAS HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT LEGAL COUNSEL, AND HAS READ AND UNDERSTOOD ALL OF THE TERMS AND PROVISIONS OF THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE CONSTRUED AGAINST ANY PARTY BY REASON OF THE DRAFTING OR PREPARATION HEREOF.

[SIGNATURE PAGE FOLLOWS]

The parties have executed this Agreement on the respective dates set forth below.

HOPSKIPDRIVE, INC.

DocuSigned by:
By: Joanna McFarland
285B0FC513A6432...
Joanna McFarland, CEO

Address: 1320 E. 7th Street,
Suite 200
Los Angeles, CA 90021

Date: 4/27/2022

DocuSign Envelope ID: F09AB254-A2B6-474B-9C78-CF31524951BD

BURBANK UNIFIED SCHOOL DISTRICT

By: _____
Debbie Kukta, Assistant Superintendent

Address: 1900 W. Olive Ave.
Burbank, CA 91506

Date: 4/15/22

EXHIBIT A

DESCRIPTION OF SERVICES

Organization may create an account on Contractor's platform and request rides for Organization's students through such accounts. Contractor shall arrange requested rides with Drivers as needed on an ongoing basis. Rides will be completed based on pricing outlined in Exhibit B of this Agreement.

Cancellation Policy: Rides cancelled more than eight (8) hours of the pickup time shall result in no charge to Organization. Rides cancelled between one (1) and eight (8) hours of the pickup time shall result in a charge equal to fifty percent (50%) of the estimated ride charge; rides cancelled within one (1) hour of the pickup time shall result in a charge equal to one hundred percent (100%) of the estimated ride charge. This charge is applicable to rides in which the rider is a 'no show' as well as rides cancelled by the ride organizer within the one (1) hour time period. **To ensure that Contractor is notified in the case of any Organization closures or delays, Organization is asked to add Contractor to its emergency contact lists using the following number: (213) 699-3380**

EXHIBIT B

FEE

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For Services rendered by Contractor under this Agreement, Organization shall pay Contractor the following fees (collectively, the "***Fee***") in addition to any damage fees imposed by Contractor pursuant to Section 6(c) of the Agreement:

- Twenty Eight Dollar ($28) Base Fee + Two Dollars and Fifty Cents ($2.50) Dollars per Mile + Ten Cents ($.10) per Ride California Access for All Fee

Contractor shall provide Organization with an invoice via email to Melinda Drechsler, Student Services, at 818-729-4502, in a format consistent with the following Sample Invoice and Sample Supporting Documentation, within thirty (30) days of the end of each month during which Services were provided. Organization shall pay Contractor within thirty (30) days of Organization's receipt of such invoice. Any invoice that is not paid within the time set forth herein shall be subject to late fees at the rate of 1.5% per month or the maximum rate permitted by law, whichever is less, and such late fee shall be added to and payable on the overdue amount. Organization shall pay all collection costs, including without limitation reasonable attorney fees actually incurred by Contractor. In addition to any other right or remedy provided by law, Organization's failure to provide timely payment may be deemed a material breach of this Agreement and Contractor shall be entitled to terminate this Agreement, cease the Services, and seek any and all available legal remedies, notwithstanding the provision of late fees hereunder and without waiving any of its other rights and remedies for such breach. Contractor's failure to declare any late payment a breach shall not constitute a waiver of Contractor's rights hereunder to declare any subsequent late payment a breach.

Sample Invoice

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DocuSign Envelope ID: F09AB254-A2B6-474B-9C78-CF31524951BD

Organizer Invoice 1957 Account #12345

April 1, 2019 to April 30, 2019

ABC School District

123 Fake St., Los Angeles, CA, 90007 USA

Invoice Total: $150.03

SAMPLE

Scheduled Start	Trip ID	Trip State	Origin Address	Destination Address	Passengers or Cancelled Passengers	Est. Miles	Total Due
4/29/2019 12:15:00 PM	1489196	canceled	123 Fake St. Los Angeles, CA 90007 USA	456 ABC St Sherman Oaks, CA 91403 USA	Passenger Four	9.23	$12.52
4/29/2019 10:30:00 AM	1489194	canceled	789 Test St. Sherman Oaks, CA 91403 USA	123 Fake St. Los Angeles, CA 90007 USA	Passenger One Passenger Three	7.81	$13.14
4/10/2019 2:15:00 PM	1449500	complete	789 Test St. Sherman Oaks, CA 91403 USA	456 ABC St. Sherman Oaks, CA 91403 USA	Passenger One Passenger Two	7.70	$33.05
4/10/2019 10:15:00 AM	1449496	complete	456 ABC St. Sherman Oaks, CA 91403 USA	123 Fake St. Los Angeles, CA 90007 USA	Passenger Four Passenger Three	7.81	$32.76
4/4/2019 12:30:00 PM	1437516	complete	123 Fake St. Los Angeles, CA 90007 USA	456 ABC St. Sherman Oaks, CA 91403 USA	Passenger Two Passenger Four	9.23	$25.58
4/4/2019 9:15:00 AM	1437498	complete	789 Test St. Sherman Oaks, CA 91403 USA	2123 Fake St. Los Angeles, CA 90007 USA	Passenger Three Passenger One	7.81	$32.98
Grand Total						49.59	$150.03

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EXHIBIT C

MINIMUM INSURANCE COVERAGE

Contractor Minimum Insurance:

Automobile Liability: $1,000,000 single limit/$1,000,000 UM/UIM

General Liability: $1,000,000 per occurrence/$2,000,000 aggregate

Sexual Misconduct: $1,000,000 limit/$2,000,000 aggregate

Employer's Liability: $2,000,000

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	May 19, 2022
SUBJECT:	Acceptance of Gifts

Matt Hill, Superintendent, recommends that the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors.

a. Blackbaud Giving Fund wishes to donate to the District $60 to be used for materials and supplies at Thomas Edison Elementary School.

b. Peter Lars, Inc./Cornerstone Photography wishes to donate to the District $602.67 to be used as needed at Providencia Elementary School.

c. An anonymous donor wishes to donate to the District $200 for the purchase of a prom dress for a student in transition in the Student Services Department.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
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 960023996 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 960023996 concerning services and/or school placement, a formal settlement agreement was offered on April 14, 2022 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:

There is no cost to the District.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960023996, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 14, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
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 960027543 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 960027543 concerning services and/or school placement, a formal settlement agreement was offered on March 29, 2022 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:

There is no cost to the District.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960027543, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective March 29, 2022 through August 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
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 960007625 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 960007625 concerning services and/or school placement, a formal settlement agreement was offered on April 19, 2022 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:

There is no cost to the District, as the settlement was paid for through an Alternative Dispute Resolution grant.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960007625, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 19, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
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 960027763 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 960027763 concerning services and/or school placement, a formal settlement agreement was offered on May 4, 2022 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:

There is no cost to the District, as the settlement was paid for through an Alternative Dispute Resolution grant.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960027763, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective May 4, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

May 3, 2022

District Office
1900 W. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Charlene Tabet
Steve Ferguson
Emily Weisberg
Armond Aghakhanian
Steve Frintner

Also present were Matt Hill, Superintendent; Debbie Kukta, Assistant Superintendent, Administrative Services; Sharon Cuseo, Assistant Superintendent, Instructional Services; John Paramo, Assistant Superintendent, Educational Services; and Sarah Niemann, Assistant Superintendent, Human Resources.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 by President Tabet. Alexandra Helfrich, community member, led the Pledge of Allegiance.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications on a Subject Within the Jurisdiction of the School Board

Alexandra Helfrich, Chair, Grants and Giving Committee, Burbank Arts and Education Foundation, spoke about an outstanding goal from 2017, which was to bring instrumental music instruction to all elementary schools, but since that time only four schools have been able to purchase the necessary instruments: Roosevelt, Edison, Harte, and Jefferson, none of which have Title I status and each has a strong parent fundraising committee. The schools without instruments are Disney, Emerson, McKinley, Miller, Providencia, Stevenson, and Washington, most of which are Title I schools with a lower parent fundraising capacity. Ms. Helfrich announced that BAEF has approved up to $20,000 in funding to pay for ukuleles, strings, and tuners for these seven elementary schools. Ms. Helfrich said she hoped this could form the basis for an equity model that could be used in the future and she spoke about the importance of musical education to student's academic performance.

2.b Superintendent's Comments and Responses

Superintendent Hill thanked the Burbank Arts and Education Foundation for their generous support of our schools.

2.c Board Members' Comments and Responses

Clerk Weisberg asked what kind of accommodations the District has for musical instruction for our neuro-diverse students.

Member Aghakhanian thanked Ms. Helfrich and BAEF for their donation.

Member Frintner also thanked Ms. Helfrich and the Foundation for pursuing this support and for utilizing an equitable model to achieve this goal.

Vice President Ferguson thanked Ms. Helfrich and the Foundation for filling this need equitably and so quickly. He agrees with the idea of replicating this model to achieve equity.

President Tabet said she was very excited about the measures BAEF has taken to fulfill a goal that dates back to 2017, and she thanked Ms. Helfrich and BAEF for their support.

3. STUDY SESSION

3.a Study Session on the BUSD District-Wide Goals for 2022-2023

Matt Hill, Superintendent, facilitated a study session on the BUSD District-Wide Goals for 2022-2023, as presented.

Study Session on District Wide Goals_2022-2023_050322Sp.pdf (OF 29,408)

Member Frintner asked for a sub-goal 1.10 to speak to the increased resources needed for the District's Special Education department. The Board and staff discussed the following changes to the goals and sub-goals:

- New sub-goal 1.10: Review and analyze current Special Education programs to identify and implement further support for our SPED classrooms and programs to ensure our SPED students are receiving the education they need so that they are career/college ready.
- Update goal 2 to include staff: “Students and staff will be physically, emotionally, and mentally healthy.”
- Add a sub-goal 2.3: “Develop an outreach plan for constituency groups: students and staff.”
- Goal 3.1: add “community members”
- Delete sub-goal 4.4.
- Sub-goal 4.6: The Board discussed amending the language to “Draft and prioritize strategies within the Communications Plan” rather than “Review and prioritize…” as the Committee has not yet reformed since the Communications Plan was submitted in June of 2019. President Tabet asked Ms. Clark to determine a date during the summer when the Communications Committee can reconvene.

3.c Report on the Proposed 2021-2024 Three-Year Local Control and Accountability Plan (LCAP)

Matt Hill, Superintendent, introduced Peter Knapik, Director of Elementary Education, and Robyn Anders, Coordinator of Instructional Technology, who reported on the proposed 2021-2024 three-year Local Control and Accountability Plan (LCAP) and respond to questions from the Board, as presented.

2022 LCAP Supplemental TOWN HALL- 5-3-22 (v2) standard.pdf (OF 29,409)

4. ADJOURNMENT

The meeting was adjourned at 10:11 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

5/19/2022
_____
DATE

_____
EMILY WEISBERG, CLERK

TO: Board of Education / Superintendent Consent 5/19/2022

SUBMITTED BY: Sarah Niemann, Assistant Superintendent, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 21-22-17 It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

ELECTION: ADULT SCHOOL SUB	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
NAZARYAN, MARINA Adult School	Adult Ed Sub Teacher Substitute Teacher	11.0-63910.0-41106-10000-1160-5330000	100			4/21/2022

RETIRING	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
COTREL, SALLY ANN Emerson Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2030000	100	RA:006 - ST:24 STP: $1345	Began Service 9/2/1998	6/30/2022
COHEN, PAMELA Roosevelt Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:006 - ST:24	Began Service 12/01/1980	5/22/2022
TUTAK, CHRISTINE Adult School	Resource Teacher - FTE:100%	11.0-00639.0-41103-27000-1910-5330000	100	RA:001 - ST:06	Began Service 9/1/1999	6/30/2022
MARGVE, DOROTHY Luther Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100	RA:006 - ST:24	Began service 9/6/84	6/30/2022
ANDERSON, KIM Jefferson Elementary School	Teacher: Tosa - FTE:100%	01.0-01500.0-00000-21300-1910-7420000	100	RA:006 - ST:24 STP: $1345	Began Service 9/5/1984	6/30/2022

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GUYER, DAVID Monterey Continuation	Continuation Hs Principal - FTE:100%	01.0-02430.0-35500-27000-1312-5260000 01.0-02200.0-32000-27000-1312-5300000	20 80	STP: $1345	Began service 11/12/13	6/30/2022
CLARK, KATHERINE Harte Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	STP: $1345	Began Service 8/10/2020	6/30/2022
CROWTHER, THOMAS Burbank High School	High School Principal - FTE:100%	01.0-00000.0-00000-27000-1312-4310000	100	STP: $2690	Began service 2/1/97	5/13/2022
COSTANZO, JOHN Special Education	Psychologist I	01.0-00000.0-00000-31200-1214-7440000	100	STP: $1365	Began service 8/22/05	6/30/2022

GAVIN-HENNINGS, CASSIDY Harte Elementary School	Special Ed Teacher SDC - Elementary - FTE:100%	01.0-65000.0-57602-11100-1110-2050000	100	STP: $1304	Began Service 2/5/2018	6/30/2022
MANUEL, ARVIN John Muir Middle School	Teacher Math - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	STP: $1345	Began service on 8/9/21	5/27/2022
REED, SARAH Jordan Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100		Began service 9/10/07	5/27/2022

	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
D'ANDREA, CHRISTINA Jordan Middle School	Teacher - FTE:100%	01.0-00000.0-38000-10000-1110-3210000	100			6/30/2022

ELECTION: MANAGEMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
NICHOLSON, JENNIFER Special Education	Coordinator Special Education Special Ed Coordinator - FTE:100%	01.0-65370.0-50010-21000-1311-7440000	100	STP: $1345	To return as Special Ed Coordinator	07/1/2022 6/30/2023

CHANGE OF END DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
DIAZ, CYNTHIA Burbank High School	Long Term Sub Teacher Resident Substitute	01.0-32130.0-11100-10000-1160-7559000	100			1/3/2022 5/6/2022
HARTMAN, SARAH Human Resources	Long Term Sub Teacher English	01.0-32130.0-11100-10000-1160-7559000	100			1/18/2022 5/27/2022
BRUNNER, MARISSA Mc Kinley Elementary School	Substitute Teacher Long Term Assignment	01.0-00000.0-11100-10000-1160-7550000	100			5/2/2022 5/3/2022
BEAL, DENA John Muir Middle School	Teacher Leave of Absence - FTE:100%	01.0-65000.0-57602-11200-1110-3220000 01.0-65000.0-57602-11100-1110-3220000	60 40	STP: $2690	To end Child Bonding early	4/26/2022 4/29/2022

CHANGE OF NAME	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
TAYLOR, LATOYA Washington Elementary School	Elementary Teacher Elementary Teacher	01.0-00000.0-11100-10000-1110-2160000	100		Change last name from Everett to Taylor	4/25/2022

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CRAIN, DARLENE Harte Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	RA:005 - ST:13	General Purpose LOA 2022-2023	8/8/2022 5/26/2023
MACHO, JENNA J Miller Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:006 - ST:11 STP: $1345	GP LOA 2022-2023	8/8/2022 5/26/2023
HOOG, MICHELE Thomas Edison Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	RA:004 - ST:13	Home Responsibility LOA 2022-23	8/8/2022 5/26/2023
CORTEZ, KIMBERLY Health Services	School Nurse - FTE:100%	01.0-32120.0-00000-31400-1216-7729000	100	RA:002 - ST:05	.20 General Purpose LOA	3/28/2022

PIPER, MARY MORGEN Burbank High School	Special Ed Teacher Mild/Moderate - FTE:100%	01.0-65000.0-57602-11200-1110-4310000	100	RA:VI - ST:14 STP: $2690	Pd LOA Preg. and Parental Bonding	5/3/2022 5/27/2022
CT-0117-21, Human Resources	Teacher	01.0-00000.0-11100-10000-1110-4320000	100	RA:005 - ST:03 STP: $1345		4/28/2022 5/27/2022

RETURN FROM LEAVE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MAC NEILL, MICHELLE Washington Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2160000	100	RA:006 - ST:24		3/28/2022
BEAL, DENA John Muir Middle School	Teacher - FTE:100%	01.0-65000.0-57602-11200-1110-3220000 01.0-65000.0-57602-11100-1110-3220000	60 40	RA:006 - ST:15 STP: $2690	To end Child Bonding early	5/2/2022
GRIMALDI, ALANNA Luther Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100	RA:006 - ST:07 STP: $1345	Child/Parental Bonding	5/2/2022

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
HONIG, SETH Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: $200/210		4/26/2022
MERBERG, ELIZABETH Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: $200/210		4/11/2022

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
DIAZ, CYNTHIA Burbank High School	Long Term Sub Teacher English	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: $250.00		5/9/2022 5/27/2022
SYMONS, BRAD Burbank High School	Long Term Sub Teacher Culinary Arts	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: $250.00		5/2/2022 5/27/2022
SPARGUR, CONRAD Burroughs High School	Long Term Sub Teacher Earth Space Science	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $279.02		4/28/2022 5/27/2022
CORBO, REGINA J Miller Elementary School	Long Term Sub Teacher RSP	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: $$250		04/18/2022 5/19/2022
FOENANDER, LINDSAY Jefferson Elementary School	Long Term Sub Teacher 1st Grade	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $279.02		4/25/2022 5/27/2022
SARNA, BARRY John Muir Middle School	Long Term Sub Teacher English	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $279.02		4/12/2022 5/27/2022

END OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
SHIMMIN, JEANNIE Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 1/11/2018	4/22/2022

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 21-22-17

May 19, 2022
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Abasta, Diana	Inst. Services	Intervention Planning	Hourly	$33.77	7	April - May
Anderson, Kim	Inst. Services	Intervention Planning	Hourly	$33.77	22	April
Anderson, Kim	Inst. Services	Intervention Planning	Hourly	$33.77	18.5	March
Anderson, Kim	Inst. Services	Intervention Planning	Hourly	$33.77	7	April - May
Arenal, Shannon	Spec. Ed	Additional Duties	Hourly	$81.29	10	April - June
Aviles, Johanna	Inst. Services	Intervention Planning	Hourly	$33.77	9	April - May
Baker, Ryan	CC	Additional Duties	Hourly	$21.67	15	April – May
Baker, Ryan	CC	Additional Duties	Hourly	$21.67	21	April
Ballesteros, Nida	Inst. Services	Intervention Planning	Hourly	$33.77	16	April
Berger, Robert	Emerson	Intervention Planning	Hourly	$33.77	20	February - May
Block, Olivia	Providencia	Intervention Planning	Hourly	$33.77	3.75	April – May
Block, Olivia	Providencia	Intervention Teaching	Hourly	$45.52	11.25	April – May
Block, Olivia	Providencia	Intervention Teaching	Hourly	$45.52	60	April - May
Bowers, Lucia	Inst. Services	Intervention Planning	Hourly	$33.77	3.5	April - May
Bowne, Shelby	Stevenson	Intervention Teaching	Hourly	$45.52	25	April – May
Bowne, Shelby	Stevenson	Intervention Planning	Hourly	$33.77	4	April – May
Brinton, Cristy	Inst. Services	Intervention Teaching	Hourly	$45.52	3	April
Carter, Eric J.	Spec.Ed	Additional Duties	Hourly	$81.29	12	June
Cera, Patricia	CC	Additional Duties at site	Hourly	$20.63	15	December
Cera, Patricia	CC	Additional Duties at site	Hourly	$20.63	8	February
Cera, Patricia	CC	Additional Duties at site	Hourly	$20.63	10	March – May
Cera, Patricia	CC	Additional Duties at site	Hourly	$20.63	125	March - May
Cohen, David	JBHS	Intervention Planning	Hourly	$33.77	2	May
Coyne, Emilie	Providencia	Intervention Planning	Hourly	$33.77	5	April
Crespy, Amilyn	CC	Additional Duties at site-OT	Hourly	$26.33	15	April – May
Crespy, Amilyn	CC	Additional Duties at site	Hourly	$26.33	15	April – May
Crespy, Amilyn	CC	Additional Duties at site	Hourly	$26.33	1	April
Diaz, Cynthia	BHS	Intervention Planning	Hourly	$33.77	32.13	April

Dixon, Michelle	JBHS	Intervention Planning	Hourly	$33.77	2	May
Esagholian, Mariet	CC	Additional Duties at site OT	Hourly	$23.88	2	February
Everhart, Gregory	JBHS	Intervention Planning	Hourly	$33.77	2	May
Gaspar, Elva	CC	Additional Duties at site	Hourly	$26.33	1	April
Gibson, Karen	Stevenson	Intervention Planning	Hourly	$33.77	4	April – May
Gibson, Karen	Stevenson	Intervention Teaching	Hourly	$45.52	33	April - May
Goldenberg, Jennifer	Inst. Services	Intervention Planning	Hourly	$33.77	2.5	April - May
Goleman, Kimberly	Providencia	Intervention Planning	Hourly	$33.77	5	April
Good, Heather	Inst. Services	Intervention Planning	Hourly	$33.77	7	April - May
Grair, Diane	Inst. Services	Intervention Planning	Hourly	$33.77	3	April - May
Hall, Jamie	JBHS	Intervention Planning	Hourly	$33.77	2	May
Hochberg, Adam	JBHS	Intervention Planning	Hourly	$33.77	2	May
Howitt, Elayne	Adult	Class Coverage	Hourly	$46.60	6	April
Jaroslow, Lori	Inst. Services	Intervention Teaching	Hourly	$45.52	2	April
Jennings, Brendan	JBHS	Intervention Planning	Hourly	$33.77	2	May
Kalachi, Monique	Inst. Services	Additional Duties	Hourly	$67.26	22	April - May
Kaur, Harjot	JBHS	Intervention Planning	Hourly	$33.77	2	May
Kelly, Laury	Inst. Services	Intervention Planning	Hourly	$33.77	68	April
Knoop, Julie	JBHS	Intervention Planning	Hourly	$33.77	2	May
Kovner, Danielle	Inst. Services	Intervention Planning	Hourly	$33.77	12	April
Kuester, Danielle	Inst. Services	Intervention Planning	Hourly	$33.77	7	April - May
Kuglen, Sam	JBHS	Intervention Planning	Hourly	$33.77	2	May
Leonard, Mark	Providencia	Intervention Teaching	Hourly	$45.52	16.5	April – May
Leonard, Mark	Providencia	Intervention Teaching	Hourly	$45.52	41.5	April - May
Levy, Jodi	JBHS	Intervention Planning	Hourly	$33.77	2	May
Lopez, Diana	Inst. Services	Intervention Planning	Hourly	$33.77	2.5	April - May
Macias, Sandra	JBHS	Intervention Planning	Hourly	$33.77	2	May
Maddern, Geralyn	Harte	Intervention Teaching	Hourly	$45.52	73.4	April - May
Marinelli, Jean	Inst. Services	Intervention Teaching	Hourly	$45.52	12	April
Mayes, Jessica	JBHS	Intervention Planning	Hourly	$33.77	2	May
McMahon, Amanda	JBHS	Intervention Planning	Hourly	$33.77	2	May
Menke, Erica	Inst. Services	Intervention Planning	Hourly	$33.77	12	April
Michelman, Setaporn	Inst. Services	Intervention Planning	Hourly	$33.77	7	April - May
Nittes, Pascal	Adult	Intervention Planning	Hourly	$33.77	20	February - June
Palaski, Jessica	JBHS	Intervention Planning	Hourly	$33.77	2	May
Papavasiliou,Demetrula	JBHS	Intervention Planning	Hourly	$33.77	2	May

Perez, Kimberly	Inst. Services	Intervention Planning	Hourly	$33.77	7	April
Perez, Kimberly	Inst. Services	Intervention Teaching	Hourly	$45.52	10	April
Perlis, Deborah	Spec. Ed.	Intervention Planning	Hourly	$33.77	11	April
Perlis, Deborah	Spec. Ed.	Intervention Teaching	Hourly	$45.52	108	April - June
Perlis, Deborah	Spec. Ed.	Home Teacher	Hourly	$36.09	37	April - May
Petrenco, Tanase	Inst. Services	Intervention Planning	Hourly	$33.77	7	April - May
Reyes, JuanCarlos	JBHS	Intervention Planning	Hourly	$33.77	2	May
Richards-Tarandek, G	Edison	Class Coverage	Hourly	$46.60	3	April
Rivas, Fred	Adult	Intervention Planning	Hourly	$22.98	20	April - June
Rivera, Stephen	Providencia	Intervention Planning	Hourly	$33.77	5	April
Robertson, Lisa	Inst. Services	Intervention Planning	Hourly	$33.77	8	April - May
Russon, Robyn	JBHS	Intervention Planning	Hourly	$33.77	2	May
Saldana, Reginald	Adult	Intervention Planning	Hourly	$22.98	25	March - June
Schackne, Jessica	Inst. Services	Intervention Planning	Hourly	$33.77	7	April - May
Seale, Andrea	Inst. Services	Intervention Planning	Hourly	$33.77	13	April
Silver, Shirley	CC	Additional Duties	Hourly	$19.66	20	February - May
Sohn Lim, Jennifer	JBHS	Intervention Planning	Hourly	$33.77	2	May
Spence, John	Stevenson	Intervention Teaching	Hourly	$45.42	22	April – May
Spence, John	Stevenson	Intervention Planning	Hourly	$33.77	2	April - May
Steinberg, Stephen	CC	Additional Duties	Hourly	$20.63	3.25	February
Tobin, Jill	JBHS	Intervention Planning	Hourly	$33.77	2	May
Topalian, Talar	Inst. Services	Intervention Planning	Hourly	$33.77	32	April
Troutman, Rachel	Spec. Ed	Additional Duties	Hourly	$57.47	10	April - June
Tubbs, Margarita	Inst. Services	Intervention Planning	Hourly	$33.77	14	April
Van Aalsburg, Allison	Inst. Services	Intervention Planning	Hourly	$33.77	17	April
Varma, Arti	Inst. Services	Intervention Planning	Hourly	$33.77	17	April
Valle, Jose	JBHS	Intervention Planning	Hourly	$33.77	2	May
Villareal, Katrina	JBHS	Additional Duties	Hourly	$41.33	366.54	April - June
Walden, Melissa	Spec. Ed.	Home Teacher	Hourly	$36.09	71	March – May
Waters, Melissa	Inst. Services	Intervention Planning	Hourly	$33.77	15.5	April
Waters, Melissa	Inst. Services	Additional Duties	Hourly	$81.29	22	April – May
Wenzel, Heidi	Roosevelt	Intervention Teaching	Hourly	$45.52	220	April - May
Wiebler, Megan	CC	Additional Duties	Hourly	$26.33	20	January - May
Wood, Elizabeth	Edison	Class Coverage	Hourly	$46.60	11	October
Wright, Wanda	Inst. Services	Intervention Planning	Hourly	$33.77	10.25	April

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
DeCARO, Michael	Senior Custodian	01.0-00100.0-00000-82100-2210-2140000	1.0	36-VI	A	07-01-22		Roosevelt Elementary Began service 01-30-86
MENACHEKANIAN, Nina	Food Service Assistant	13.0-53100.0-00000-37000-2210-2030000	.375	27-VI	D	05-27-22		Emerson Elementary Began service 03-28-06
NAZEM, Sima	Food Service Cook II	13.0-53100.0-00000-37000-2210-7490002	.75	31-VI	D	05-27-22		Luther Middle School Began service 10-29-98
Resignation								
BONILLA, Cindy	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000		40-V	D	04-22-22		Special Education
CRUZ-GOMEZ, Veronica	Custodian	01.0-00100.0-00000-82100-2210-4320000		35-V	A	05-06-22		Burroughs High School
KESHISHIAN, Anet	Instructional Assistant-At Risk Youth	01.0-01500.0-35500-10000-2110-5260000		36-IV	D	05-04-22		Community Day School
Termination								
CL 0109 22		01.0-32100.0-00000-82100-2210-7529000	1.0	35-I	D	05-05-22		Human Resources
Leave								
SANDS, Tamara	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000	1.0	36-VI	D	04-30-22	05-26-22	Health Services
Additional Compensation for Cell Phone								
NASRALLAH, Lydia	Behavior Interventionist	01.0-65000.0-57601-31420-2980-7440000	1.0	L-I	D	03-28-22		Special Education $20/month
Change of Assignment – Classification/Location/FTE								
BRODY, Samantha	School Office Manager-	13.0-53100.0-00000-37000-2410-5260000	15.39	43-V	C	05-01-22		Community Day School
BRODY, Samantha	Alternative School	01.0-02430.0-35500-27000-2410-5260000	84.62	43-V	C	05-01-22		Community Day School
PHAN-MUNOZ, Annie	Elementary School Aide	01.0-00000.0-11100-10009-2910-2102000	.375	27-I	D	05-04-22		Miller Elementary
Temporary Change of Assignment								
PORTILLO, Carlos	Supervisor, Custodial	01.0-00100.0-00000-82100-2312-7520000		I-I	A	03-11-22	05-06-22	Operations

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly								
HERNANDEZ, Elia	Elementary School Aide	01.0-00000.0-11100-10009-2910-2162000	17.28	27-I	D	05-02-22		Washington Elementary
HERNANDEZ, Elia	Elementary School Aide	01.0-00000.0-11100-10009-2910-2161000	82.72	27-I	D	05-02-22		Washington Elementary
MARQUEZ VASQUEZ, Dulce	Food Service Assistant	13.0-53100.0-00000-37000-2210-3220000	.5475	27-I	D	05-02-22		Muir Middle School
Election – Hourly								
AIDENYANTZ, Linda	Senior Secretary	01.0-00000.0-00000-27000-2230-4320000		40-VI	B	04-11-22	04-29-22	Burroughs High School
AMBROSE, Liliana	Campus Supervision Assistant	01.0-90904.0-00000-83000-2240-4318100		35-VI	D	02-01-22	02-28-22	Burbank High School
AMBROSE, Liliana	Campus Supervision Assistant	01.0-00000.0-00000-83000-2260-7550000		35-VI	D	04-08-22	08-08-22	Muir Middle School
BARRAZA, Emigdio	Community Resource Assistant	01.0-00000.0-00000-27000-2240-3201000		31-VI	D	04-01-22	06-30-22	Luther Middle School
BROOKS, Mackenna	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2140-7440000		40-VI	D	05-20-22	05-20-22	Special Education
BROOKS, Mackenna	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2130-7440000		40-VI	D	05-20-22	05-20-22	Special Education
BUSTOS, Adriana	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		16.24	G	04-01-22	06-30-22	Special Education
CAMPBELL, Taylor	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2140-7440000		40-VI	D	05-20-22	05-20-22	Special Education
CAMPBELL, Taylor	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2130-7440000		40-VI	D	05-20-22	05-20-22	Special Education
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		35-VI	D	02-01-22	02-28-22	Burbank High School
COZAKOS, Crystal	Use of Facilities Coordinator/Senior Administrative Assistant	01.0-81500.0-00000-81000-2440-7523000		60-II	A	04-01-22	04-29-22	Facilities Services
CUEVAS, Larissa	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2140-7440000		40-VI	D	05-20-22	05-20-22	Special Education
CUEVAS, Larissa	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2130-7440000		40-VI	D	05-20-22	05-20-22	Special Education
DE LA CRUZ, Johanna	Campus Supervisor	01.0-90904.0-00000-53000-2240-4318100		35-VI	D	02-01-22	02-28-22	Burbank High School
DIPIAZZA, Kellie	Benefits Analyst	01.0-00000.0-00000-72000-2440-7551000		56-VI	A	03-01-22	06-30-22	Human Resources

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
FARAZDAGHI, Marlene	Personnel Technician II	01.0-65000.0-50010-27000-2440-5080000		47-VI	A	04-01-22	04-30-22	Instructional Services
FARAZDAGHI, Marlene	Personnel Technician II	01.0-00000.0-00000-72000-2440-7551000		47-VI	A	04-01-22	06-30-22	Human Resources
FLORES, Fernando	Children's Center Service Worker	12.0-61050.1-00000-82110-2230-2050000		33-VI	A	04-04-22	04-08-22	Bret Harte Children's Center
FLORES, Jeanette	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2130-7440000		40-VI	D	02-08-22	05-26-22	Special Education
FLYNN, Lidia	Technology Support	01.0-32100.0-00000-77000-2440-7339000		49-VI	A	03-05-22	03-12-22	Technology Services
FLYNN, Lidia	Technology Support	010-32100.0-00000-77000-2440-7739000		49-VI	A	03-08-22	04-02-22	Technology Services
FRAZIER, Amanda	Middle School Aide	01.0-00000.0-00000-83000-2260-7550000		34-VI	D	04-01-22	04-30-22	Muir Middle School
GARFIAZ, Cesar	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2140-7440000		40-VI	D	05-26-22	05-26-22	Special Education
GARFIAZ, Cesar	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2130-7440000		40-VI	D	05-26-22	05-26-22	Special Education
GREGORIAN, Helga	Information Technology Systems Analyst	01.0-32100.0-00000-77000-2440-7739000		63-VI	A	03-01-22	04-30-22	Technology Services
HAMPEL, Kreigh	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	01-30-22		Burbank Adult School
JABOURIAN, Kristopher	Campus Supervision Assistant	01.0-00000.0-00000-83000-2260-7550000		35-I	D	04-01-22	04-30-22	Muir Middle School
LEIVA, Patricia	Instructional Assistant-Special Education	01.0-65000.0-57601-11100-2140-7440000		32-VI	D	04-30-22	04-30-22	Special Education
LOPEZ, Perla	Food Service Assistant	13.0-53100.0-00000-37000-2260-7490000		27-I	G	03-15-22		Food Services
LUNDBERG, Nuria	Bilingual Translator	01.0-00000.0-00000-24950-2950-2021000		16.24	G	04-24-22	04-24-22	Edison Elementary
MARTINEZ, Laura	Educational Interpreter IV	01.0-65000.0-57602-11104-2140-7440000		61-VI	D	01-06-22	05-26-22	Special Education
MOYA, Gloria	Financial Analyst	01.0-00000.0-00000-72000-2440-7470000		60-VI	A	03-01-22	06-30-22	Fiscal Services
PAZ, Tracy	Typist Clerk III	01.0-00000.0-00000-27000-2460-7550000		15.00	G	04-28-21		Human Resources
PAZ, Tracy	School Office Manager	01.0-00000.0-00000-27000-2460-7550000		15.83	G	04-28-21		Human Resources
PYLES, Vanessa	ELD Office Specialist I	01.0-01501.0-47600-27000-2410-4320000		35-VI	D	03-10-22		Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
URIBE, Juan	Grounds Leadperson	01.0-00100.0-00000-82200-2240-7520000		56-VI	A	03-12-22	03-12-22	Facilities Services
URIBE, Juan	Grounds Leadperson	01.0-81500.0-00000-82200-2240-7523000		56-VI	A	03-12-22	03-12-22	Facilities Services
URIBE, Juan	Grounds Leadperson	01.0-00100.0-00000-82200-2240-7520000		56-VI	A	03-19-22	03-19-22	Facilities Services
URIBE, Juan	Grounds Leadperson	01.0-81500.0-00000-82200-2240-7523000		56-VI	A	03-19-22	03-19-22	Facilities Services
VANCHIASONG, Alan	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2130-7440000		40-V	D	05-26-22	05-26-22	Special Education
VANCHIASONG, Alan	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2140-7440000		40-V	D	05-26-22	05-26-22	Special Education
VAZQUEZ, Jasmine	Instructional Assistant-Translator	01.0-65000.0-57602-11104-2130-7440000		33-I	D	04-11-22	05-26-22	Special Education
VILLALTA, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-3200000		27-VI	D	04-01-22	05-26-22	Luther Middle School
ZAMUDIO, Ivan	Student Services and Attendance Specialist	01.0-00000.0-00000-31300-2240-7451000		57-VI	A	04-01-22	04-30-22	Student Services
ZAMUDIO, Ivan	Student Services and Attendance Specialist	01.0-00000.0-00000-31300-2240-7451000		57-VI	A	05-02-22	05-31-22	Student Services

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 04/12/2022 & 04/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22000001	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: INCREASE BY $930.00; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$3,930.00
22000004	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 3: INCREASE BY $600.00; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$4,340.00
22000005	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: INCREASE BY $1,000.00; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	DISNEY ELEMENTARY	010	$6,000.00
22000009	SOUTHWEST SCHOOL & OFFICE SUPPLY	CANCEL CHANGE ORDER; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	DISNEY ELEMENTARY	010	$5,000.00
22000010	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 3: INCREASE BY $400.00 - GIFT FUNDS; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$3,700.00
22000011	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: INCREASE BY $800.00; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$5,800.00
22000394	SPICERS PAPER CO	C/O 1: INCREASE BY $10,000.00; 2021-22 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$70,000.00
22000395	FELLERS INC	C/O 1: REDUCE BY $15,000.00; 2021-22 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$15,000.00
22000400	QUADIENT LEASING USA INC	C/O 1: INCREASE BY $1,870.00; 2021-22 BLANKET ORDER; LEASE OF DIGITAL MAILING SYSTEM; PB NASPO #ADSPO11-00000411-4	PERSONNEL SERVICES	010	$4,763.36
22000404	P & R PAPER SUPPLY COMPANY	C/O 3: INCREASE BY $20,000.00; 2021-22 BLANKET ORDER; CAFETERIA SUPPLIES & PAPER GOODS; SAN GABRIEL VALLEY FOOD SERVICES CO-OP RFP; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$120,000.00
22000641	PARADIGM HEALTHCARE SERVICES, LLC	C/O 1: INCREASE BY $10,500.00 - BD 3/17/22; CONSULTANT AGREEMENT; LEA MEDI-CAL SUPPORT SERVICES; MEDICAL FUNDS; BOARD APPROVED 6/17/21	SPECIAL EDUCATION	010	$35,500.00
22000677	CHILDCARE CAREERS LLC	C/O 4: INCREASE BY $11,250.00; 2021-2022 BLANKET ORDER; SUBSTITUTE SERVICES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$32,250.00
22000700	CHILDCARE CAREERS LLC	C/O 4: REVISE ACCOUNT DISTRIBUTION; 2021-2022 BLANKET ORDER; SUBSTITUTE SERVICES; ASES FUNDS	CHILD DEVELOPMENT SERVICES	010	$68,000.00
22000724	MACIAS, SANDRA	C/O 1: INCREASE BY $425.00; 2021-2022 BLANKET ORDER; CULINARY ARTS CLASS SUPPLIES; CTE-UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,425.00

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22000726	DRIFTWOOD DAIRY	C/O 1: REDUCE BY $425.00; 2021-22 BLANKET ORDER; INSTRUCTIONAL SUPPLIES; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$1,575.00
22001193	VITAL HEALTHCARE INC	C/O 4: CHANGE ACCOUNT DISTRIBUTION; PROFESSIONAL SERVICES AGREEMENT; DISTRICT-WIDE COVID-19 TESTING; FEMA PUBLIC ASSISTANCE GRANT, DPH COVID TESTING, IN PERSON INSTRUCTION, & ELO FUNDS; BOARD APPROVED 9/2/21	FISCAL SERVICES	010	$4,577,864.00
22001563	BOYS & GIRLS CLUB OF BURBANK	C/O 2: REVISE ACCOUNT DISTRIBUTION AND INCREASE BY $150,000.00; 2021-22 AGREEMENT; ASES PROGRAM; ASES FUNDS	INSTRUCTIONAL SERVICES	010	$450,000.00
22001800	FEDERAL FINGERPRINTING, INC.	C/O 1: INCREASE BY $500.00; 2021-22 BLANKET ORDER; FINGERPRINTING SERVICES FOR CNA PROGRAM; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,000.00
22001803	FIRST STUDENT, INC	C/O 2: INCREASE BY $800,000.00; 2021-22 BLANKET ORDER PER RFP 1920-025; SPECIAL EDUCATION STUDENT TRANSPORTATION; BOARD APPROVED 6/4/20	SPECIAL EDUCATION	010	$2,429,028.80
22001846	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $1,000.00; 2021-22 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$3,000.00
22002160	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $500.00; 2021-22 BLANKET ORDER; OFFICE SUPPLIES	FISCAL SERVICES	010	$1,300.00
22002260	SIGN UP INTERPRETING SERVICES, LLC	C/O 1: INCREASE BY $9,300.00 - BD 5/5/22; PROFESSIONAL SERVICES; INTERPRETING SERVICES; BOARD APPROVED 1/20/22	PERSONNEL SERVICES	010	$14,300.00
22002701	AMAZON CAPITAL SERVICES	C/O 1: CANCEL BACKORDER; PHYSICAL EDUCATION SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$569.57
22002712	AMAZON CAPITAL SERVICES	C/O 1: CANCEL ITEM; CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$494.80
22002756	AMERICAN TRANSPORTATION SYSTEMS	C/O 1: INCREASE BY $10,000.00; 2021-22 BLANKET ORDER; STUDENT TRANSPORTATION; ATHLETICS	BURBANK HIGH SCHOOL	010	$25,000.00
22002758	AMAZON CAPITAL SERVICES	C/O 1: CANCEL BACKORDER; OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$350.39
22002780	AMAZON CAPITAL SERVICES	C/O 1: CANCEL ITEM; CLASSROOM SUPPLIES & BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	$425.12
22002984	EAST BAY RESTAURANT SUPPLY, INC.	C/O 1: ADD ACCOUNT STRING; KITCHEN SUPPLIES	FOOD SERVICES	130	$12,966.95
22003166	AMAZON CAPITAL SERVICES	C/O 1: CANCEL ITEM; OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$37.41
22003271	AMAZON CAPITAL SERVICES	C/O 1: REORDER ITEM; HEALTH SUPPLIES	MONTEREY HIGH SCHOOL	010	$226.21
22003322	UME FEDERAL CREDIT UNION	C/O 1: INCREASE QUANTITY; INSTRUCTIONAL SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$385.97

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22003334	LOWE'S HOME IMPROVEMENT	C/O 1: CANCEL AND RE-ORDER; REFRIGERATOR; FILM LA FUNDS	DISNEY ELEMENTARY	010	$296.57
22003338	CDW-G - COMPUTER DISCOUNT WHSE	C/O 1: INCREASE BY $2,879.8; COMPUTER EQUIPMENT; GIFTS - CHUCK LORRE FAMILY GRANT	WAREHOUSE	010	$14,861.77
22003349	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$4,668.35
22003350	SPICERS PAPER CO	WAREHOUSE STOCK; COPY PAPER	WAREHOUSE	010	$35,654.85
22003351	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$168.56
22003352	AMAZON CAPITAL SERVICES	AUDIO VISUAL SUPPLIES	MUIR MIDDLE SCHOOL	010	$395.93
22003353	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$309.38
22003354	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; GIFTS - CHUCK LORRE FAMILY GRANT	WAREHOUSE	010	$19,682.79
22003355	AMAZON CAPITAL SERVICES	BOOKS	MILLER ELEMENTARY	010	$17.67
22003356	DEMCO INC	LIBRARY SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$113.84
22003357	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; GRAD NIGHT; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$5,700.00
22003358	TRIDENT COMMUNICATIONS INC	OFFICE SUPPLIES; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$361.48
22003359	SCHOOL SPECIALTY, INC	CLASSROOM FURNITURE; ESSA CSI COMPREHENSION FUNDS	MONTEREY HIGH SCHOOL	010	$4,462.55
22003360	AMAZON CAPITAL SERVICES	PHYSICAL EDUCATION SUPPLIES	BURBANK HIGH SCHOOL	010	$430.13
22003361	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$30.74
22003362	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$150.45
22003364	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$209.48
22003366	NASCO WEST	INSTRUCTIONAL MATERIALS; GIFTS - CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$3,979.78
22003367	NASCO WEST	INSTRUCTIONAL SUPPLIES; GIFTS - CHUCK LORRE FAMILY GRANT	COMMUNITY DAY SCHOOL	010	$1,405.69
22003368	RIVERSIDE INSIGHTS	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	BURBANK HIGH SCHOOL	010	$569.99
22003369	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	COMMUNITY DAY SCHOOL	010	$43.98
22003370	AMAZON CAPITAL SERVICES	BOOKS	Student Services	010	$263.72
22003371	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$164.86
22003372	AMAZON CAPITAL SERVICES	FOOD AND STAFF GIFTS; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,541.45
22003373	AMAZON CAPITAL SERVICES	PHYSICAL EDUCATION SUPPLIES	COMMUNITY DAY SCHOOL	010	$62.82
22003374	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$206.76

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22003375	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$54.00
22003376	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$426.63
22003377	AMAZON CAPITAL SERVICES	ART SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$62.81
22003378	AMAZON CAPITAL SERVICES	AUDIO AND OFFICE EQUIPMENT	COMMUNITY DAY SCHOOL	010	$96.29
22003379	AMAZON CAPITAL SERVICES	PHYSICAL EDUCATION SUPPLIES	COMMUNITY DAY SCHOOL	010	$17.64
22003380	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$82.95
22003381	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	COMMUNITY DAY SCHOOL	010	$148.23
22003382	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; AMERICAN RESCUE PLAN ACT FUNDS	WASHINGTON CHILDREN´S CENTER	120	$2,199.49
22003383	MACIAS, OSCAR	REIMBURSEMENT TO PRINCIPAL FOR FOOD AND STAFF APPRECIATION SUPPLIES; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,041.38
22003384	PHAN, JOHN	REIMBURSEMENT TO TEACHER FOR ART SUPPLIES	BURBANK HIGH SCHOOL	010	$1,573.32
22003385	UME FEDERAL CREDIT UNION	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$337.24
22003386	ETTERBEEK, BRENDA	REIMBURSEMENT TO PARENT FOR ART SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$81.78
22003387	GORING, VICTORIA	REIMBURSEMENT TO PARENT FOR SCHOOL SERVICES	Student Services	010	$40.00
22003388	BOGDANOVICH, CARRIE	REIMBURSEMENT TO DIRECTOR OF FOOD SERVICES FOR STOCK FOOD; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$297.54
22003389	PREMIER LIGHTING & PROD CO	LIGHTING EQUIPMENT RENTAL; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$61.60
22003390	GARCIA, HILDE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$112.40
22003391	PICKETT, JONELLE	REIMBURSEMENT TO TEACHER FOR ART SUPPLIES	BURBANK HIGH SCHOOL	010	$258.11
22003392	CO TING KEH, ROWENA	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$107.61
22003393	AMAZON CAPITAL SERVICES	BOOK; ALTERNATIVE DISPUTE RESOLUTION FUNDS	SPECIAL EDUCATION	010	$49.61
22003394	KUBEK, EMILY	REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$140.16
22003395	DIXON, KEVIN	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES	BURBANK HIGH SCHOOL	010	$5.64
22003396	HUIZAR, ELLEN	REIMBURSEMENT TO COUNSELOR FOR FOOD FOR PROFESSIONAL DEVELOPMENT; MAA FUNDS	MUIR MIDDLE SCHOOL	010	$60.33
22003397	THOUGHTFUL LEARNING	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	MILLER ELEMENTARY	010	$403.58

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22003398	TEACHING STRATEGIES, LLC	INSTRUCTIONAL MATERIALS; AMERICAN RESCUE PLAN ACT FUNDS	WASHINGTON CHILDREN´S CENTER	120	$660.15
22003399	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	PROVIDENCIA ELEMENTARY	010	$59.72
22003400	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES; AMERICAN RESCUE PLAN ACT FUNDS	WASHINGTON CHILDREN´S CENTER	120	$1,456.57
22003401	AMAZON CAPITAL SERVICES	PHOTOGRAPHY EQUIPMENT; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$533.58
22003402	WAZIRKAJOYAN, MIRIAM	REIMBURSEMENT TO INTERIM PRINCIPAL FOR FOOD; GIFT FUNDS	EMERSON ELEMENTARY	010	$35.40
22003403	UME FEDERAL CREDIT UNION	BUS TRANSPORTATION FOR FAMILIES IN TRANSITION; TITLE I FUNDS	Student Services	010	$96.00
22003404	DMP PRINTING	CUSTOM SHIRTS; GIFT FUNDS	EMERSON ELEMENTARY	010	$4,950.01
22003405	ELLISON EDUCATIONAL EQUIPMENT	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$66.12
22003406	BSN SPORTS	ATHLETIC CLOTHING; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$3,307.56
22003407	UME FEDERAL CREDIT UNION	HVAC RENTAL FOR JBHS AUDITORIUM; ESSER II FUNDS	FACILITIES PLANNING SERVICES	010	$7,254.24
22003408	MAP OF THE MONTH	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	MILLER ELEMENTARY	010	$180.20
22003409	AMAZON CAPITAL SERVICES	LIBRARY BOOKS; GIFT FUNDS	EDISON ELEMENTARY	010	$283.56
22003410	FLOSI, LAURA	REIMBURSEMENT TO PRINCIPAL FOR ART SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$217.16
22003411	MARSHALL MEMO	WEEKLY MEMO SUBSCRIPTION	JOHN BURROUGHS HIGH SCHOOL	010	$120.00
22003412	MACKIN EDUCATIONAL RESOURCES	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$1,437.03
22003413	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$180.17
22003414	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$84.65
22003415	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$431.41
22003416	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND FURNITURE; SPECIAL EDUCATION FUNDS	MILLER ELEMENTARY	010	$105.70
22003417	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$490.59
22003418	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$204.81
22003419	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$47.28
22003420	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$64.92
22003421	TEXTBOOK WAREHOUSE INC	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$63.61
22003422	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$190.71

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22003423	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$183.07
22003424	AMAZON CAPITAL SERVICES	2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$2,000.00
22003425	CROWTHER, THOMAS	REIMBURSEMENT TO PRINCIPAL FOR FOOD FOR WASC MEETING; GIFT FUNDS	BURBANK HIGH SCHOOL	010	$129.48
22003426	BURISH, SHELLY	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES	MUIR MIDDLE SCHOOL	010	$71.92
22003427	MILLER, GREG	REIMBURSEMENT TO PRINCIPAL FOR GARDEN SUPPLIES	MUIR MIDDLE SCHOOL	010	$155.61
22003428	FLOSI, LAURA	REIMBURSEMENT TO PRINCIPAL FOR STUDENT AWARDS	EDISON ELEMENTARY	010	$93.14
22003429	ESPARZA, WILLIAM	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$296.92
22003430	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT	BURBANK HIGH SCHOOL	010	$1,004.32
22003431	PREMIER LIGHTING & PROD CO	LIGHTING EQUIPMENT RENTAL; ESSER II FUNDS	JEFFERSON ELEMENTARY	010	$61.60
22003432	B & H PHOTO-VIDEO	INSTRUCTIONAL EQUIPMENT; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$422.50
22003433	WEBER, KERRI	CONSULTANT AGREEMENT; PHOTOGRAPHY INSTRUCTION; GIFT FUNDS; BOARD APPROVED 2/17/22	BRET HARTE ELEMENTARY	010	$2,000.00
22003434	TEACHER CREATED MATERIALS	INSTRUCTIONAL MATERIALS; AMERICAN RESCUE PLAN ACT FUNDS	WASHINGTON CHILDREN´S CENTER	120	$3,174.51
22003435	JOHNSON, DARRYL B	CONSULTANT AGREEMENT; DRAMA AND MUSICAL THEATRE INSTRUCTION; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 1/20/22	DOLORES HUERTA MIDDLE SCHOOL	010	$6,000.00
22003436	UME FEDERAL CREDIT UNION	CONSULTANT AGREEMENT; BMX PERFORMANCE; GIFT FUNDS; BOARD APPROVED 4/21/22	EDISON ELEMENTARY	010	$1,397.00
22003437	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL SUPPLIES; TITLE I FUNDS	PROVIDENCIA ELEMENTARY	010	$502.74
22003438	MAZER, ROBIN	CONSULTANT AGREEMENT; MUSICAL THEATRE INSTRUCTION; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 2/17/22	DOLORES HUERTA MIDDLE SCHOOL	010	$2,500.00
22003439	AMAZON CAPITAL SERVICES	BOOKS AND INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$378.52
22003440	WIERZBA, JESSICA	CONSULTANT AGREEMENT; MUSICAL THEATRE INSTRUCTION; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 2/17/22	DOLORES HUERTA MIDDLE SCHOOL	010	$2,500.00
22003441	FISHER SCIENCE EDUCATION	CLASSROOM EQUIPMENT; GIFTS - CHUCK LORRE FAMILY GRANT	COMMUNITY DAY SCHOOL	010	$6,139.87
22003442	AMAZON CAPITAL SERVICES	PHYSICAL EDUCATION SUPPLIES	JEFFERSON ELEMENTARY	010	$243.00

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22003443	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,519.08
22003444	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$111.96
22003445	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$343.54
22003446	PITSCO EDUCATION	INSTRUCTIOANL SUPPLIES; GIFTS - CHUCK LORRE FAMILY GRANT & K-12 STRONG WORKFORCE GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$21,586.52
22003447	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$36.48
22003448	AMAZON CAPITAL SERVICES	OFFICE AND LIBRARY EQUIPMENT	STEVENSON ELEMENTARY	010	$255.28
22003449	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES, BOOKS AND FURNITURE; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$473.23
22003450	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	WASHINGTON ELEMENTARY	010	$28.41
22003451	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$705.79
22003452	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	COMMUNITY DAY SCHOOL	010	$255.20
22003453	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$332.47
22003454	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$253.08
22003455	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$401.52
22003456	GENESIS INC	INSTRUCTIONAL SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$232.99
22003457	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; K12 STRONG WORKFORCE GRANT	WAREHOUSE	010	$160,216.41
22003458	NTT AMERICA SOLUTIONS INC	SOFTWARE LICENSE	TECHNOLOGY SERVICES	010	$16,301.55
22003459	UME FEDERAL CREDIT UNION	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$81.50
22003460	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$14.49
22003461	PRO LINE GYM FLOORS INC.	GYM FLOOR MAINTENANCE AT HUERTA, LUTHER, AND MUIR MIDDLE SCHOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$8,250.00
22003462	PRO LINE GYM FLOORS INC.	GYM FLOOR MAINTENANCE AT JOHN BURROUGHS AND BURBANK HIGH SCHOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$10,750.00
22003463	UME FEDERAL CREDIT UNION	STUDENT AWARDS	EMERSON ELEMENTARY	010	$117.35
22003464	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$270.11
22003465	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$210.01

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22003466	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$265.06
22003467	SCHOOL LIFE A DIVISION OF IMAGESTUFF	STUDENT AWARDS; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$17.54
22003468	PREMIER LIGHTING & PROD CO	LIGHTING EQUIPMENT REPAIR	JEFFERSON ELEMENTARY	010	$140.00
22003469	JONES SCHOOL SUPPLY CO INC	STUDENT AWARDS	MILLER ELEMENTARY	010	$68.48
22003470	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$113.65
22003471	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	PROVIDENCIA ELEMENTARY	010	$212.60
22003472	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$155.55
22003473	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$21.93
22003474	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$749.26
22003475	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$25.78
22003476	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	PROVIDENCIA ELEMENTARY	010	$391.32
22003477	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES AND FURNITURE	EMERSON ELEMENTARY	010	$1,130.05
22003478	AMAZON CAPITAL SERVICES	CLASSROOM FURNITURE	JEFFERSON ELEMENTARY	010	$382.33
22003479	AMAZON CAPITAL SERVICES	STAFF GIFTS	LUTHER BURBANK MIDDLE SCHOOL	010	$903.98
22003480	AMAZON CAPITAL SERVICES	STAFF GIFTS	LUTHER BURBANK MIDDLE SCHOOL	010	$638.72
22003481	AMAZON CAPITAL SERVICES	CLASSROOM FURNITURE	MUIR MIDDLE SCHOOL	010	$149.93
22003482	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$50.66
22003483	AMAZON CAPITAL SERVICES	STAFF GIFTS	LUTHER BURBANK MIDDLE SCHOOL	010	$248.97
22003484	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$432.91
22003485	AMAZON CAPITAL SERVICES	ART SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$124.76
22003486	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	WASHINGTON ELEMENTARY	010	$220.39
22003487	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$105.10
22003488	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$579.53
22003489	AMAZON CAPITAL SERVICES	BOOKS; GENERAL UNRESTRICTED AND GIFT FUNDS	JEFFERSON ELEMENTARY	010	$73.37
22003490	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$152.26
22003491	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$683.44

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PO Number	Vendor	Description	Site	Fund	Total Amount
22003492	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$288.07
22003493	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$400.81
22003494	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	COMMUNITY DAY SCHOOL	010	$14.32
22003495	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$208.22
22003496	AMAZON CAPITAL SERVICES	BOOKS	MONTEREY HIGH SCHOOL	010	$294.79
22003497	SCHOLASTIC INC.	MAGAZINE SUBSCRIPTION	BRET HARTE ELEMENTARY	010	$654.50
22003498	FISHER SCIENCE EDUCATION	CLASSROOM EQUIPMENT; GIFTS - CHUCK LORRE FAMILY GRANT	MONTEREY HIGH SCHOOL	010	$6,000.95
22003499	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$905.58
22003500	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$875.96
22003501	AMAZON CAPITAL SERVICES	BOOKS; ESSA CSI COMPREHENSION FUNDS	MONTEREY HIGH SCHOOL	010	$341.41
22003502	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; GENERAL UNRESTRICTED AND GIFT FUNDS	BRET HARTE ELEMENTARY	010	$146.15
22003503	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$710.67
22003504	SWARTZ, DANIEL	REIMBURSEMENT TO TEACHER FOR ART SUPPLIES; GENERAL UNRESTRICTED AND ARTS FOR ALL FUNDS	MUIR MIDDLE SCHOOL	010	$545.00
22003505	UME FEDERAL CREDIT UNION	FURNITURE	WASHINGTON ELEMENTARY	010	$303.19
22003506	ERNIE G	CONSULTANT AGREEMENT; MOTIVATIONAL SPEAKER; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 4/21/22	MUIR MIDDLE SCHOOL	010	$2,500.00
22003507	ROBB HOLLADAY	CONSULTANT AGREEMENT; MOTIVATIONAL SPEAKER; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 3/3/22	MUIR MIDDLE SCHOOL	010	$2,500.00
22003508	FAST DEER BUS CHARTER INC	STUDENT TRANSPORTATION; FIELD TRIP; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$3,450.00
22003509	APPLE COMPUTER ED SALES	COMPUTER SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$125.69
22003510	APPLE COMPUTER ED SALES	COMPUTER SUPPLIES	MUIR MIDDLE SCHOOL	010	$218.30
22003511	APPLE COMPUTER ED SALES	AUDIO VISUAL EQUIPMENT; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$5,525.73
22003512	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$357.62
22003513	AMAZON CAPITAL SERVICES	SAFETY SUPPLIES AND TECHNOLOGY EQUIPMENT	Student Services	010	$984.52
22003514	AMAZON CAPITAL SERVICES	2021-22 BLANKET ORDER; OFFICE SUPPLIES	Student Services	010	$315.00
22003515	AMAZON CAPITAL SERVICES	ART SUPPLIES	BURBANK HIGH SCHOOL	010	$88.77

BOARD DETAIL REPORT

Printed between 04/12/2022 & 04/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22003516	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$71.65
22003517	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$267.19
22003518	AMAZON CAPITAL SERVICES	AUDIO SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$112.01
22003519	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$54.77
22003520	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$229.03
22003521	AMAZON CAPITAL SERVICES	CLASSROOM STORAGE; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$255.75
22003522	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$15.64
22003523	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$14.28
22003524	UME FEDERAL CREDIT UNION	COMPUTER SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$137.54
22003525	THE PARENT INSTITUTE	MAGAZINE SUBSCRIPTION; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$369.00
22003526	AMAZON CAPITAL SERVICES	PROMOTION SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$20.93
22003527	BAKER, RYAN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$100.00
22003528	GRAINGER INC	HVAC SUPPLIES; ESSER FUNDS	FACILITIES PLANNING SERVICES	010	$5,202.09
22003529	SCHOOL SPECIALTY, INC	PHYSICAL EDUCATION SUPPLIES	JEFFERSON ELEMENTARY	010	$899.36
22003530	SCHOOL SPECIALTY, INC	PHYSICAL EDUCATION SUPPLIES	JEFFERSON ELEMENTARY	010	$280.24
22003531	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$205.37
22003532	GRAINGER INC	CLASSROOM SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$58.94
22003533	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	FURNITURE	EMERSON ELEMENTARY	010	$185.21
22003534	UME FEDERAL CREDIT UNION	LIBRARY AND CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$158.04
22003535	BOX CARS AND ONE-EYED JACKS, INC	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	PROVIDENCIA ELEMENTARY	010	$4,733.06
22003536	AVS TEES	CUSTOM SHIRTS; GENERAL UNRESTRICTED AND FILM LA FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$4,513.36
22003537	UME FEDERAL CREDIT UNION	FOOD FOR STAFF EVENT; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,918.35
22003538	SMART & FINAL STORES CORP	2021-22 BLANKET ORDER; INSTRUCTIONAL SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$300.00
22003539	FIRST UNITED METHODIST CHURCH BURBANK	USE OF FACILITIES FEE; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$250.00
22003540	WINSOR LEARNING INC	INSTRUCTIONAL MATERIALS AND PROFESSIONAL DEVELOPMENT; ALTERNATIVE DISPUTE RESOLUTION FUNDS	SPECIAL EDUCATION	010	$37,883.20

BOARD DETAIL REPORT

Printed between 04/12/2022 & 04/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22003541	SCHOOL OUTFITTERS	CLASSROOM FURNITURE; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$292.26
22003542	UME FEDERAL CREDIT UNION	OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$101.23
22003543	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	EMERSON ELEMENTARY	010	$1,366.50
22003544	BIO-RAD LABORATORIES, INC	INSTRUCTIONAL MATERIALS; GIFTS - CHUCK LORRE FAMILY GRANT	COMMUNITY DAY SCHOOL	010	$3,721.30
22003545	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$8,847.56
22003546	CURRICULUM ASSOCIATES INC	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	MILLER ELEMENTARY	010	$363.96
22003547	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$207.38
22003548	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$260.57
22003549	DICK BLICK CO	ART SUPPLIES	BURBANK HIGH SCHOOL	010	$297.83
22003550	GREGORCZYK, LINDA	REFUND TO PARENT FOR 2022 OSS; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$280.00
22003551	MCNULTY, MEGAN	REIMBURSEMENT TO VOLUNTEER FOR EVENT SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$41.96
22003552	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL SUPPLIES; GIFTS - CHCUK LORRE FAMILY GRANT	MONTEREY HIGH SCHOOL	010	$2,093.66
22003553	PATEL, DIPALI	REIMBURSEMENT TO FUNDRAISING CHAIR FOR EVENT SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	$96.03
22003554	RUSSO, AMBER	REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$294.07
22003555	COLBY, JACI	REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$265.75
22003556	BORRIA, KATIE	REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$347.70
22003557	CORRAL, CHRISTOPHER	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$88.79
22003558	BOGNAR, PETER	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$376.00
22003559	SMITH, BRIAN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$41.76
22003560	BARNHART, JULIE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$71.36
22003561	TOPALIAN, TALAR	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR TESTING SUPPLIES; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$17.44
22003562	GILL, DANIELLE	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$61.27
22003563	NATICE, AZUREE	REIMBURSEMENT TO LIBRARIAN FOR LIBRARY BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$128.78
22003564	PICKETT, JONELLE	REIMBURSEMENT TO TEACHER FOR ART SUPPLIES	BURBANK HIGH SCHOOL	010	$97.90

BOARD DETAIL REPORT

Printed between 04/12/2022 & 04/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22003565	GERHARTER, DARLA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES AND INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$385.83
22003567	TANGIBLE PLAY, INC.	TECHNOLOGY SUPPLIES; CHUCK LORRE FAMILY GRANT	VARIOUS SITES	010	$15,469.18
22003568	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL SUPPLIES; CHUCK LORRE FAMILY GRANT	COMMUNITY DAY SCHOOL	010	$450.75
22003569	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL SUPPLIES & EQUIPMENT; CHUCK LORRE FAMILY GRANT	BURBANK HIGH SCHOOL	010	$2,159.35
22003570	VERNIER SOFTWARE & TECHNOLOGY	INSTRUCTIONAL SUPPLIES; CHUCK LORRE FAMILY GRANT	BURBANK HIGH SCHOOL	010	$2,562.26
22003571	CURRICULUM ASSOCIATES INC	INSTRUCTIONAL MATERIALS	STEVENSON ELEMENTARY	010	$96.09
22003572	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES; CHUCK LORRE FAMILY GRANT	INSTRUCTIONAL SERVICES	010	$2,584.83
22003573	ART FOR THE SKY	CONSULTANT AGREEMENT; AERIAL ART PROGRAM; ARTS FOR ALL FUNDS; BOARD APPROVED 1/20/22	EDISON ELEMENTARY	010	$3,000.00
22003574	ERIKSON, ASHLEY	CONSULTANT AGREEMENT; GARDENING INSTRUCTION; GIFT FUNDS; BOARD APPROVED 3/3/22	EDISON ELEMENTARY	010	$640.00
22003575	WHAT A PARTY	LIVE ENTERTAINMENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$300.00
22003576	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATON FUNDS	SPECIAL EDUCATION	010	$208.73
22003577	TEXTBOOK WAREHOUSE INC	BOOKS; ESSA CSI COMPREHENSION GRANT	MONTEREY HIGH SCHOOL	010	$4,054.44
22003578	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$778.75
22003579	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$1,307.50
22003580	ROBERT HALF; ACCOUNTEMPS	PROFESSIONAL SERVICES; CLERICAL SUPPORT; BOARD APPROVED 3/17/22	PERSONNEL SERVICES	010	$20,000.00
22003581	PIONEER CHEMICAL CO	CLASSROOM SUPPLIES; ADULT ED GENERAL APPORTIONMENT AND BLOCK GRANT FUNDS	BURBANK ADULT SCHOOL	110	$621.35
22003582	LAKESHORE CURRICULUM MATERIAL	INSTRUCTIONAL SUPPLIES AND FURNITURE; AMERICAN RESCUE PLAN ACT FUNDS	WASHINGTON CHILDREN´S CENTER	120	$3,632.40
22003583	SPINITAR PRESENTATION PRODUCTS INC	OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$777.63
22003584	BOX CARS AND ONE-EYED JACKS, INC	INSTRUCTIONAL SUPPLIES; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$2,500.00
22003585	LINKIN PRINTS	CUSTOM SHIRTS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$3,509.97
22003586	DICK BLICK CO	ART SUPPLIES; ARTS FOR ALL FUNDS	MUIR MIDDLE SCHOOL	010	$526.47
22003587	KOPPEL & GRUBER	PROFESSIONAL SERVICES; DEVELOPER FEE JUSTIFICATION STUDY; CAPITAL FACILITIES FUNDS; BOARD APPROVED 10/7/21	FISCAL SERVICES	250	$8,495.00

BOARD DETAIL REPORT

Printed between 04/12/2022 & 04/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22003588	PRISMATIC MAGIC LLC	CONSULTANT AGREEMENT; ASSEMBLIES; GIFT FUNDS; BOARD APPROVED 5/5/22	PROVIDENCIA ELEMENTARY	010	$1,049.00
22003589	PACIFIC MEDICAL WASTE	MEDICAL WASTE PICKUP; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$176.79
22003590	AMAZON CAPITAL SERVICES	STUDENT AWARDS	JOHN BURROUGHS HIGH SCHOOL	010	$137.80
22003591	AMAZON CAPITAL SERVICES	LIBRARY FURNITURE; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$526.97
22003592	WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES; CHUCK LORRE FAMILY GRANT	BURBANK HIGH SCHOOL	010	$7,615.55
22003593	BIO-RAD LABORATORIES, INC	INSTRUCTIONAL SUPPLIES; CHUCK LORRE FAMILY GRANT	MONTEREY HIGH SCHOOL	010	$5,031.99
22003594	NASCO WEST	INSTRUCTIONAL SUPPLIES; CHUCK LORRE FAMILY GRANT	MONTEREY HIGH SCHOOL	010	$1,405.69
22003595	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL SUPPLIES; CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$930.83
22003596	FIRST BOOK	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$751.60
22003597	UME FEDERAL CREDIT UNION	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/17/21	DOLORES HUERTA MIDDLE SCHOOL	010	$259.12
22003598	ALL AMERICAN TROPHY & ENGRAVING CO	STUDENT AWARDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,955.84
22003599	TROPHY KING & GIFTS	AWARDS	DOLORES HUERTA MIDDLE SCHOOL	010	$122.38
22003600	BROOKS, MARY	REIMBURSEMENT TO GUIDANCE TECHNICIAN FOR OFFICE EQUIPMENT	MUIR MIDDLE SCHOOL	010	$186.32
22003601	BARZEGAR, NARINEH	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR INSTRUCTIONAL SUPPLIES	BURBANK HIGH SCHOOL	010	$79.98
22003602	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; FIELD TRIP; GENERAL UNRESTRICTED AND GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,961.00
22003603	PAL, MELANIE	REIMBURSEMENT TO FUNDRAISING PRESIDENT FOR EVENT SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$11.03
22003604	PALLARES, ANTONIA	REIMBURSEMENT TO SUPERVISOR FOR CLASSROOM SUPPLIES AND FOOD; CHILD DEVELOPMENT FUNDS	WASHINGTON CHILDREN´S CENTER	120	$293.25
22003605	TOTAL COMPENSATION SYSTEMS, INC	PROFESSIONAL SERVICES; ACTUARIAL STUDY; BOARD APPROVED 4/21/22	FISCAL SERVICES	010	$6,000.00
22003606	DICK BLICK CO	ART SUPPLIES	BURBANK HIGH SCHOOL	010	$977.70
22003607	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$191.44
22003608	JOHN MUIR MIDDLE SCHOOL ASB	REIMBURSEMENT FOR FIELD TRIP ADMISSION; ESSER II FUNDS	MUIR MIDDLE SCHOOL	010	$3,969.00
22003609	JOHN MUIR MIDDLE SCHOOL ASB	REIMBURSEMENT FOR GRADUATION SUPPLIES; ESSER II FUNDS	MUIR MIDDLE SCHOOL	010	$883.28
22003610	JOHN MUIR MIDDLE SCHOOL ASB	REIMBURSEMENT FOR CUSTOM CLOTHING; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$2,182.55

BOARD DETAIL REPORT

Printed between 04/12/2022 & 04/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22003611	DR ANDRE VAN ROOYEN	PROFESSIONAL SERVICES; PSYCHOLOGICAL EDUCATIONAL EVALUATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/3/22	SPECIAL EDUCATION	010	$6,000.00
22003612	WHAT A PARTY	DJ SERVICES; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$400.00
22003613	LRA INTERPRETERS, INC.	PROFESSIONAL SERVICES; INTERPRETERS AND TRANSLATORS; BOARD APPROVED 1/20/22	Student Services	010	$1,000.00
22003614	JOL DESIGN, INC.	CUSTOM SHIRTS; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$978.93
22003615	ACTIVELY PLAY	PLAYGROUND EQUIPMENT; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$1,707.77
22003616	UME FEDERAL CREDIT UNION	STUDENT AWARDS	MILLER ELEMENTARY	010	$44.82
22003617	LEWIS EVENTS	CONSULTANT AGREEMENT; COLONIAL HISTORY EVENT; GIFT FUNDS; BOARD APPROVED 4/21/22	WASHINGTON ELEMENTARY	010	$735.00
22003618	WEINSTEIN, CRYSTAL	REIMBURSEMENT TO CURRICULUM LAB ASSISTANT FOR FOOD; FILM LA FUNDS	WASHINGTON ELEMENTARY	010	$53.72
22003619	DUTHIE POWER SERVICES	POWER GENERATOR PREVENTATIVE MAINTENANCE SERVICE AT DISTRICT OFFICE AND SERVICE CENTER; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,743.85
22003620	FUN EXPRESS LLC	INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$121.13
22003621	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$53.98
22003622	UME FEDERAL CREDIT UNION	HEALTH EQUIPMENT	LUTHER BURBANK MIDDLE SCHOOL	010	$1,778.93

PO Count: **304** **Total:** **$8,516,333.49**

Printed between 04/12/2022 & 04/25/2022

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	285	$8,325,711.93
110	Adult Education Fund	7	$5,095.70
120	Child Development Fund	8	$43,766.37
130	Cafeteria Fund	3	$133,264.49
250	Capital Facilities Fund	1	$8,495.00
		Total:	**$8,516,333.49**

5/19/2022

To the Superintendent of Schools:

Request for the authorization of the following warrants is presented for your approval subject to the action of the Board of Education.

Warrants	Payroll		Warrants	Commercial	
7284324	7284352		20469341	20469380	
7287453	7287581		20470401	20470440	
7290185	7290187		20471447	20471462	
7291985	7292021		20472066	20472106	
7294406	7294411		20472791	20472821	
7294791	7294830		20473967	20473993	
7297594	7297598		20475086	20475104	
7296710	7296711		20476182	20476228	
7298659	7298705		20476919	20476936	
7300776	7300786		20477934	20477975	
1712928	1713526		20479099	20479135	
1729059	1729064		20480193	20480234	
1739789	1740485		20481704	20481757	
1763795	1763884		20483285	20483320	
1792707	1793058		20484944	20484982	
			202204130060271	202205040063131	

4/18/22 - 5/5/22 **$ 8,087,194.65** **4/13/22 - 5/5/22** **$ 3,128,172.08**

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	May 19, 2022
SUBJECT:	Approval of Instructional Consultant Services

Background:

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: May 19, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Instructional Services	Bubblemania and Company LA	3 Assemblies – 45 min show on the science and fun of bubbles.	7/21/2022	$ 870	01.0-26000.0-11100-10000-5810-5489000
McKinley Elementary	The Music Center	The Chameleons – Adventures in Space Assembly Craig Woodson's World Orchestra Assembly	6/8/2022 6/28/2022	$ 1,550	01.0-26000.0-11100-10000-5810-5489000
Miller Elementary	The Music Center	The Chameleons – Adventures in Space Assembly Craig Woodson's World Orchestra Assembly	6/7/2022 6/27/2022	$ 1,550	01.0-26000.0-11100-10000-5810-5489000
Providencia Elementary	The Music Center	The Chameleons – Adventures in Space Assembly Craig Woodson's World Orchestra Assembly	6/9/2022 6/29/2022	$ 1,550	01.0-26000.0-11100-10000-5810-5489000

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 6th of May, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Bubblemania and Company LA hereinafter referred to as "Consultant."

Payee's Name Bubblemania and Company LA Daytime Phone Number 310 446 6115

Email Address bubblemania87@gmail.com

Mailing Address 12405 Venice Blvd, #384, Los Angeles CA 90066

Sponsoring Administrator Peter Knapik, Director of Elementary Education

Board Approval Date May 19, 2022

Account String 01.0-26000.0-11100-10000-5810-5489000

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

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session■ for a total not to exceed $870.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on July 21, 2022 and terminating on July 21, 2022 .
3. Payment Terms: COD
4. Consultant will provide the following services:

   3 Assemblies Thursday, July 21st at 8:30 am, 10:15 am, 12:00 pm.
   45 min show on the science and fun of bubbles.

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

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title Date

Consultant Bubblemania and Company LA Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

Southern California:
Los Angeles, Orange County, San Diego
(310) 446 6115

email:
Bubblemania87@gmail.com

BUBBLEMANIA AND COMPANY

Nothern California:
Bay area, Sacramento
(310) 446 6115

email:
bubblemaniasf@gmail.com

How we started and where we are:

Bubble Mania & Company has been in business going on 20 years. Owner and creator Beverly Speach started this business in San Diego in 1986.

Operating since 1986 in the Los Angeles area, Bubblemania and Company has now expanded to service Southern California and the San Francisco Bay and Sacramento Areas. Bubble Mania & Company provides educational entertainment at the highest level of excellence. We combine incredible visual choreography with interactive script formats that involve the audience's minds and hearts.

We believe:
Children are naturally interested in science and very curious about the world around them. Our goal is to keep them interested for the rest of their lives with a memorable experience of an interesting and unique nature. We strive to inform that learning is fun. Our presentations cross all ages and cultures. The visual presentation is filled with soap bubble creations that mesmerize the audience with seemingly impossible creations of shimmering, wiggling reflections of light, color and flowing liquid motion, of all shapes and sizes. The scripts are written to elicit dialogue and experiential learning and are appropriate for any age group.

Specifically, we promote independent and creative thinking with scientific method as an excellent model for exploring life in general and facilitate the learning of science concepts. We even replace some of the common myths and misconceptions about the universe around us with known laws or principles of physics, geometry and chemistry. The presentation also includes language skills, conservation and consideration toward the Earth and others.
Some of our recent clients: Angelina Jolie, Heidi Klum, Neil Patrick Harris and David Burtka, Sylvester Stallone, Jack Black, Jim Carrey, Jodie Foster, Michael Madsen, Arnold Schwarzenegger, Annette Bening, Master P and family, Anaheim Convention Center...



VERIFICATION OF FUNDING

Attached is a budget estimate for the services that you requested. In order to confirm your project(s), please complete the following, then sign and return it to Music Center, attention Monk Turner, **within 14 days of receipt**. You may also click on the provided link to fill out the online Verification of Funding survey. Returning this form or the online form is a requisite for continuing with your program.

Date: May 10, 2022 **Project ID**: 22OT6011951-3

School/District: William McKinley Elementary / Burbank Unified

The estimated total cost for this project is: **$1,550.00**

Funding source(s) that you will be using:

CHECK ONE

☐ **DISTRICT FUNDS [OUR DISTRICT WILL ISSUE A WARRANT]**

It is the responsibility of the school to comply with your district's requirements regarding services approval and financial arrangements, including obtaining consultant agreements and / or purchase orders when required.

PO #: _____

☐ **WE WILL WRITE A CHECK**

- ○ PTA/ PTO, Booster Club or other support group
- ○ School account
- ○ Student Body account

Other (or requested PO #): _____

The following Terms and Conditions will apply:

- The Performing Arts Center of Los Angeles County (Music Center) has agreed to supply and the above named Organization has agreed to purchase the service(s) described in the attached budget estimate, for the total amount shown.
- Events may be cancelled or rescheduled by the Organization with at least two business days' notice to Music Center's School Programs without penalty. The Organization will be charged for any event cancelled with less than two business days' notice.
- In the event that a program or workshop is canceled for any reason by the artist or by the Music Center, it is understood and agreed that the program or workshop will be rescheduled at a mutually convenient time and that the Performing Arts Center of Los Angeles County will not be liable for any financial consequences.
- Workshop and performance space, program equipment and/or materials are the responsibility of the Organization. Material charges referenced in the estimate refer only to additional material to be provided by the artist and/or the Music Center.

Signature of School Principal Date

Signature of School Project Coordinator or Responsible Party Date

May 10, 2022

Performing Arts Center of Los Angeles County Date

THE MUSIC CENTER

May 10, 2022

Laura Kubler, Teacher
William McKinley Elementary
349 West Valencia Avenue
Burbank, CA 91506-3309

Dear Laura,

Thank you for contacting us to arrange a program with the Music Center.

Listed below is a summary of the services you requested, which includes an itemized estimate of costs. Please review the dates and times for each artist. If you find a discrepancy, call me at (213) 972-4310 so that we can make any needed adjustments.

In order for us to confirm your project and begin services, we must receive verification of your funding. Please complete, sign and return the attached form to me within 14 days. Program dates will be released if we do not receive this document at the end of 14 days.

The Chameleons - Adventures in Space $750.00
Single Assembly
June 8, 2022 9:00 am

Craig Woodson's World Orchestra $800.00
Single Assembly
June 28, 2022 10:00 am

Estimated Project Total	**$1,550.00**

- *This document is provided as an estimate of the total cost for this project and should be used for budgeting purposes. Applicable invoice(s) will be provided separately when services have been rendered.*
- *The majority of supplies necessary for this project are to be purchased independently by the school. Material charges outlined in this proposal refer only to additional supplies provided by the artist and/or the Music Center.*
- *Fees paid by schools and districts for Music Center education services cover only a portion of program production costs. Generous contributions from individuals, corporations, foundations and government agencies cover the balance.*
- *Events may be cancelled or rescheduled by the school with at least two business days' notice to Music Center's School Programs without penalty. The school will be charged for any event cancelled with less than two business days' notice.*
- *Music Center artists have agreed to share their talents with schools for rates far below their standard fees. These professional artists may occasionally find it necessary to initiate a change in scheduled events to accommodate a public engagement. Should this occur, we will work with you to reschedule your event as needed.*
-

We look forward to working with you this year. Please call me at any time should you have questions or need additional information.

Sincerely,

Monk Turner
Music Center on Tour

Project # 22OT6011951-3
Enclosure: Verification of Funding

VERIFICATION OF FUNDING

Attached is a budget estimate for the services that you requested. In order to confirm your project(s), please complete the following, then sign and return it to Music Center, attention Monk Turner, **within 14 days of receipt**. You may also click on the provided link to fill out the online Verification of Funding survey. Returning this form or the online form is a requisite for continuing with your program.

Date: May 10, 2022 **Project ID**: 22OT6011969-6

School/District: Joaquin Miller Elementary / Burbank Unified

The estimated total cost for this project is: **$1,550.00**

Funding source(s) that you will be using:

CHECK ONE

☐ **DISTRICT FUNDS [OUR DISTRICT WILL ISSUE A WARRANT]**

It is the responsibility of the school to comply with your district's requirements regarding services approval and financial arrangements, including obtaining consultant agreements and / or purchase orders when required.

PO #: _____

☐ **WE WILL WRITE A CHECK**

- ○ PTA/ PTO, Booster Club or other support group
- ○ School account
- ○ Student Body account

Other (or requested PO #): _____

The following Terms and Conditions will apply:

- The Performing Arts Center of Los Angeles County (Music Center) has agreed to supply and the above named Organization has agreed to purchase the service(s) described in the attached budget estimate, for the total amount shown.
- Events may be cancelled or rescheduled by the Organization with at least two business days' notice to Music Center's School Programs without penalty. The Organization will be charged for any event cancelled with less than two business days' notice.
- In the event that a program or workshop is canceled for any reason by the artist or by the Music Center, it is understood and agreed that the program or workshop will be rescheduled at a mutually convenient time and that the Performing Arts Center of Los Angeles County will not be liable for any financial consequences.
- Workshop and performance space, program equipment and/or materials are the responsibility of the Organization. Material charges referenced in the estimate refer only to additional material to be provided by the artist and/or the Music Center.

Signature of School Principal Date

Signature of School Project Coordinator or Responsible Party Date

May 10, 2022

Performing Arts Center of Los Angeles County Date

THE MUSIC CENTER

May 10, 2022

Laura Kubler, Teacher
Joaquin Miller Elementary
720 East Providencia Avenue
Burbank, CA 91501-2409

Dear Laura,

Thank you for contacting us to arrange a program with the Music Center.

Listed below is a summary of the services you requested, which includes an itemized estimate of costs. Please review the dates and times for each artist. If you find a discrepancy, call me at (213) 972-4310 so that we can make any needed adjustments.

In order for us to confirm your project and begin services, we must receive verification of your funding. Please complete, sign and return the attached form to me within 14 days. Program dates will be released if we do not receive this document at the end of 14 days.

The Chameleons - Adventures in Space $750.00
Single Assembly
June 7, 2022 9:00 am

Craig Woodson's World Orchestra $800.00
Single Assembly
June 27, 2022 10:00 am

Estimated Project Total	**$1,550.00**

- *This document is provided as an estimate of the total cost for this project and should be used for budgeting purposes. Applicable invoice(s) will be provided separately when services have been rendered.*
- *The majority of supplies necessary for this project are to be purchased independently by the school. Material charges outlined in this proposal refer only to additional supplies provided by the artist and/or the Music Center.*
- *Fees paid by schools and districts for Music Center education services cover only a portion of program production costs. Generous contributions from individuals, corporations, foundations and government agencies cover the balance.*
- *Events may be cancelled or rescheduled by the school with at least two business days' notice to Music Center's School Programs without penalty. The school will be charged for any event cancelled with less than two business days' notice.*
- *Music Center artists have agreed to share their talents with schools for rates far below their standard fees. These professional artists may occasionally find it necessary to initiate a change in scheduled events to accommodate a public engagement. Should this occur, we will work with you to reschedule your event as needed.*

We look forward to working with you this year. Please call me at any time should you have questions or need additional information.

Sincerely,

Monk Turner
Music Center on Tour

Project # 22OT6011969-6
Enclosure: Verification of Funding

VERIFICATION OF FUNDING

Attached is a budget estimate for the services that you requested. In order to confirm your project(s), please complete the following, then sign and return it to Music Center, attention Monk Turner, **within 14 days of receipt**. You may also click on the provided link to fill out the online Verification of Funding survey. Returning this form or the online form is a requisite for continuing with your program.

Date: May 10, 2022 **Project ID**: 22OT6011993-2

School/District: Providencia Elementary / Burbank Unified

The estimated total cost for this project is: **$1,550.00**

Funding source(s) that you will be using:

CHECK ONE

☐ **DISTRICT FUNDS [OUR DISTRICT WILL ISSUE A WARRANT]**

It is the responsibility of the school to comply with your district's requirements regarding services approval and financial arrangements, including obtaining consultant agreements and / or purchase orders when required.

PO #: _____

☐ **WE WILL WRITE A CHECK**

- ○ PTA/ PTO, Booster Club or other support group
- ○ School account
- ○ Student Body account

Other (or requested PO #): _____

The following Terms and Conditions will apply:

- The Performing Arts Center of Los Angeles County (Music Center) has agreed to supply and the above named Organization has agreed to purchase the service(s) described in the attached budget estimate, for the total amount shown.
- Events may be cancelled or rescheduled by the Organization with at least two business days' notice to Music Center's School Programs without penalty. The Organization will be charged for any event cancelled with less than two business days' notice.
- In the event that a program or workshop is canceled for any reason by the artist or by the Music Center, it is understood and agreed that the program or workshop will be rescheduled at a mutually convenient time and that the Performing Arts Center of Los Angeles County will not be liable for any financial consequences.
- Workshop and performance space, program equipment and/or materials are the responsibility of the Organization. Material charges referenced in the estimate refer only to additional material to be provided by the artist and/or the Music Center.

Signature of School Principal Date

Signature of School Project Coordinator or Responsible Party Date

May 10, 2022

Performing Arts Center of Los Angeles County Date

THE MUSIC CENTER

May 10, 2022

Jen Stanley, PTA Arts Chair
Providencia Elementary
1919 North Ontario Street
Burbank, CA 91505-1231

Dear Jen,

Thank you for contacting us to arrange a program with the Music Center.

Listed below is a summary of the services you requested, which includes an itemized estimate of costs. Please review the dates and times for each artist. If you find a discrepancy, call me at (213) 972-4310 so that we can make any needed adjustments.

In order for us to confirm your project and begin services, we must receive verification of your funding. Please complete, sign and return the attached form to me within 14 days. Program dates will be released if we do not receive this document at the end of 14 days.

The Chameleons - Adventures in Space $750.00
Single Assembly
June 9, 2022 9:00 am

Craig Woodson's World Orchestra $800.00
Single Assembly
June 29, 2022 10:00 am

Estimated Project Total	**$1,550.00**

- *This document is provided as an estimate of the total cost for this project and should be used for budgeting purposes. Applicable invoice(s) will be provided separately when services have been rendered.*
- *The majority of supplies necessary for this project are to be purchased independently by the school. Material charges outlined in this proposal refer only to additional supplies provided by the artist and/or the Music Center.*
- *Fees paid by schools and districts for Music Center education services cover only a portion of program production costs. Generous contributions from individuals, corporations, foundations and government agencies cover the balance.*
- *Events may be cancelled or rescheduled by the school with at least two business days' notice to Music Center's School Programs without penalty. The school will be charged for any event cancelled with less than two business days' notice.*
- *Music Center artists have agreed to share their talents with schools for rates far below their standard fees. These professional artists may occasionally find it necessary to initiate a change in scheduled events to accommodate a public engagement. Should this occur, we will work with you to reschedule your event as needed.*
-

We look forward to working with you this year. Please call me at any time should you have questions or need additional information.

Sincerely,

Monk Turner
Music Center on Tour

Project # 22OT6011993-2
Enclosure: Verification of Funding

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	May 19, 2022
SUBJECT:	Ratification of Agreement for Instructional Consultant Services

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Background:

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to delays out of their control the sites listed below were unable to submit their consultant agreements before the Board agenda deadline. Therefore the agreements listed below are being presented as ratifications. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: May 19, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Dolores Huerta Middle School	Joanie Willgues	Costume Designer for Spring Play	5/1/2022– 5/27/2022	$ 2,000	01.0-90904.0-17000-41000-5810-3218000
Jefferson Elementary	Rebecca Duffield	Photography classes for 4th and 2nd grades	5/6/2022 5/12/2022 5/19/2022 5/20/2022	$ 1,350	01.0-90201.0-11100-10000-5810-2068200
Jefferson Elementary	Wildlife Learning Center	Animals from Around the World Presentations 2 presentations on May 16th and 1 presentation on May 18th.	5/16/2022 5/18/2022	$ 2,370	01.0-90201.0-11100-10000-5810-2068200

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 28 of April, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Joanie Willgues hereinafter referred to as "Consultant."

Payee's Name Joanie Willgues Daytime Phone Number _____

Email Address [redacted]@yahoo.com

Mailing Address [redacted] Burbank, CA 91506

Sponsoring Administrator Jennifer Meglemre

Board Approval Date May 19, 2022

Account String 010-90904.0-17000-41000-5810-321-8100-00

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

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ $40 per hour☒/ per day ☐/ per session☐ for a total not to exceed $ 2000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 1, 2022 and terminating on May 28, 2022.
3. Payment Terms: Upon invoice
4. Consultant will provide the following services:

   Ms. Coyote will work with the director of the play to provide costumes for the students.

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

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____ _____ Joanie Willgues 5/9/2022

BUSD Authorized Signature/Title Date Consultant Joanie Willgues 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

Joanie Willgues, aka Joanie Coyote
Costume Designer/Stylist
[redacted] joanie@joaniecoyote.com www.joaniecoyote.com

THEATRE DESIGN

Forever Bound	Atwater Village Theatre	Ann Hearn-Tobolowski
I Ought To Be In Pictures	Falcon Theatre	Gregg W. Brevoort, Dir.
Resident Designer 2011-Present	JBHS Theatre	Guy Myers, Dir.
The Jesus Hickey	Skylight Theatre	Luke Yankee, Dir.
The Psychic	Falcon Theatre	Susan Morgenstern, Dir.
Surviving Sex	Falcon Theatre	Susan Morgenstern, Dir.
Lessons	Lee Strasberg Theatre (Los Angeles)	Gordon Davidson, Dir.
Leap	Falcon Theatre	Susan Morgenstern, Dir.
Morning's at Seven	Theatre West	Mark Travis, Dir.
Saturday Night at Grossinger's	Theatre West	Susan Morgenstern, Dir.
Next In Line	Theatre West	Charles Rome Smith, Dir.
October Country	Theatre West (Los Angeles)	Charles Rome Smith, Dir.
Resident Costume Designer 1988-89	St. Bartholomew's Playhouse (NYC)	Chris Catt, Artistic Dir.
A Matter of Tone	Westbeth Theatre (NYC)	Linda Burson, Dir.
Crystal Clear	Westbeth Theatre (NYC)	Ted Snowdon, Dir.
As You Like It	Suffolk Community College (NYC)	Richard Johnson, Dir.
Five Finger Exercise	Heritage Players (NYC)	Bryan Ashinger, Dir.
Guadaloupe	Westbeth Theatre (NYC)	Chris Catt, Dir.
S.E.T.I.	Westbeth Theatre (NYC)	Scott Carr, Dir.
The Tooth of Crime	Cactus Theatre (NYC)	Scott Carr, Dir.
Leader of the Pack	Fitzgerald's (Houston)	Randall Johnson, Dir.
Finding Home	Alley Theatre (Houston)	John Vreeke, Dir.
Resident Costume Designer 1985-86	Stages Theatre (Houston)	Ted Swindley, Artistic Dir.
Macbeth	Oklahoma Shakespeare Festival	James Harbour, Dir.
A Midsummer Night's Dream	Oklahoma Shakespeare Festival	James Buchanan, Dir.
Resident Design Assistant 1984-85	Alley Theatre (Houston)	Pat Brown, Artistic Dir.

THEATRE COSTUMING

Costume Coordinator	*Ezralow Dance: Primo Passo*	Wallis-Annenberg Theatre
Dresser – Broadway	*Les Miserables*	Imperial Theatre
	The Most Happy Fella	Booth Theatre
	Ain't Broadway Grand	Lunt-Fontanne Theatre
First Hand:	*Legs Diamond*	Broadway
Parsons-Mears, NYC	*Starmites*	Broadway
	Phantom of the Opera	Broadway
	Starlight Express	Broadway
	Starlight Express	Tokyo
	Sacre	Joffrey Ballet
	The Nutcracker	Joffrey Ballet
Fabric Painting/Dying	*Born en Ville*	American Ballet Theatre
	Sonnanbula	American Ballet Theatre
	Les Miserables	Imperial Theatre
	A Midsummer Night's Dream	Duff & Grant, Houston
Shopper	*Hair*	Kent Streed, Des.
	Jesus Christ Superstar	Cecelia Friedricks, Des.
	West Side Story	Gail Cooper-Hecht, Des.
	Sweet Charity	Teri Lyn Costumes

	Macy's Day Parade	Macy's, NYC

FILM/VIDEO/PRINT

Costume Designer	*Paid Attention*	Studio 71
Costume Designer	*Shoppity Shop*	You Tube Web Series
Costume Designer	*Helen*	Two Camels Films
Costume Designer	*How To Make Up*	I Love Make Up Channel
Costume Designer	*Watch Out For Slick*	MarvKap Productions
Costume Designer	*Severance*	B-Tru Productions
Assistant to Art Director	"Focus" Network	Federated Department Stores
Costumer	*Breast Men*	HBO Pictures
	Adam: His Song Continues	Landsburg Company
	West Side Story Commercial	Dick DeMore Productions

WARDROBE STYLIST ASSISTANT

Lou Gramm music video
Cover Girl ads
Pert Shampoo ads
Hecht's Catalogues
JC Penney Catalogues

PROFESSOR

FIDM/Fashion Institute of Design and Merchandising 2007-Present
History of Costume, 20th Century Designers

EDUCATION

BFA Theatre- Costume Design University of Texas-Austin

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 4th of May, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Rebecca Duffield hereinafter referred to as "Consultant."

Payee's Name Rebecca Duffield Daytime Phone Numbe [redacted]

Email Address [redacted]com

Mailing Address [redacted]Burbank, CA 91504

Sponsoring Administrator Ron Young - Principal, Thomas Jefferson Elementary

Board Approval Date May 19th 2022

Account String 010-90201-0-11100-10000-5810-206-8200

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

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 75.00 per hour☐/ per day ☒/ per session☒ for a total not to exceed $ 1350.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 6th 2022 and terminating on May 20th 2022.
3. Payment Terms: One time payment
4. Consultant will provide the following services:

   Multiple grades level spring photography classes funded by PTA.
   10 sessions for 2nd grade on 5/12/22 and 5/19/22 and 8 sessions for 4th grade on 5/6/22 and 5/20/22
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title	5/4/22 Date	Consultant	Rebecca Duffield	5/4/22 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

Hello there!

Rebecca Duffield

A professional photographer
living in Burbank, California



I have had a camera in my hand as far back as I can remember. Capturing memories has always been important to me, and taking this passion and turning it into a business has been a dream come true. I'm lucky to be able to do something that I love and to be able to share in each person's story that I have the privilege of working with. With the help of a good friend and mentor, I turned my hobby into a business in 2016 with the idea that I could provide my clients with beautiful photographs of their families & children that would be affordable. I want every picture that you receive to remind you of that exact time in your lives; the funny faces, the silly smiles, the outfit that they insisted on wearing even though it didn't match everyone else, the favorite toy they won't let go of, and even the occasional frown.

IN MY BAG

- Canon EOS 6D
- 50mm lens
- 24-70mm lens
- 24-105mm lens
- Battery backup
- Memory card

MY FAVORITE PHOTOS







THINGS I LIKE

- Coffee
- Traveling
- My dog & my cat
- The beach
- Collecting sea glass
- Road trips & camping
- Avocado toast
- Gardening
- Black & White photography

I love to shoot outside in the natural light, and capture real moments that are honest and beautiful. I photograph families, newborns, children & pets, birthday parties, small & intimate weddings, special events, baptisms, team sports & individual players. I have been fortunate to work with United Airlines, Pasadena Waldorf School, the Rose Bowl Water Polo teams, & many families from my hometown of Burbank and the neighboring communities

CONTACT ME

Email: [redacted]
www.RebeccaDuffieldPhotography.com
You can also find me on Facebook
& Instagram @RebeccaDuffieldPhotograp

rebecca duffield photography

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 3rd of May, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Wildlife Learning Center hereinafter referred to as "Consultant."

Payee's Name Wildlife Learning Center Daytime Phone Number 818-362-8711

Email Address info@wildlifelearningcenter.com

Mailing Address 16027 Yarnell Street Sylmar, CA 91342

Sponsoring Administrator Ron Young, Principal Thomas Jefferson Elementary

Board Approval Date May 19th 2022

Account String 010-90201-0-11100-10000-5810 206-8200

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

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 550.00 per hour☐/ per day ■/ per session☐ for a total not to exceed $ 2750.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 16, 2022 and terminating on May 18th 2022.
3. Payment Terms: One time payment
4. Consultant will provide the following services:

   Special enrichment activity assembly for 5th grade
   3 classes on May 9th and 2 classes on May 18th
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title	Date	Danielle Burns (May 8, 2022 14:19 PDT) Consultant Wildlife Learning Center	5/8/22 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



16027 Yarnell Street
Sylmar, CA 91342
818-362-8711

Life Science Education
Youth Assembly Program

Scope of Work

Wildlife Learning Center employs a team of biologists with a passion for life science and environmental education. Our goal is to inspire people to explore the wonders of life science and to value, to care for, and to protect our environment.

Experiential Learning

Wildlife Learning Center was founded on the concept that children learn the life sciences and appreciation of our environment through experiential learning.

WLC's experiential learning process improves student retention

- Live animal presentations provide experiential learning
- Captivates audiences and the students' attention
- Enhances learning retention

Studies and observations show that live animal presentations provide experiential learning that improves student comprehension and retention. Findings show that "experiential learning broadens, extends, and deepens the intellectual content of instruction by integrating theory and practice, increasing student motivation through the experience of applying knowledge" (Kelly F. Millenbah and Joshua J. Millspaugh, "Using Experiential Learning in Wildlife Courses to Improve Retention, Problem Solving, and Decision-Making).

At WLC we have seen first-hand how live animal presentations captivate an audience, greatly enhancing the learning process. Animals fascinate us and stimulate our curiosity. In fact, more people in this country visit zoos each year than all professional sporting events combined.

Children relate to the animals and make the connection between animals, the life sciences, and the environment. Children, inspired by the animals, are eager for knowledge and motivated to learn more.

WLC teaches State of California Science Standards

- Animal adaptations
- Food webs and energy flow
- Ecosystems and habitats Morphology of feeding preferences
- Conservation

Our lessons directly teach the Next Generation Science Standards for kindergarten through grade 6.

In addition to life science education, we expand our teachings to include environmental education due to its crucial relationship to conservation and wildlife biology.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	May 19, 2022
SUBJECT:	Ratification of Agreement for Non-Instructional Consultant Services

Background:
Consultant services are occasionally required on a temporary basis for specific services. Under Education Code 35160 and Government Code 53060 the District may contract for such services where a consultant is specially trained, experienced and/or competent to provide these specific services. The District will pursue professional assistance for fiscal services.

Discussion/Issues:
Alice Markosian was a Payroll Technician at Burbank Unified School District for 9 years prior to her resignation in 2022.

Mrs. Markosian will work under the direction of Tiffany Maxwell, Payroll Supervisor to provide support with processing the retro and other needs in the Payroll Department.

Fiscal Impact:
$27.82 per hour at 8 hours per day for two (2) months, not to exceed $9,000.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the non-instructional consultant agreement for special services, effective May 3, 2022 through June 30, 2022, not to exceed $9,000 (01.0-00000-0-00000-72000-5850-7471000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 3rd of May, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Alice Markosian hereinafter referred to as "Consultant."

Payee's Name Alice Markosian Daytime Phone Number _____

Email Address _____

Mailing Address _____

Sponsoring Administrator Debbie Kukta, Assistant Superintendent, Administrative Services

Board Approval Date May 19, 2022

Account String 01.0-00000.0-00000-72000-5850-7471000

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 $ 27.82 per hour■/ per day ☐/ per session☐ for a total not to exceed $ 9,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 3, 2022 and terminating on June 30, 2022 .
3. Payment Terms: Monthly
4. Consultant will provide the following services:

   To provide support with processing the retro and other needs in the Payroll Department

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.

Debbie Kukta Asst.Superintendent 5/3/22

BUSD Authorized Signature/Title Date

_____

Consultant Alice Markosian Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 19, 2022
SUBJECT:	Amended Agreement for Professional Services (Human Resources)

Background:
Pursuant to Board Policy 3312, the Board of Education's designee, may contract with consultants to provide services that District staff is not able to provide.

Discussion/Issues:
The Board of Education approved an Agreement with Sign Up Interpreting Services, LLC on December 16, 2021. The District is required to provide interpreting services to employees. The previous funding approved has been exhausted and a $10,000 increase is needed in order to finalize payment of services rendered. The contract with Sign Up Interpreting Services, LLC, allows for employees to receive American Sign Language interpreting services as needed.

Fiscal Impact:
The amount of the agreement is not to exceed $10,000.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education amend the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed $10,000 (01.0-00000.0-72000-5810-7552000), effective retroactive to April 1, 2022 through June 30, 2022 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented

SIGN UP
INTERPRETING SERVICES, LLC

PRICING AND POLICIES

(for Burbank Unified School District)

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

STANDARD Rate:

For INTERPRETING requests made with more than two business days' notice
$75.00/hour per interpreter during the hours of 8:00am–5:00pm, Monday to Friday
For CAPTIONING requests made with more than two business days' notice
$115.00/hour per interpreter during the hours of 8:00am–5:00pm, Monday to Friday

WEEKEND / AFTER–HOURS Rate:

For INTERPRETING requests made with more than two business days' notice
$95.00/hour per interpreter for weekend/evening (after 5:00pm and prior to 8:00am)
For CAPTIONING requests made with more than two business days' notice
$130.00/hour per interpreter for weekend/evening (after 5:00pm and prior to 8:00am)

OVERNIGHT Rate:

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

SPECIALTY Rate:

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

EMERGENCY Rate:

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

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

Additional Conditions:

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

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

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

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

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

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

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

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

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

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

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

Client/Business Name: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

Billing Information:
Contact Person: _____ Phone No. _____

Email address: _____ @ _____

Billing Address: _____

_____

Please return a completed and signed form to SignUpASL@gmail.com or mail to PO Box 941, Sunset Beach, CA 90742. This form must be completed prior to any services provided.
Effective May 1, 2021 and supersedes any previous pricing and policies.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	May 19, 2022
SUBJECT:	Approval of Contract with the Los Angeles County Office of Education (LACOE) for the Data Processing Services, Labor Distribution and Fringe Employer Contribution and Employee Database Information Contract

Background:

The Los Angeles County Office of Education (LACOE) provides a downloadable File Transfer Protocol (FTP) payroll information file on the RAD website for use by our Fiscal Services.

Discussion/Issues:

Services provided by LACOE:

- Monthly Payroll Merged Payroll Fringe Employer Contribution and Labor Distribution

Fiscal Impact:

Not to exceed $6,500.00.

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the capability of downloading payroll information, effective July 1, 2022 through June 30, 2023, not to exceed $6,500 (01.0-00000.0-00000-77000-5890-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Los Angeles County Office of Education
Serving Students • Supporting Communities • Leading Educators

CONTRACT
FOR
DATA PROCESSING SERVICES
LABOR DISTRIBUTION AND FRINGE EMPLOYER CONTRIBUTION
AND
EMPLOYEE DATABASE INFORMATION

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 USD, BU # 64337, hereinafter referred to as "District," mutually agree as follows:

1. BASIS OF CONTRACT

LACOE shall provide District with a downloadable File Transfer Protocol (FTP) payroll information file on the RAD website as requested by the District. Such information shall be provided as follows: (Please check desired services.)

			Cost Per Month
A.	☑	Monthly Payroll Merged Payroll Fringe Employer Contribution and Labor Distribution	$125.00
B.	☐	Human Resource System (HRS) Employee Data Base (EDB) – One file per month	$125.00
C.	☐	Human Resource System (HRS) Employee Data Base (EDB) – Two files per month	$250.00
D.	☐	Special Requests	$200.00

Current Status: RAD Access by District to Posting of Labor Data - **YES**
Current Status: RAD Access by District to Posting of Employee Data - **NO**

2. TERM

This Contract is effective July 1, 2022 and shall remain in effect through June 30, 2023.

3. PAYMENT

The District shall pay LACOE at the rate of One Hundred Twenty-Five Dollars ($125.00) per week for weekly updates. The total amount of the Contract shall not exceed Six Thousand Five Hundred Dollars ($6,500.00). The amount payable shall be transferred during the fiscal year on or before June 1, 2023 by journal voucher from District to LACOE.

4. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually

incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property 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 District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

District and LACOE shall take out and maintain such general liability, property damage, workers' compensation and automobile insurance as is required to protect their interests. 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 it is intended as follows:

LACOE:

LOS ANGELES COUNTY OFFICE OF EDUCATION
Contracts Section
9300 Imperial Highway, ECW Room 169
Downey, CA 90242-2890

District:

Mailing Address is District Office

7. RESPONSIBILITIES OF LACOE

LACOE shall provide the District with data containing, labor/fringe distribution information electronically within five (5) days after the end of each monthly payroll cycle. Any special requests shall be provided to the District as soon as possible after receipt of a request from the District.

8. RESPONSIBILITIES OF THE DISTRICT

The District shall notify LACOE in writing of any changes to the existing contract, including the types of services provided by LACOE.

9. SECTION RESERVED (Intentionally left blank.)

10. CONFIDENTIALITY AND NON-DISCLOSURE

Subject to any State or Federal laws requiring disclosure (e.g., the California Public Records Act), the parties agree, during the term of this Contract and for five (5) years after termination or expiration of the Contract, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. The parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of and as specified in this Contract. Each party agrees to take all reasonable steps to ensure that proprietary or confidential information of either party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Contract.

11. COVENANT AGAINST CONTINGENT FEES

District 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 District 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. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, LACOE is an independent contractor and not an officer, employee or agent of District. During the course of this agreement neither LACOE nor District shall at any time or in any manner represent that they or any of their officers, employees, or agents are employees of the other.

13. ASSIGNMENT

District shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void.

14. 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 accept as specified in the amendment section of this Contract.

15. 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.

16. 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.

17. SEVERABILITY/WAIVER

17.1. 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.

17.2. 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.

18. AMENDMENTS

The Contract may be amended by written document expressly purporting to be such an amendment, signed by both of the parties hereto.

19. TERMINATION

The Contract may be terminated by LACOE or District upon 30 days' advance written notification.

20. FAILURE TO COMPLY

In the event District fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

21. 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.

22. COMPLIANCE WITH LAW

District shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. District warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

23. 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.

24. FORCE MAJURE

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. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

26. 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.

27. RECORD RETENTION AND INSPECTION

District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

28. 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.

29. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's budget affecting the contractual execution of this agreement does not appropriate sufficient funds for the contracted services or if grant funds related to these contracted services are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have no liability to provide services to District under this agreement, and the District shall not be obligated to make payment for services that are not rendered.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

30. 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.

31. TOBACCO AND MARIJUANA-FREE SCHOOLS AND FACILITIES

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco and/or marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and/or marijuana products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles. This includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

32. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District 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 BP 4020.

33. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

33.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

33.2. 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;

33.3. 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 33.2 above, of this certification;

33.4. 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.

34. 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.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

SCH. DIST: Burbank USD
BU # 64337 Contract # C-22432

By _____
Terri Lyttaker
Controller

By _____
Debbie Kukta
Typed or Printed Name

Title Assistant Superintendent, Administrative Services

Date _____

Date May 20, 2022

lm 5-5
ROC 6/6/22

Return the original signed copy to:
Adebayo Onanuga
LACOE/ABD
9300 Imperial Highway, ECW, Room 165
Downey, CA 90242-2890

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:
The Board of Education is being asked to amend the agreement for professional services to provide authorized signatures for occupational therapy medical logs. The Burbank Unified School District Special Education participates in the Local Education Agencies (LEA) Medi-Cal Billing Option Program. This program allows our school district to seek reimbursement for certain medically related Special Education Services.

Discussion/Issues:
Under this program, the Special Education Department can seek reimbursement for occupational therapy services documented in a student's Individual Education Plan (IEP). In order to be reimbursed for occupational therapy services, an authorization for the services by a physician is required. District will contract with Dr. Al Melaragno to provide this authorization. This physician will review the service logs submitted by the district's Occupational Therapists and provide signature of his authorization. This will allow the District to then submit the service logs to Medi-Cal for reimbursement. This Agreement will be effective July 1, 2021 through June 30, 2022 for preparing claims to be submitted for the 2021-2022 school year.

Fiscal Impact:
Not to exceed $1,125.

Recommendation:
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education amend the agreement between the Burbank Unified School District and Dr. Al Melaragno to provide authorized signatures for occupational therapy medical logs, as authorized by Education Code Section 17596, effective July 1, 2021 through June 30, 2022, not to exceed $1,125 (01.0-56400.0-57500-31400-5880-7448000), and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Note: The original approval date was June 17, 2021 for a total not to exceed $525. This amendment adds an additional $600 to the agreement for a total not to exceed $1,125.

BURBANK UNIFIED SCHOOL DISTRICT

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

AMENDED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 2nd day of June 2021 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Albert J. Melaragno, M.D. hereinafter referred to as "Consultant."

Payee's Name: Albert J. Melaragno, M.D. Daytime Phone Number: 818-885-1062 Email Address: amelaragno65@gmail.com

Mailing Address: 9245 White Oak Ave., Northridge CA 91325

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~06/17/2021~~ 05/19/2022

Account Code: 01.0-56400.0-57500-31400-5880-744-8000

The assignment ☐ **will or** ▪ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**
Retired Employee: Please check if you belong to __calPERS __cal STRS Retirement Date _____

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $175 per hour▪/ per day ☐/ per session▪ for a total not to exceed ~~$525~~ $1,125 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 07/01/21 and terminating on 06/30/22.
3. Payment Terms: Net 45 Days

   Authorized signatures to offer our students OT services and submit the OT treatment logs for those students receiving individual OT services for Medical Reimbursement.

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

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.

Paulette Koss, Director of Special Education Date Consultant Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Burbank Unified School District has the need from time to time for legal advice, support and direction in areas of specialty such as education law. Services may also include preparation for and representation in court.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $200,000.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $200,000 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2022 through June 30, 2023 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.



ADAMS SILVA & McNALLY LLP

LEGAL SERVICES AGREEMENT

THIS LEGAL SERVICES AGREEMENT is effective July 1, 2022 for the 2022-2023 school year, by and between the Burbank Unified School District ("Client") and the law firm of Adams Silva & McNally LLP ("Law Firm," together with Client, "Parties"). In consideration of the promises and the mutual agreements hereinafter contained, Client and Law Firm agree as follows:

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

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

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

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

circumstance that would render Law Firm's continued representation of Client unlawful or in violation of any ethical rules. Upon discharge or withdrawal, Law Firm shall transition all outstanding legal work and services to others as Client shall direct.

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

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

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

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

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

Burbank Unified School District	**Adams Silva & McNally LLP**
_____	_____
Matt Hill, Ed.D. Superintendent Burbank Unified School District	Kerrie McNally Partner Adams Silva & McNally LLP
Date: _____	Date: 04/29/2022



ADAMS SILVA & McNALLY LLP

PROFESSIONAL RATE SCHEDULE
(Effective July 1, 2022, for the 2022-2023 School Year)

1. HOURLY PROFESSIONAL RATES

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

Partner / Senior Counsel / Of Counsel	$280-$310 per hour
Associate	$250-$280 per hour
Paralegal	$140-$168 per hour
Law Clerk	$140-$168 per hour

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

2. COSTS AND EXPENSES

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

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

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

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to conduct an Independent Educational Evaluation (IEE) for the Special Education Student 960007911, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $3,000.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Christine S. Suh, to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960007911, not to exceed $3,000 (01.0-65000.0-57602-11900-5850-7440000), effective April 20, 2022 through May 26, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 20th day of April 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Christine S. Suh hereinafter referred to as "Consultant."

Payee's Name: Christine S. Suh Daytime Phone Number: _____

Mailing Address: 19 Timberline, Irvine, CA 92604 Email Address: christine.suh.1981@gmail.com

Sponsoring Administrator: Matt Hill Superintendent _____ Special Education
Print Name Title Signature Location

Board Approval: 05/19/2022 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 $3,000 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 04/20/2022 and terminating on: 05/26/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Christine S. Suh will provide a transitional assessment for special education student 960007911.

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

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

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

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

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

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

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

13. Communicate within twenty-four hours to Christine S. Suh the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

INDEMNIFICATION

Christine S. Suh 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 Christine S. Suh 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 Christine S. Suh, its agents, subcontractors, employees or other representatives referred to in this Agreement, Christine S. Suh 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 Christine S. Suh 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 Christine S. Suh demand.

District shall save and hold Christine S. Suh, harmless from and against and shall indemnify Christine S. Suh 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 Christine S. Suh 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, Christine S. Suh may defend the same and any expenses, including reasonable attorney's fees, which Christine S. Suh may pay or incur in defending said action and the amount of any judgment which Christine S. Suh 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]
Paulette Koss
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Christine S. Suh
Consultant/Company

[redacted]
Print Representative Name

[redacted]
Title

[redacted]
Signature

[redacted]
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to provide interpreters and translators for deaf and hard of hearing students, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services. This agency is used as a back-up, emergency service when District employees are unable to provide the services required.

Fiscal Impact:

Not to exceed $520,000.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide interpreting and translation for Burbank students, not to exceed $520,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2021 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was July 15, 2021 effective July 1, 2021 through June 30, 2022, not to exceed $30,000. The first amendment, approved on October 7, 2021, added $160,000 increasing the total not to exceed $190,000. The second amendment, approved on February 17, 2022, added $180,000 increasing the total not to exceed $370,000. The third amendment will add $150,000 increasing the total not to exceed $520,000.

SIGN UP
INTERPRETING SERVICES, LLC

PRICING AND POLICIES

(for Burbank Unified School District)

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

STANDARD Rate:

For INTERPRETING requests made with more than two business days' notice
$75.00/hour per interpreter during the hours of 8:00am-5:00pm, Monday to Friday
For CAPTIONING requests made with more than two business days' notice
$115.00/hour per interpreter during the hours of 8:00am-5:00pm, Monday to Friday

WEEKEND / AFTER-HOURS Rate:

For INTERPRETING requests made with more than two business days' notice
$95.00/hour per interpreter for weekend/evening (after 5:00pm and prior to 8:00am)
For CAPTIONING requests made with more than two business days' notice
$130.00/hour per interpreter for weekend/evening (after 5:00pm and prior to 8:00am)

OVERNIGHT Rate:

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

SPECIALTY Rate:

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

EMERGENCY Rate:

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

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

Additional Conditions:

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

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

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

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

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

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

Billing / Invoices Payment is due at the time of services rendered. Invoices will be generated at the completion of the assignment and must be paid within 10 days of receipt. Minimum fee will be billed at twice the hourly rate per assignment.. Payment can be made to Sign Up Interpreting Svcs, LLC via check or money order. Other options may be available. Accounts past due will be subject to late charges as well as finance charges. If pursuit of collections is required, Client will be responsible for any retrieval or collection costs.

Client is responsible for providing a safe and secure access to Agency interpreters for any facilities in which services are to be provided. Client has an affirmative duty to warn Sign Up Interpreting Svcs, LLC ("Agency") of any safety concerns, health risks, or other dangers associated with providing interpreting services to Client. Client agrees to maintain industry standard liability insurance regarding visitors to its premises. Client will provide adequate direction and guidelines were appropriate to enable the Agency interpreter(s) to effectively provide services.

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

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

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

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

Client/Business Name: Burbank Unified School District

Signature: [signature] Date: 8/2/2021

Print Name: Debbie Kuttka KU KTA Title: Asst Supt, Admin Services

Billing Information:

Contact Person: Sandra Shearer Phone No. 818-729-4524

Email address: SandraShearer @BurbankUSD.ORG

Billing Address: 1900 W. Olive Ave, 3rd Floor, Special Ed.

Burbank, CA 91506-2460

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

Effective May 1, 2021 and supersedes any previous pricing and policies.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Approval of Agreement for Professional Services (Special Education

Background:

The Center for Educational Development and Research (CEDR) is a department of the San Joaquin County Office of Education (SJCOE). CEDR is the developer of programs such as ED-JOIN and Special Education Information System (SEIS), among others. Since August 2011 the foothill SELPA and Burbank Unified School District have used SEIS, a web-based data organizational system that allows centralized online access for writing IEPs, the management of Special Education data and facilitates the reporting of data to the California Department of Education. Since August 2011 the District has contracted with SJCOE to provide integration services that facilitate the transfer of demographic information for special education students from Aeries (the District's student information management service) to SEIS.

Discussion/Issues:

Staff is requesting that the District continue to contract with SJCOE to provide integration services for the SEIS data organization and management system, which supports the bidirectional data transfer from Aeries.

Fiscal Impact:

Not to exceed $3,357 for the 2022/2023 school year. The annual maintenance fee for professional services from SJCOE for SEIS integration components and services is $1.50 per student based on the current special education count as of June 1, 2021. This fee may change based on the number of special education students served by the District.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve the agreement between Burbank Unified School District (BUSD) and San Joaquin County Office of Education (SJCOE), to provide professional services, effective July 1, 2022 through June 30, 2023, not to exceed $3,357 (01.0-65000.0-50010-27000-5632-744-1000), and that authority to sign the agreement be exercised pursuant to BUSD- AR 3314, as presented.

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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 29th day of April 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and San Joaquin County Office of Education (SJOE/CEDR) hereinafter referred to as "Consultant."

Payee's Name: San Joaquin County Office of Education (SJOE/CEDR) Daytime Phone Number: 209-292-2662

Mailing Address: PO Box 213030 Stockton CA 95213

Email Address: raschwanden@sjcoe.net

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 05/19/2022 Account Code: 01.0-65000.0-50010-27000-5632-7441000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **$3,357.00**
2. The term of the Agreement shall be the period commencing on: 07/01/2022 and terminating on: 06/30/2025.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which San Joaquin County Office of Education (SJOE/CEDR) will provide integration services of SEIS to Aeries.
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

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

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

13. Communicate within twenty-four hours to San Joaquin County Office of Education (SJOE/CEDR) the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless San Joaquin County Office of Education (SJOE/CEDR) from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

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

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

INDEMNIFICATION

San Joaquin County Office of Education (SJOE/CEDR) 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 San Joaquin County Office of Education (SJOE/CEDR) 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 San Joaquin County Office of Education (SJOE/CEDR), its agents, subcontractors, employees or other representatives referred to in this Agreement, San Joaquin County Office of Education (SJOE/CEDR) 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 San Joaquin County Office of Education (SJOE/CEDR) 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 San Joaquin County Office of Education (SJOE/CEDR) demand.

District shall save and hold San Joaquin County Office of Education (SJOE/CEDR), harmless from and against and shall indemnify San Joaquin County Office of Education (SJOE/CEDR) 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 San Joaquin County Office of Education (SJOE/CEDR) 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, San Joaquin County Office of Education (SJOE/CEDR) may defend the same and any expenses, including reasonable attorney's fees, which San

Joaquin County Office of Education (SJOE/CEDR) may pay or incur in defending said action and the amount of any judgment which San Joaquin County Office of Education (SJOE/CEDR) 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

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

San Joaquin County Office of Education
Consultant/Company

Johnny Arguelles
Print Representative Name

Division Director, CodeStack
Title

Signature
04/29/2022

Date

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
CODESTACK
MEMORANDUM OF CONTRACT

04/29/2022

PROGRAMMING AND MAINTENANCE OF SEIS/SIS INTEGRATION COMPONENTS AND SERVICES

This memorandum of contract constitutes an understanding between the San Joaquin County Office of Education (CODESTACK), a county office of education of the state of California, (SJCOE/ CODESTACK) and the Burbank Unified School District (Client), a California school district, concerning design, programming and maintenance of integration components between Special Education Information System (SEIS) and the Client's Student Information System (SIS). Note that any deletions, additions or modifications to this memorandum of contract must be in writing signed by both parties.

1.0 OVERVIEW OF THE PROJECT

The Client has requested the setup/configuration and support of integration components and services to allow bidirectional data transfer between SEIS and the Client's SIS. SJCOE/ CODESTACK will setup and provide integration services developed using ASP.Net 4.0 to integrate SEIS with Client's SIS. Custom procedures, server jobs, and custom reports will be developed in both systems to facilitate full interoperability and data integrity.

2.0 PROJECT DELIVERABLES

2.1. Programming

SJCOE/ CODESTACK will work closely with the Client in the development stages to set, ascertain and meet milestones as the project is completed. SJCOE/ CODESTACK will program the front-end of the system using Microsoft's Windows Communication Foundation, ASP.Net, and .Net Framework 4.0 to develop the services. For the back-end database SJCOE/ CODESTACK will create SQL Server stored procedures, tables, and SQL Server Integrated Services (SSIS) packages to work with the data merge and updates. The front-end and back-end will be constructed to provide data integrity, efficiency, and scalability.

2.2. Sending Data to SEIS

The SJCOE/ CODESTACK will provide any needed SQL Server scripts or installation packages required to send data prepared by the Client, to SEIS (data must be provided in the structure defined by SJCOE/ CODESTACK). The service will need to be installed on a Windows Server at the Client's location. The service will encrypt and send SEIS

the demographic data specified by SJCOE/ CODESTACK. The service will be configured to run on a nightly basis.

As the data is sent via the service, SEIS will update student records based on matching birth date and SIS ID (Student Information System Identifier). All transactions will be logged and to streamline errors all records not added will appear in an exception report with a description of error (i.e. not matching SIS ID, more than one matching SIS ID, etc.) Client agrees to send only special education students from SIS to SEIS.

The exception report will be available for district level users on their SEIS home page. Student records on the exception report will have links to quickly search, add, transfer, or delete the student record.

2.3. SEIS Sending Data to SIS

The SJCOE/CODESTACK will provide a nightly extract to the Client to facilitate updating data in the Client SIS. The Client will be responsible to process these updates in the SIS once this file is received.

2.4. Security

All data will be transmitted via Web Services will be encrypted via SSL (Secure Socket Layer)/HTTPS and digitally signed via a SOAP signature and message. Also each web server and firewall will be configured to restrict access between the SEIS and Client servers only.

Note: Should Web Services be used, the Client will need to have an SSL (Secure Socket Layer) certificate on the Client's hosted server.

2.5. User Acceptance Period

A "User Acceptance Period" will be established for two months following production implementation for the purposes of refinements and additions to the Web Services based on production feedback. Within these two months, feedback will be provided to CODESTACKs by the client and responded to by CODESTACKs within the User Acceptance Period.

3.0 SYSTEM MAINTENANCE

The SEIS data, integrated services, and recurring jobs will be served and hosted on SJCOE/ CODESTACK's secure web and database servers. Maintenance tasks to be undertaken by SJCOE/ CODESTACK during the three-year contract period will include, but not be limited to, the following:

- upgrade and redesign of additions and refinements to the Web Services during the User Acceptance Period as described in section 2.5;

- periodic revisions and additions during the course of the contract period months; and
- on-going debugging and maintenance of the Web Services and interface screens.

4.0 CLIENT RESPONSIBILITIES

The Client will be expected to perform timely reviews of the deliverables as they are developed.

The Client will be responsible for developing required the stored procedure(s)/queries, jobs/processes, and/or SIS packages needed in the SIS database or application for pulling proper data fields and data types required by the integrated service and any jobs related therein. If the Client is pulling data from SEIS, the Client will be responsible for developing the inserts/updates, jobs/processes, SSIS packages, and/or exception rules for handling the data sent from SEIS.

The Client will be responsible for uptime and maintenance of the Client's Windows Server and hosting any applications/service used in the integrated services.

Minimum Hardware Requirements: Pentium 3 Xeon 1.4Ghz, 2GB RAM and 18 GB Hard Drive Space.

Minimum Software Requirements: Windows 2003, Internet Information Services (IIS) 6.0 and .Net Framework 4.0.

5.0 TERMS OF THE CONTRACT

The Client agrees to pay the SJCOE/ CODESTACK annual maintenance fees of $1.50 (one dollar and fifty cents), per student based on the Eligible and Pending Student Count as reported on the most recent Census Day. The Client's first annual maintenance fee will be $ 3357.00 based on the February 3rd, 2022 student count of 2238 . SJCOE/ CODESTACK will invoice the district for this first annual maintenance fee upon completion of the User Acceptance Period defined in section 2.5.

Note: Subsequent annual fees will be assessed and billed to the district every 12 months during the Term of this contract following the System Launch Date calculated using the most recent Census Day Student Count.

Note: Anything above the standard Integration Services will have a minimum fee of $1,000 (one thousand dollars).

6.0 TERM AND TERMINATION

This Contract shall be in effect between the SJCOE/ CODESTACK and the Client beginning with the Effective Date and terminating 36 months from the implementation of production ready software (System Launch Date).

Assuming timely provision of required information and required reviews and approvals as deliverables are developed, all work required to provide tested, production ready software shall be completed no later than 60 days after the signing of this Contract. The User Acceptance Period will begin upon delivery and implementation of production ready software.

Either SJCOE/ CODESTACK or Customer may terminate this Contract upon at least thirty (30) days prior written notice to the other party, with such termination to be effective at the end of the current period for which Customer has paid annual fees when the notice of termination is provided. Within thirty (30) days of the effective date of termination of this Contract, SJCOE/ CODESTACK shall return Customer Data to Customer in an ASCII delimited file format or such other mutually agreeable format.

The provisions under which this Contract may be terminated shall be in addition to any and all other legal remedies which either party may have for the enforcement of any and all terms hereof, and do not in any way limit any other legal remedy such party may have.

7.0 WARRENTY DISCLAIMER

SJCOE/CODESTACK MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND WITH RESPECT TO SERVICES OR DATA MADE AVAILABLE BY PROVIDER, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY. SJCOE/CODESTACK ASSUMES NO RESPONSIBILITY IN CONNECTION WITH THE USE OF ANY OF THE SERVICES OR DATA MADE AVAILABLE BY SJCOE/CODESTACK. CLIENT AGREES THAT SJCOE/CODESTACK SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, PUNITIVE, OR CONSEQUENTIAL DAMAGES OR FOR THE LOSS OF PROFIT, REVENUE OR DATA ARISING OUT OF THE SUBJECT MATTER OF THIS CONTRACT, EVEN IF CLIENT HAS BEEN ADVISED OF THE POSSIBILITY OF POTENTIAL LOSS OR DAMAGE.

8.0 APPLICABLE LAWS

This Contract is subject to all applicable laws of the State of California, rules and regulations of the State Board of Education, and all applicable federal laws, all of which are made part of this Contract and incorporated herein as if fully set forth. It is also subject to any amendments in such laws during the term of this Contract. Should it be determined by a Court of competent jurisdiction that this contract of any portion of it is illegal or invalid, the contract shall be deemed terminated and both parties relieved of their obligations hereunder except the obligation of Client to pay for work already completed.

9.0 INDEPENDENT CONTRACTOR STATUS

This Contract is between two independent contracts and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or

association.

10.0 INDEMNIFICATION

SJCOE/ CODESTACK agrees to indemnify, defend and hold harmless the Client for and against any and all actions, claims, complaints, formal or informal, caused or the result of negligence of SJCOE/ CODESTACK.

The Client agrees to indemnify, defend and hold harmless SJCOE/ CODESTACK for and against any and all actions, claims, complaints, formal or informal, caused or the result of negligence or the Client.

	04/29/2022
Johnny Arguelles, Division Director CodeStack San Joaquin County Office of Education	Date
Debbie Kukta	**04/29/2022**
Assistant Superintedent, Administrative Services Debbie Kukta	Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services to provide vision therapy for the Special Education Student 960027543, 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:

There is no fiscal impact to the District. The total not to exceed $4,400 will be paid for through an ADR grant.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Burbank Optometric Center, to provide vision therapy for Special Education Student 960027543, through an ADR grant not to exceed $4,400 (01.0-65360.0-57602-11900-5850-7440000), effective March 29, 2022 through August 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 4th day of May 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Burbank Optometric Center hereinafter referred to as "Consultant."

Payee's Name: Burbank Optometric Center Daytime Phone Number: 818-845-3549

Mailing Address: 1032 N. Hollywood Way Burbank, CA 91505

Email Address: bocappointment@gmail.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 05/19/2022 Account Code: 01.0-65360.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $185 per session for a total not to exceed **$4,440**

2. The term of the Agreement shall be the period commencing on: 03/29/2022 and terminating on: 08/30/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Burbank Optometric Center will provide 24 sessions of vision therapy for Special Education Student 960027543.

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

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

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

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

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

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

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

13. Communicate within twenty-four hours to Burbank Optometric Center the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Burbank Optometric 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.

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

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

INDEMNIFICATION

Burbank Optometric 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 Burbank Optometric 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 Burbank Optometric Center, its agents, subcontractors, employees or other representatives referred to in this Agreement, Burbank Optometric 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 Burbank Optometric 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 Burbank Optometric Center demand.

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

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Burbank Optometric Center
Consultant/Company

Burbank Optometric Center
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:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education Student 960007625, 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:

There is no fiscal impact to the District. The total not to exceed $3,200 will be paid for through an ADR grant.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960007625, no fiscal impact to District, through a ADR grant not to exceed $3,200 (01.0-65360.0-57602-11900-5850-7440000), effective April 19, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 5th day of May 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Professional Tutors of America, hereinafter referred to as "Consultant."

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

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

Sponsoring Administrator: Matt Hill (Print Name) — Superintendent (Title) — _____ (Signature) — Special Education (Location)

Board Approval: 05/19/2022 — Account Code: 01.0-65360.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $80 per session for a total not to exceed $3,200.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 04/19/2022 and terminating on: 06/30/2023.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Professional Tutors of America will provide 40 hours of math tutoring for Special Education Student 960007625.
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

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

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

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

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

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Paulette Koss
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Professional Tutors of America
Consultant/Company

[redacted]
Print Representative Name

[redacted]
Title

[redacted]
Signature

[redacted]
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 19, 2022
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for professional services to provide compensatory education for the Special Education Student 960027763, 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 IEP's 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:

There is no fiscal impact to the District. The total not to exceed $2,625 will be paid for through an ADR grant.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Troy & Associates Educational Consulting, Inc., to provide compensatory education for Special Education Student 960027763, through a ADR grant not to exceed $2,625 (01.0-65360.0-57602-11900-5850-7440000), effective May 20, 2022 through December 31, 2022, 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 10th day of November 2021 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Troy & Associates Educational Consulting, Inc. hereinafter referred to as "Consultant."

Payee's Name: Troy & Associates Educational Consulting, Inc. Daytime Phone Number: 310-503-7880

Mailing Address: 4804 Laurel Canyon #751 Valley Village CA 91607 Email Address: stroy110@aol.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 05/19/2022 Account Code: 01.0-65360.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $175 per hour, for a total not to exceed **$2,625**

2. The term of the Agreement shall be the period commencing on: 05/20/2022/2021 and terminating on: 12/31/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Troy & Associates Educational Consulting, Inc. who will provide 15 hours of educational therapy for special education student 960027763.

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

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

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

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

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

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

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

13. Communicate within twenty-four hours to Troy & Associates Educational Consulting, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO	ACKNOWLEDGED AND AGREED TO
District:	Consultant:
Burbank Unified School District	Troy & Associates Educational Consulting, Inc.
District/Company Name	Consultant/Company
Paulette Koss	
Print Representative Name	Print Representative Name
Director of Special Education	
Title	Title
Signature	Signature
Date	Date

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	May 5, 2022
SUBJECT:	Approval of Additive Change No.1, Chalmers Construction Services, Inc., Demolition, Earthwork & AC Paving, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) big packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Demolition, Earthwork & AC Paving, 2021-003-002, received were as follows:

Chalmers Construction Services, Inc.	$508,000.00
Reyes Electrical Contractor, Inc.	$547,350.00
Triangle Enterprises, Inc.	$674,300.00
MVC Enterprises, Inc.	$918,000.00
Interior Demolition, Inc.	$926,180.00

District-Wide Goals for 2021-2022:

4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management; Chalmers Construction Services, Inc. was selected for the Demolition, Earthwork & AC Paving for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

Financial Impact:
$ 14,725.15 Increase for a Revised Total of $ 522,725.15 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 to the agreement between Burbank Unified School District and Chalmers Construction Services, Inc. for the Demolition, Earthwork & AC Paving for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $522,725.15 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $14,725.15 brings the not to exceed amount to $522,725.15 for the installation of temporary DG path to provide temporary access to the new 2-story building during temporary building occupancy. Work includes earthwork, DG path installation, and DG removal after no longer Needed. This was not included in the initial scope.

CHANGE ORDER

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework	Change Order No.: CCS - 001	Date: 04/21/22

CONTRACTOR:

ITEM NO.	PCO NO.	CHANGE DESCRIPTION	AMOUNT
01	CCS 001	Installation of temporary DG path to provide temporary access to the new 2-story building during temporary building occupancy. Work includes earthwork, DG path installation, and DG removal after no longer needed.	$ 14,725.15

CONTRACT PRICE ADJUSTMENT

Original Contract Price	$ 508,000.00
Net Change by Previously Authorized Change Orders	$ -
Adjusted Contract Price Prior to This Change Order	$ 508,000.00
Amount of This Change Order INCREASE	$ 14,725.15
Amount of This Change Order (DECREASE)	$ -
New Adjusted Contract Price Including This Change Order	$ 522,725.15

CONTRACT TIME ADJUSTMENT

1. X No time adjustment.
2. ___ Add 0 compensable days.
3. ___ Deduct 0 compensable days.
4. ___ Add 0 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract TIme and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract TIme for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

Submitted By CONTRACTOR:	Ara Baghdasarians (Digitally signed by Ara Baghdasarians DN: cn=Ara Baghdasarians, o=Chalmers Construction Services, Inc., ou, email=ara@chalmerscs.com, c=US Date: 2022.04.26 12:29:52 -07'00')		04/26/22
	Signature		Date
	Ara Baghdasarians	Project Manager	
	Printed Name	Title	
Reviewed By ARCHITECT:	Albert Quesada		04/25/22
	Signature		Date
	Albert Quesada	*Architect of Records*	
	Printed Name	Title	
Reviewed By CONSTRUCTION MANAGER:			4/21/2022
	Signature		Date
	Claudenice McCalister	*Project Manager*	
	Printed Name	Title	
Reviewed By DISTRICT:	Larry Cross		04/25/2022
	Signature		Date
	Larry Cross	*Dierector of Facilities*	
	Printed Name	Title	
Approved Following Board of Trustees Approval:			
	Signature		Date
	Printed Name	Title	

DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-02 - Demolition, Earthwork &	**CCD No.:** CCS - 002 **RFI No.'s:** DG Path - Owner Request	**Date:** 04/21/2022 **Submittals/Drawing/Spec.**

OWNER: **Burbank Unified School District** **510 S Shelton Street** **Burbank, CA 91506-2818** **Phone: (818)-729-5503** **E-Mail: larrycross@burbankusd.org**	**CONTRACTOR:** **Chalmers Construction Services, Inc.** **2600 Foothill Blvd., Suite 304** **La Crescenta, CA 91214** **Phone: (818) 957-4521** **E-Mail: ara@chalmerscs.com**

Contractor is hereby directed to make the following change(s) in the Work:

ITEM DESCRIPTION

Provide DG path at construction site for access to the new buidng during temporary building occupancy.

Cost proposal shall include the following work:

1) Earthwork necessary to provide a flat and leveled path

2) Installation of DG

3) Removal of DG from site and disposal

_____ ***D-CCD Continuation Sheet(s) Attached***

When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.

ARCHITECT	Albert Quesada	04/25/22
	Signature	**Date**
	Albert Quesada	***Architect of Records***
	Printed Name	**Title**
CONSTRUCTION MANAGER		**4/21/2022**
	Signature	**Date**
	Claudenice McCalister	***Project Manager***
	Printed Name	**Title**
DISTRICT	Larry Cross	04/25/2022
	Signature	**Date**
	Larry Cross	***Dierector of Facilities***
	Printed Name	**Title**

PROPOSED CHANGE ORDER (PCO)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-02 - Demolition, Earthwork &	**PCO No.:** CCS-001 **CCD No.:** CCS-002	**Date:** 04/21/22

OWNER: **Burbank Unified School District** **510 S Shelton Street** **Burbank, CA 91506-2818** **Phone: (818)-729-5503** **E-Mail: larrycross@burbankusd.org**	**CONTRACTOR:** **Chalmers Construction Services, Inc.** **2600 Foothill Blvd., Suite 304** **La Crescenta, CA 91214** **Phone: (818) 957-4521** **E-Mail: ara@chalmerscs.com**

Summary of change(s) in the Work per the approved D-CCD:

Provide DG path at construction site for access to the new buidng during temporary building occupancy.
The service includes:
1) Earthwork necessary to provide a flat and leveled path
2) Installation of DG
3) Removal of DG from site and disposal
4) All labor, material and equipment included

Final Contract Price Adjustment: Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.

1. ___ Contract Price remains unchanged.
2. X Mutually agreed Lump Sum Price X Increase of $ 14,725.15 Decrease of $_____.
3. ___ Mutually agreed Lump Sum allocation of Allowance funds in the amount of $ _____.
4. ___ Unit Price ___ Increase of ___ Decrease of $ _____, Per Unit Price Bid Composite.
5. ___ T&M (Labor, Materials and Equipment) Price Not To Exceed $_____. Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.

6. ___ Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.

Final Contract Price Adjustment Applied as Follows:

1. ___ No Cost Adjustment. No Change Order will be issued.
2. ___ Contract Allowance of $_____. No Change Order will be issued.
3. X Project Contingency. Additive or Deductive Change Order will be issued of $14,725.15.

Final Contract Time Adjustment:

1. ___ No time adjustment.
2. ___ Add _ compensable days.
3. ___ Deduct _ compensable days.
4. X Add 3 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.

When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s).		
CONTRACTOR (Acknowledged and /Accepted)	Ara Baghdasarians Digitally signed by Ara Baghdasarians DN: cn=Ara Baghdasarians, o=Chalmers Construction Services, Inc., ou, email=ara@chalmerscs.com, c=US	04/26/22
Signature		**Date**
Ara Baghdasarians	Project Manager	
Printed Name	**Title**	
ARCHITECT	*Albert Quesada*	04/25/22
Signature		**Date**
Albert Quesada	***Architect of Records***	
Printed Name	**Title**	
CONSTRUCTION MANAGER		**4/21/2022**
Signature		**Date**
Claudenice McCalister	***Project Manager***	
Printed Name	**Title**	
DISTRICT	*Larry Cross*	04/25/2022
Signature		**Date**
Larry Cross	***Dierector of Facilities***	
Printed Name	**Title**	

Chalmers Construction Services Inc.
2600 Foothill blvd.
La Crescenta, California 91214
Tel: 818.957.4521 Fax: 818.957.4223

Project Name: Walt Disney ES - Modular
DSA No: 03-119964
District PO No:
District Contract No: 2021-00302

PROPOSED CHANGE ORDER (PCO)

To: Claudenice McCalister
From: Ara Baghdasarians
PCO No. 01R1
Date: 04/17/22

DESCRIPTION OF PROPOSAL:

PCO # 01R1 Remove dirt and pave with DG to create Temp. access per district request

Responsibility Code					
1. Differing Conditions		4. Value Enhancement		7. Required Extra Scope	
2. Design Error		5. Settlement		8. Optional Extra Scope	
3. Design Omission		6. Resolution of Claim		9. Other (explain)	

SUMMARY OF COSTS (Detail Attached):

1. Labor – Additions/(Deductions)	$ 0.00
2. Materials – Additions/(Deductions)	$ 0.00
3. Equipment & Misc. – Additions/(Deductions)	$ 0.00
4. Subcontractors – Additions/(Deductions)	$ 14,725.15
Total Proposed Change Order Amount	**$** 14,725.15

Estimated Number of Calendar Days to Complete Task

Authorized	Signature	Date
Owner	Larry Cross	04/25/2022
Contractor		
Architect		
Project Manager		
Inspector of Record		

Chalmers Construction Services Inc.
2600 Foothill blvd.
La Crescenta, California 91214
Tel: 818.957.4521 Fax: 818.957.4223

Project Name: Walt Disney ES - Modular
DSA No: 03-119964
PCO No. 01R1
COST SUMMARY SHEET

District PO No:
District Contract No:

1. GC Labor – Additions/(Deductions)

Item No.	Work Description	Qty	ST/OT	Classification	Hours	Rate	Cost
							0.00
							0.00
							0.00

Subtotal - Labor $ 0.00
OH&P, Bond & Ins. @ 15% $ 0.00

1. TOTAL - LABOR **$** 0.00

2. GC Materials – Additions/(Deductions) – Identify Tax rate of ____%

Item No.	Mat'l Description	Qty	Unit	Material	Tax	Unit Price	Cost

Subtotal - Materials $ 0.00
OH&P, Bond & Ins. @ 15% $ 0.00

2. TOTAL – MAT'LS **$** 0.00

3. GC Equipment & Misc. – Additions/(Deductions) - Attach Supplier's Invoice

Item No.	Work Description	Qty	Unit	Equipment Description	Unit Price	Cost

Subtotal – Eq. & Misc. $ 0.00
OH&P, Bond & Ins. @ 15% $ 0.00

3. TOTAL – EQ **$** 0.00

4. Subcontractor (Sub) Additions/(Deductions) – Attach Sub Backup

Item No.	Work Description	Qty	Unit	Subcontractor	Unit Price	Cost
	Remove dirt install DG			GHM Construction		14023.95

Subtotal – *Sub $ 14,023.95
GC OH&P, Bond & Ins. @ 5% $ 701.20

4. TOTAL – SUB **$** 14,725.15

GHM Construction

4/16/2022

Contractor: Chalmers Contruction
Attention:
Project: Walt Disney ES
Date: 04-13-22
Description: Paving with DG - 350 sqft (5' x 70') 3" deep pathway
(Remove existing 3" of dirt and compact with DG)

COP: 01R

TRADE	Straight	Time 1/2	Double time Hours		Total
Project Manager	$150.00	$225.00	$300.00	0	$0.00
Superintendent	$125.00	$187.50	$250.00	0	$0.00
Administration	$100.00	$150.00	$200.00	0	$0.00
Carpenter Foreman	$96.46	$144.69	$192.92	0	$0.00
Carpenter Journeyman	$92.28	$138.43	$184.57	0	$0.00
Labor Foreman	$86.97	$130.46	$173.94	0	$0.00
Labor Journeyman	$84.29	$126.44	$168.58	56	$4,720.24
Operator Journeyman	$108.24	$162.36	$216.48	24	$2,597.81
Electrcian Foreman	$118.48	$177.72	$236.96	0	$0.00
Electrcian Journeyman	$102.47	$153.70	$204.93	0	$0.00
Ironworker Foreman	$105.83	$158.75	$211.66	0	$0.00
Ironworker Journeyman	$100.33	$150.50	$200.67	0	$0.00
Mason Foreman	$92.55	$138.83	$185.11	0	$0.00
Mason Journeyman	$87.16	$130.74	$174.32	0	$0.00
LABOR TOTAL					$7,318.05

MATERIALS	Units	Cost	Total
DG	10 Tons	$88.00	$880.00
TOTAL MATERIALS			$880.00

Equipment/MISC	Units		Total
Bobcat	3 Day(s)	$450.00	$1,350.00
Compaction Roller	3 Day(s)	$375.00	$1,125.00
Haul DG	3 Loads	$650.00	$1,950.00
TOTAL EQUIPMENT COSTS			$4,425.00

LABOR TOTAL		$7,318.05
MATERIAL TOTAL		$880.00
EQUIPMENT		$4,425.00
SUBTOTAL		$12,623.05
MARKUP	10%	$1,262.05
TOTAL ADD		$13,885.10
INSURANCE	1%	$138.85
TOTAL		**$14,023.95**