BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

Thursday, October 9, 2025

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

Burbank Unified School District
1900 W. Olive Ave.
Third Floor - Board Room
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/XrYpZ7M2hMb1LJCS7 3pm on Wednesday, October 8th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

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

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

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

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with Labor Negotiator, Pursuant to Government Code 54957.6
Agency Negotiator: Oscar Macias, Interim Superintendent
Employee Organization: California School Employees Association (CSEA) Chapter 674

3.b Action on Student Expulsion
The Board of Education will take action in closed session pursuant to Education Code Sections 48900(a)(1), 48900(2), and 48915(a)(1)(A) on the expulsion recommendation by the Administrative Hearing Panel for Student 960026727, as presented.

3.c Conference with Legal Counsel - Existing Litigation Pursuant to Government Code 54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Student 960027476

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

3.e Public Employee Performance Evaluation Pursuant to Government Code 54957
Title: Interim Superintendent of Schools

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. OATH OF OFFICE

8.a Administration of the Oath of Office for Incoming Board of Education Member
Oscar Macias, Interim Superintendent will introduce Armond Aghakhanian, President, Board of Education, who will administer the Oath of Office to incoming Board of Education Member, upon their provisional appointment to the Board for a term effective immediately and expiring on December 10, 2026.

9. REPORTS FROM THE BOARD AND STAFF

9.a Student Representatives
Haily Hoang, John Burroughs High School; Natalie Garibyan, Burbank High School, and Hayk Smbatyan, Monterey High School; will report on activities at their respective schools.

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

9.c Reports from the Superintendent
Oscar Macias, Interim Superintendent will report on items of interest to the Board of Education and the community.

10. REQUESTS TO ADDRESS THE BOARD

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

10.b Superintendent's Comments
Oscar Macias, Interim Superintendent, will respond to public comment.

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

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

11.a Public Hearing - In the Matter of Determining Sufficiency of Pupil Textbooks and

Instructional Materials for 2025-2026
A Public Hearing will be held consistent with the provisions of Education Code Section 60119, Sufficiency of Pupil Textbook and Instructional Materials for the 2024-2025 school year. The purpose of the hearing is to adopt a resolution and to provide parents, teachers, students, members of the community, and bargaining unit leaders with an opportunity to comment regarding insufficient textbooks or instructional materials, or both, for pupils enrolled in the Burbank schools, including English learners, in each of the following subjects that are aligned to the academic content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: History/social science, mathematics, English/language arts, including the English language development component of an adopted program, science, health, foreign language, and science lab equipment for courses offered in grades 9 to 12. All persons interested in reviewing such information should contact Peter Knapik, Assistant Superintendent, Educational Services, Burbank Unified School District at (818) 729-4451.
PUBHEARNEWS 2025-2026.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Ratification of Resolution 8 - Proclaiming October as Burbank Unified School District s Filipino American History Month
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify Resolution 8 Proclaiming the month of October 2025, as Burbank Unified School District s Filipino American History Month, as presented.
Filipino American History Month 10 9 25.pdf

12.b Adoption of Resolution 9 Proclaiming October 12, 2025 through October 18, 2025, as Week of the School Administrator
Human Resources Services, recommends that the Board of Education adopt Resolution 9 Proclaiming October 12, 2025 through October 18, 2025, as Week of the School Administrator.
Adoption of Resolution 9 Proclaiming October 12, 2025 through October 18, 2025, as Week of the School Administrator.pdf

12.c Adoption of Resolution 10 In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2025-2026
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 10 In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2025-2026, as presented.
Resolution_10_Sufficiency_of_Pupil_Textbooks__2025 26.pdf

12.d Ratification of Agreement for Professional Services, LunchAssist (Cafeteria Fund)
Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and LunchAssist to provide its software and services effective October 1, 2025 through September 30, 2026, not to exceed $33,000 (61.0 53100.0 00000 37000 5840 7490000), and that authority to sign the contract pursuant to BUSDâ€”AR 3314, as presented.
LunchAssist_Agreement_100925.pdf

12.e Approval of Deductive Change Order to Agreement with AMS.NET LLC (MGT) for 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid (Bond Funds)
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the deductive change order to the agreement between Burbank Unified School District and AMS.NET LLC (MGT) for the 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid, not to exceed $5,813,182.66, (21.0-00000.0-92000-85000-6249-7730000) Bond Funds, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Approval_ Change Order_2025 E-Rate Network and Wireless Infrastructure Project_100925.pdf

12.f Approval of Deductive Change Orders, The Garland Company Inc., Purchase of Roofing Material, Measure ABC Summer Roofing Project, Various Sites (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve the deductive change orders between Burbank Unified School District and The Garland Company Inc., for roofing materials at Various Sites, Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.

Note: The deductive change orders reflect payment discounts that were provided for prompt payments, CMAS contract discounts, as well as a reduction in freight savings by delivering via rail. However, between the original contracts approvals and the issuance of the purchase orders, the local sales tax rate increased from 10.25% to 10.50%. These adjustments have been added to the revised contract totals.

The following pricing adjustments have been calculated and dispersed accordingly amongst the roofing material contracts:
$61,778.63 in payment discounts
$95,956.46 in CMAS contract discounts
$23,093.86 in reduced shipping charges
$23,791.36 in sales tax increase
Ded CO_CMAS_Garland_Various Sites_Bond.pdf

12.g Approval of School-Connected Independent 501c3 Organizations for 2025-2026
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the School-Connected Independent 501c3 Organizations, School Year 2025-2026, pursuant to Administrative Regulation 1230: Community Relations â€“ School-Connected Organizations, effective October 10, 2025, through October 9, 2026, as presented.
School_Connected_Organizations_10 9 25.pdf

12.h Approval of Authorization to Execute University Agreements for the 2025-2026 School Year
Human Resources Services, recommends the Board of Education approve the Authorization to Execute University Agreements for the 2025-2026 School Year, as presented.
Approval of Universal Agreements for the 2025-2026 School Year.pdf

12.i Ratification of 100% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Conundrum Theater Company from August 1, 2025, through July 31, 2026
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the 100% reduction in fees for unduplicated students and the Agreement between the Conundrum Theater Company and Burbank Unified School District

to provide services and childcare at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $205,130.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective August 1, 2025 through July 31, 2026, and that authority to sign this agreement be exercised pursuant to BUSD -AR 3314, as presented.
Ratification Agrmt Conundrum Theater.pdf

12.j Approval of Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records, as presented.
Approval of Board Policy and Regulations 100925.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 Approval of Minutes
Minutes 11.21.24 UNOFFICIAL AM.pdf

13.b Approval of Minutes
Minutes 12.12.24 UNOFFICIAL AM.pdf

13.c Approval of Minutes
Minutes 12.19.24 UNOFFICIAL AM.pdf

13.d Approval of Minutes
Minutes 12.26.24 UNOFFICIAL AM.pdf

13.e Approval of Minutes
Minutes 1.16.25 UNOFFICIAL AM.pdf

13.f Approval of Minutes
Minutes 2.6.25 UNOFFICIAL AM.pdf

13.g Approval of Minutes
Minutes 2.20.25 UNOFFICIAL AM.pdf

13.h Approval of Minutes
Minutes 3.6.25 UNOFFICIAL AM.pdf

13.i Approval of Minutes
Minutes 3.27.25 UNOFFICIAL AM.pdf

13.j Approval of Minutes
Minutes 4.3.25 UNOFFICIAL AM.pdf

13.k Approval of Minutes
Minutes 4.17.25 UNOFFICIAL AM.pdf

13.l Approval of Minutes
Minutes 5.1.25 UNOFFICIAL AM.pdf

13.mApproval of Minutes
Minutes 5.15.25 UNOFFICIAL AM.pdf

13.n Approval of Minutes
Minutes 6.4.25 Sp UNOFFICIAL AM.pdf

13.o Approval of Minutes
Minutes 6.5.25 UNOFFICIAL AM.pdf

13.p Approval of Minutes
Minutes 6.11.25 Sp UNOFFICIAL AM.pdf

13.q Approval of Minutes
Minutes 6.18.25 UNOFFICIAL AM.pdf

13.r Approval of Minutes
Minutes 9.18.25 UNOFFICIAL AM.pdf

13.s Approval of the 2025-2026 Purchase Order Report
Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through September 15, 2025, as presented.
2025-2026 PURCHASE ORDER REPORT.pdf

13.t Approval of Agreement for Special Services with School Services of California
Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and School Services of California, effective November 1, 2025 through June 30, 2026, not to exceed $4,310 (01.0-00000.0-00000-72000-5850-7470000), and that authority to sign the agreement be exercised pursuant to BUSDâ€"AR 3314, as presented.
School Services Agmt 100925.pdf

13.u Approval of Personnel Report 25-26-06
Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-06, covering Certificated and Classified personnel, and consisting of Pages 1 to 39 inclusive, as presented.
Personnel Report 25-26-06.pdf

13.v Amended Agreement for Professional Services Provided by Aya Healthcare, Inc. for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide up to four credentialed special education teachers, not to exceed $521,850 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval, dated July 24, 2025, authorized an amount not to exceed

$135,975. A subsequent amendment, approved on September 4, 2025, added one additional special education teacher, bringing the total to two special education teachers and increased the amount to $271,950. This amendment adds two more special education teachers, for a total of four, with an additional increase of $249,900. The revised agreement is not-to-exceed amount is $521,850.
SPED Professional Services Aya Healthcare_Amendment.pdf

13.w Approval of Agreement for Professional Services Provided by Caryn Tomer for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Caryn Tomer to provide special education training and professional development, not to exceed $2,100 (01.0-65000.0-57602-11900-5850-7440000), effective October 10, 2025 through March 10, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.
SPED Professional Services Caryn Tomer.pdf

13.x Ratification of Agreement for Professional Services Provided by Moonshine Consultants Inc. for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Moonshine Consultants Inc. to provide a credentialed special education teacher, not to exceed $109,515 (01.0-65000.0-57601-11804-5810-7440000), effective September 29, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Moonshine Consultants_Ratification.pdf

13.y Ratification of Agreement for Professional Services Provided by Deborah Rondeau for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Debra Rondeau, to provide services and assessments for students with orthopedic impairments, not to exceed $7,700 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Deborah Rondeau_Ratification.pdf

13.z Ratification of Agreement for Professional Services Provided by Provital Speech Therapy Inc. for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Provital Speech Therapy Inc., to provide a speech and language pathologist, not to exceed $170,880 (01.0-65000.0-57602-11901-5850-7440000), effective September 15, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.
SPED Professional Services Provital Speech Therapy_Ratification.pdf

13.aa Ratification of Agreement for Professional Services Provided by Ausin Texas Learning Group, LLC for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board

of Education ratify an agreement between Burbank Unified School District and Ausin Texas Learning Group, LLC to provide a credentialed special education teacher, not to exceed $108,388 (01.0-65000.0-57601-11804-5810-7440000), effective September 15, 2025 through May 28, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Ausin Texas Learning Group_Ratification.pdf

13.ab Ratification of Agreement for Professional Services Provided by Knarik Babayan, CTE Burbank LLC DBA Pro Therapy for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Knarik Babayan, CET Burbank LLC DBA Pro Therapy to provide a speech and language pathologist, not to exceed $182,560 (01.0-65000.0-57602-11901-5850-7440000), effective September 8, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.
SPED Professional Services Knarik Babayan_Ratification.pdf

13.ac Ratification of Agreement for Professional Services Provided by University of California, San Diego for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and University of California, San Diego to provide case consultation and assessment for Special Education student 960039177, not to exceed $3,920 (01.0-65000.0-57602-11900-5850-7440000), effective August 25, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.
SPED Professional Services University of California, San Diego_Ratification.pdf

13.ad Ratification of Agreement for Professional Services Provided by Soliant Health, LLC for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Soliant Health, LLC to provide a special education adaptive physical education (APE) teacher, not to exceed $101,745 (01.0-65000.0-57601-11804-5810-7440000), effective September 22, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Soliant Health_Ratification.pdf

13.ae Approval of Amendment to Agreement with Softchoice/U.S. Bank Equipment Finance for Sophos Ltd., District-wide (General Fund)
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the amendment to the agreement between Burbank Unified School District and U.S. Bank Equipment Finance, not to exceed $149,869.57 (01.0-00000.0-00000-77000-5840-7730000), (General Fund), effective July 22, 2023, through July 21, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Approval_Amended Agreement_US Bank_100925.pdf

13.af Approval of Agreement for Professional Services Provided by Simun Psychological Assessment Group PC for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board

of Education approve an agreement between the Burbank Unified School District and Simun Psychological Assessment Group PC for Special Education student 960029084, for a total not to exceed of $6,000 (01.0-65000.0-57602-11900-5850-7440000), effective October 10, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960029084 Simun Psychological Assessment Group.pdf

13.ag Action on Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960027476, total not to exceed $3,123.52, (01.0-65000.0-50010-36000-5813-7440000), September 23, 2025 through May 31, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960027476 Settlement Agreement.pdf

13.ah Ratification of John Burroughs High School Varsity Volleyball (Overnight) Field Trip
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the John Burroughs High School Varsity Volleyball (Overnight) Field Trip request to participate in the Varsity Molten Power Classic Volleyball Tournament in Redondo Beach, CA from Friday, October 3, 2025 through Saturday, October 4, 2025, as presented.
JBHS Varisty Volleyball Overnight Field Trip 10 9 25.pdf

13.ai Ratification of Agreement for Instructional Consultant Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Ratification of Agreement for Instructional Consultant Svcs 100925.pdf

13.aj Approval of John Burroughs High School Competition Cheer Team (Overnight) Field Trip
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the John Burroughs High School Competition Cheer Team (Overnight) Field Trip request to participate in the Cheer Nationals Competition in Las Vegas, NV from Thursday, February 19, 2026 through Sunday, February 22, 2026, as presented.
JBHS Competition Cheer Team Overnight Field Trip 10 9 25.pdf

13.ak Approval of Instructional Consultant Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Approval of Instructional Consultants 100925.pdf

13.al Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to participate in the Chicago Choir Competition in Chicago, IL from Thursday, March 12, 2026 through Monday, March 16, 2026, as presented.
JBHS_VMA_Extended_Overnight_Field_Trip Chicago 10 9 25.pdf

13.am Approval of Purchase, Class Leasing, Two (2) Relocatable Classroom Buildings, Adult School Medical Career Training Program, Burbank Adult School (Adult Education Fund)
The Administrative Services Department recommends that the Board of Education approve the purchase between Burbank Unified School District and Class Leasing for Two (2) Relocatable Classroom Buildings for the Burbank Adult School Medical Career Training Program, not to exceed $248,030.00 (11.0-63910.0-41104-85000-6237-5330000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.
AOP_ Class Leasing_BAS_Adult Ed Fund.pdf

13.an Approval of Award of Contract, Sierra School Equipment Co., Furnish and Install New Crusader Chairs, Auditorium, Roosevelt Elementary (Gift Fund)
The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Sierra School Equipment Co., for the Furnish and Install of new Crusader Chairs in the Auditorium at Roosevelt Elementary, effective October 10, 2025 to October 9, 2026, not to exceed $134,092.00 (010-90820-0-11100-10000-6405-214-0000-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.
AOC_Sierra Equipment_Roosevelt_Gift.pdf

14. REPORTS FROM BOARD MEMBERS

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

15. ADJOURNMENT

Burbank Unified School District
Instructional Services

NOTICE

PUBLIC HEARING

A Public Hearing will be held consistent with the provisions of Education Code Section 60119, Sufficiency of Pupil Textbook and Instructional Materials for the 2025-2026 school year. The purpose of the hearing is to adopt a resolution and to provide parents, teachers, students, members of the community, and bargaining unit leaders with an opportunity to comment regarding insufficient textbooks or instructional materials, or both, for pupils enrolled in the Burbank schools, including English learners, in each of the following subjects that are aligned to the academic content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: History/social science, mathematics, English/language arts, including the English language development component of an adopted program, science, health, foreign language, and science lab equipment for courses offered in grades 9 to 12. All persons interested in reviewing such information should contact Peter Knapik, Assistant Superintendent, Educational Services, Burbank Unified School District at (818) 729-4451.

The public hearing will be held at the following time and place:

October 9, 2025

6:00 p.m.

Burbank City Hall
275 East Olive Avenue
Burbank, California 91502

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Julie Markussen, Director of Secondary Education & DEI
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	October 9, 2025
SUBJECT:	Ratification of Resolution 8– Proclaiming October as Burbank Unified School District's Filipino American History Month

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Background:

Filipino Americans are the second largest Asian American group in the nation and the third largest ethnic group in California, after Latinas/Latinos and African Americans. The celebration of Filipino American History Month in October commemorates the first recorded presence of Filipinos in the continental United States, which occurred on October 18, 1587, when "Luzones Indios" came ashore from the Spanish galleon Nuestra Senora de Esperanza and landed at what is now Morro Bay, California.

In 2009, U.S. Congress recognized October as Filipino American History Month in the United States. Various states, counties and cities in the U.S. have established proclamations and resolutions declaring observance of Filipino American History Month. The late Dr. Fred Cordova, along with his wife first introduced October as Filipino American History Month in 1992 with a resolution from the Filipino American National Historical Society Board of Trustees.

Discussion/Issues:

In the United States, Filipino American History Month is celebrated annually in October. It was established by the Filipino American National Historical Society in 1988, inspired by activist Dr. Fred Cordova's 1983 book *Filipinos: Forgotten Asian Americans*. The text highlighted the ways in which Filipino Americans have been rendered invisible in American history.

Although Filipino Americans were among the first peoples of Asian descent to arrive in the U.S. in 1857, very little had been written about Filipino Americans or the Philippines despite America's long history with the country. A history that includes the Philippine-American War, American colonization from 1899-1946, and much of World War II being fought in the Philippines.

When the field of Asian American studies emerged in the 1960s and 1970s at institutions of higher education across the country, most literature and research focused on the experiences of East Asian Americans, particularly those with Chinese and Japanese ancestry. Arguably, the contributions of Filipino Americans to culture and society are still not properly acknowledged, though they make up the second-largest Asian American ethnic group, comprising about 1 out of every 5 Asian Americans.

Fiscal Impact:

None

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify Resolution 8 Proclaiming the month of October 2025, as Burbank Unified School District's Filipino American History Month, as presented.

RESOLUTION 8 PROCLAIMING OCTOBER 2025

THE BURBANK UNIFIED SCHOOL DISTRICT'S
FILIPINO AMERICAN HISTORY MONTH

WHEREAS: the Filipino American community is the second largest Asian American group in the United States, with a population of approximately 4,000,000 people;

WHEREAS: Filipino American servicemen and servicewomen have a longstanding history in the Armed Forces from the Civil War to the Iraq and Afghanistan conflicts, including the 25,000 Filipinos who fought under the United States flag during WWII to protect and defend this country;

WHEREAS: nine Filipino American have received the Congressional Medal of Honor, the highest award for valor in action against an enemy force that can be bestowed upon an individual serving in the United States Armed Forces;

WHEREAS: Filipino Americans are an integral part of the United States health care system as nurses, doctors, and other medical professions;

WHEREAS: Filipino Americans have contributed greatly to the fine arts, music, dance, literature, business, journalism, education, science, technology, government, politics, fashion, and other fields in the United States that enrich the landscape of the country;

WHEREAS: efforts should continue to promote the study of Filipino American history and culture, as mandated in the mission statement of the Filipino American National Historical Society, because the roles of Filipino American and other people of color have been overlooked in the writing, teaching and learning of Unites States history;

WHEREAS: it is imperative for Filipino American youth to have positive role models to instill in them the importance of education, complemented with the richness of their ethnicity and the value of their legacy;

NOW BE IT RESOLVED, that the Burbank Unified School District Board of Education proclaims the month of October as National Filipino American History Month and encourages all schools in the Burbank Unified School District to commemorate this occasion with appropriate instructional activities;

PASSED, APPROVED, AND ADOPTED this 9th day of October 2025, 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
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	October 9, 2025
SUBJECT:	Adoption of Resolution 9 Proclaiming October 12, 2025 through October 18, 2025 as Week of the School Administrator

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Background
The State of California has declared the week of October 12, 2025 through October 18, 2025, as week of the School Administrator in accordance with California Education Code Section 44015.1. This week will be celebrated by school districts across the state to recognize the many contributions that school administrators offer to the educational community. The celebration and acknowledgement of the Week of the School Administrator are highly encouraged and supported by the Association of California School Administrators and the California Department of Education.

Discussion/Issues
The Burbank Unified School District's Board of Education wishes to adopt a formal resolution to demonstrate their appreciation for the positive impact that district administrators have on the lives of students in our community. Their dedication and service to the Burbank Unified School District are invaluable.

Fiscal Impact
None

Recommendation
Human Resources Services, recommends that the Board of Education adopt Resolution 9 Proclaiming October 12, 2025 through October 18, 2025, as Week of the School Administrator, as presented.

RESOLUTION 9 PROCLAIMING THE WEEK OF OCTOBER 12-18, 2025 AS "WEEK OF THE SCHOOL ADMINISTRATOR"

WHEREAS, School administrators are passionate, lifelong learners who believe in the value of quality public education, and

WHEREAS, The title "school administrator" is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, directors, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders, and other school district employees are considered administrators; and

WHEREAS, school leaders provide quality service for student success is paramount for the profession; and

WHEREAS, Most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California's superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement; and

WHEREAS, School leaders depend on a network of support from school communities – fellow administrators, teachers, parents, students, businesses, community members, board trustees, colleges and universities, community and faith-based organizations, elected officials and district and county staff and resources – to promote ongoing student achievement and school success; and

WHEREAS, Research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state; and

WHEREAS, Burbank Unified School District has distinguished, passionate, and quality site and district administrators supporting the teachers, staff, and students, who deserve to be recognized for their service and dedication; and

WHEREAS, The future of California's public education system depends upon the quality of its leadership; now

THEREFORE, BE IT RESOLVED, by the Board of the Burbank Unified School District that all school leaders be commended for the contributions they make to successful student achievement.

Adopted: This 9th day of October, 2025 by the Board of Education of the Burbank Unified School District.

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:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	October 9, 2025
SUBJECT:	Adoption of Resolution 10 In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2025-2026

Background:

According to the provisions of Education Code Section 60119 (attached), the Pupil Textbook and Instructional Materials Incentive Program Act, the governing board of a school district must take certain actions in order to be eligible to receive funds for textbooks and instructional materials. Also, according to the provisions of Education Code Section 60422(attached), and California Code of Regulation (CCR), Title 5, Section 9531, the Instructional Materials Funding Realignment Program (IMFRP), the governing board of a school district must certify that all requirements have been met.

District-wide Goals 2023-2024:

1.0 Students will be career/college ready via high-quality instruction

Discussion/Issues:

The governing board is required to hold a public hearing or hearings at which the governing board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district has sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board, Mathematics, Science, History-Social Science, and English/language arts, including the English Language Development component of an adopted program. Additionally, it must be determined that each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials and that laboratory science equipment is available for grade 9 to 12 science laboratory courses.

The public hearing must take place on or before the end of the eighth week from the first day pupils attend school for that year.

Each principal in the Burbank Unified School District has determined that there is a sufficiency of textbooks, instructional materials, and laboratory science equipment as required by Education Code Section 60119, the Pupil Textbook and Instructional Materials Incentive Program Act. The principals validated sufficiency through a survey that they submitted to the Instructional Services office. These surveys are available for public review by calling the Instructional Services Office at (818) 729-4451.

The governing board may schedule this certification in conjunction with the annual public hearing regarding sufficiency of textbooks and instructional materials. The certification/resolution must be kept on file for auditing purposes and must be renewed each time there is a new primary state adoption of standards-aligned, instructional materials for grades K-8 in History/Social Science, Mathematics, English/language arts, and Science. The certification for grades 9-12 must be renewed following local governing board adoption of standards-aligned, instructional materials in any of the above-subject areas.

All instructional materials adopted in Burbank Unified School District are approved by the Board of Education after an extensive review process by committees. In grades K-8 all materials considered are approved by the State Board of Education (SBE) as standards-aligned. Although the State Board of Education does not approve materials for grades 9-12, the State publishes lists of recommended instructional materials which are standards-aligned. All textbooks and other instructional materials approved for high schools are on the SBE list. In addition, review committees consider alignment to standards as the highest priority for textbook selections.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 10 In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2025-2026, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
2025-2026 RESOLUTION 10

October 9, 2025
In the Matter of Determining Sufficiency of
Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program, (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2025-2026

WHEREAS, the Governing Board of the Burbank Unified School District, Los Angeles County Office of Education in order to comply with the requirements of Education Code 60119, held a public hearing on October 9, 2025, at 6:30 p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

WHEREAS, the Board provided at least 10 days' notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Burbank Unified School District, Los Angeles County Office of Education, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional material copied to address a shortage, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Burbank Unified School District, Los Angeles County Office of Education, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including each English Learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

Mathematics
Science (including equipment)
History-social science
English/language arts, including the English language development component of an adopted program.
Foreign language
Health

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

THEREFORE, it is resolved that for the 2025-2026 school year, the Burbank Unified School District, Los Angeles County Office of Education, has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

I HEREBY CERTIFY that Resolution 10 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on October 9, 2025, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____

_____ _____
Armond Aghakhanian, President Emily Weisberg, Clerk

Education Code Section 60119

As revised by Chapter 12, Statutes of 2009 (Senate Bill 4).

SEC. 18. Section 60119 of the *Education Code* is amended to read:

60119. (a) In order to be eligible to receive funds available for the purposes of this article, the governing board of a school district shall take the following actions:

(1) (A) The governing board shall hold a public hearing or hearings at which the governing board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district has sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Section 60605 in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the state board:

i. Mathematics.
ii. Science.
iii. History-social science.
iv. English/language arts, including the English language development component of an adopted program.

(B) The public hearing shall take place on or before the end of the eighth week from the first day pupils attend school for that year. A school district that operates schools on a multitrack, year-round calendar shall hold the hearing on or before the end of the eighth week from the first day pupils attend school for that year on any tracks that begin a school year in August or September. For purposes of the 2004-05 fiscal year only, the governing board of a school district shall make a diligent effort to hold a public hearing pursuant to this section on or before December 1, 2004.

(C) As part of the hearing required pursuant to this section, the governing board also shall make a written determination as to whether each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects. The governing board also shall determine the availability of laboratory science equipment as applicable to science laboratory courses offered in grades nine to twelve, inclusive. The provision of the textbooks, instructional materials, or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision.

(2) (A) If the governing board determines that there are insufficient textbooks or instructional materials, or both, the governing board shall provide information to classroom teachers and to the public setting forth, in the resolution, for each school in which an insufficiency exists, the percentage of pupils who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each pupil does not have sufficient textbooks or instructional materials, or both, and take any action, except an action that would require reimbursement by the Commission on State Mandates, to ensure that each pupil has sufficient textbooks or instructional materials, or both, within two months of the beginning of the school year in which the determination is made.

(B) In carrying out subparagraph (A), the governing board may use money in any of the following funds:

i. Any funds available for textbooks or instructional materials, or both, from categorical programs, including any funds allocated to school districts that have been appropriated in the annual Budget Act.
ii. Any funds of the school district that are in excess of the amount available for each pupil during the prior fiscal year to purchase textbooks or instructional materials, or both.
iii. Any other funds available to the school district for textbooks or instructional materials, or both.

(b) The governing board shall provide 10 days' notice of the public hearing or hearings set forth in subdivision (a). The notice shall contain the time, place, and purpose of the hearing and shall be posted in three public places in the school district. The hearing shall be held at a time that will encourage the attendance of teachers and parents and guardians of pupils who attend the schools in the district and shall not take place during or immediately following school hours.

(c) (1) For purposes of this section, "sufficient textbooks or instructional materials" means that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home. This paragraph does not require two sets of textbooks or instructional materials for each pupil.

(2) Sufficient textbooks or instructional materials as defined in paragraph (1), does not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage.

(d) The governing board of a school district that receives funds for instructional materials from any state source, is subject to the requirements of this section.

Questions: Curriculum Frameworks and Instructional Resources Division | CFIRD@cde.ca.gov | 916-319-0881

Last Reviewed: Wednesday, July 08, 2020

Burbank Unified School District
(Appropriate Office/Department Name)

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent, Business Services
PREPARED BY:	Rachel Paghunasan, Director, Food Services
SUBMITTED BY:	Terri, Ramirez Adams, Sr. Administrative Secretary
DATE:	October 9, 2025
SUBJECT:	Ratification of Agreement for Professional Services, Lunch Assist (Cafeteria Fund)

Background:

LunchAssist is a professional support platform designed to help school nutrition departments meet USDA and California Department of Education (CDE) requirements. Founded by experienced school nutrition directors and auditors, LunchAssist provides:

- USDA-approved training modules in English and Spanish
- Professional Standards tracking for staff development and compliance
- Administrative Review (AR) preparation tools, including checklists, templates, and audit coaching
- Policy updates and resources tailored to California's Universal Meals Program
- Onboarding and consulting support for new directors and food service teams

LunchAssist currently supports over 400 school districts across 26 states and is recognized for its expertise in guiding departments through audits, training, and operational challenges

Discussion/Issues:

The Burbank Unified School District Food Services Department (FSD) continues to face several operational and strategic challenges that impact its ability to deliver high-quality, compliant, and student-centered nutrition services. These challenges include:

- Staff Training: Difficulty in consistently training staff on current, industry-forward techniques and regulatory updates.
- Menu Innovation: Limited capacity to evolve the menu toward diverse, culturally relevant, fresh, and scratch-made offerings.
- Regulatory Compliance: The need to remain prudent and proactive in meeting CDE and USDA guidelines, especially in preparation for periodic Administrative Reviews.
- Commodity Optimization: Underutilization of Commodity Order Projections, resulting in missed opportunities for cost savings.
- Fiscal Planning: Lack of a comprehensive Spending and Budget Plan to effectively manage and maximize Fund 13 resources.

- Wellness Policy Alignment: Gaps in fully supporting and integrating the BUSD Wellness Policy into daily food service operations.
- Grant Management: Challenges in resourcing and submitting grant applications on time, which limits access to external funding and innovation opportunities.

To address these issues, the department proposes the adoption of Lunch Assist, a membership-based online platform that offers:
- Up-to-date guidance from CDE and USDA
- Corrective strategies for operational deficiencies
- Staff training materials and review preparation tools
- Strategic consulting for special projects and long-term planning
- Fiscal insights to maximize federal and state reimbursements
- Support for aligning with industry best practices and compliance standards

Lunch Assist will serve as a critical resource to realign the Food Services Department with regulatory expectations, industry trends, and fiscal responsibility—ultimately enhancing the student experience and nutritional outcomes.

Fiscal Impact: (if any)

The total cost for the implementation of Lunch Assist is $25,995. This includes:
- Lunch Assist Onboarding
- Five (5) Lunch Assist Memberships
- 120 hours per year of consulting and special project support

The anticipated return on investment is substantial. Lunch Assist will directly support the Food Services Department in resolving key programmatic challenges, identifying and securing under-publicized grant opportunities, and optimizing the use of Fund 13 through strategic fiscal planning. These improvements are expected to enhance compliance, operational efficiency, and student nutrition outcomes.

The cost of Lunch Assist will be absorbed within the existing Food Services Department budget, with an annual financial impact anticipated but manageable. This investment represents a proactive step toward long-term sustainability and alignment with CDE and USDA expectations.

Recommendation:
Mariam Abdelhamid, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and Lunch Assist to provide its software and services effective October 1, 2025 through September 30, 2023, not to exceed $25,995 (13.0 53100.0 00000 3700 5850 7490000), and that authority to sign the contract pursuant to BUSD—AR 3314, as presented.



Quote For

Burbank Unified School District

LunchAssist, Inc.
8605 Santa Monica Blvd, 52611
West Hollywood, CA 90069
(985) 966-8494
www.lunchassist.org

Quote

Burbank Unified School District

Bill To

Rachel Paghunasan
1900 West Olive Ave.
Burbank, CA 91506

Quote #	5498981000051804063
Quote Date	Jul 21, 2025 10:03 AM
Quote Expiration	Sep 30, 2025

Item & Description	List Price	Qty	Amount
LunchAssist PRO featuring Brigaid One year of school nutrition training through LunchAssist PRO featuring Brigaid (price for first team member)	$ 495.00	1	$ 495.00
District-wide LunchAssist PRO featuring Brigaid School nutrition training, professional standards tracking, resources, and reports for each team member in the school nutrition department through LunchAssist PRO featuring Brigaid (price per each additional team member).	$ 50.00	5	$ 250.00
Onboarding Onboarding, set-up, and training costs for district-wide LunchAssist PRO accounts (first year only).	$ 250.00	1	$ 250.00
Consulting & Training Premium Consulting Package - One-on-one consulting, training, mentoring, coaching, and support from the team at LunchAssist.	$ 25,000.00	1	$ 25,000.00
	Grand Total		**$ 25,995.00**

Terms & Conditions

This agreement is for 1 year. Services will be suspended or canceled for accounts that are left unpaid unless other arrangements have been made. This contract will automatically renew in successive years unless LunchAssist is notified of the intent to cancel at least 90 days prior to the annual renewal date. Renewal invoices will be sent approximately 3 months before the annual renewal date. Fees for subsequent years will be equal to the base year cost, uplifted each year based on inflation.

Consulting Premium Package (25k):

- 120 contract hours annually
- Meet biweekly with the school nutrition leadership team.
    - Regularly scheduled 1 hour biweekly meetings with clients as check-ins to go over pending projects and compliance items
    - Does not limit the clients ability to contact their consultant via email or schedule shorter calls as needed based on availability.
- Review monthly checklists to ensure program compliance.
    - Reviewed during regularly scheduled meetings or as needed to ensure compliance with monthly/annual tasks required for the meal program.
- Ensure program staff is well equipped to fulfill all requirements and responsibilities as USDA child nutrition program operators.
    - This is done through the monthly checklists and annual compliance touchpoints set up by the consultant.
- Create organizational tools and timelines for meeting program deadlines.
    - Your consultant will help you stay on top of critical deadlines and can help map out project timelines to make large projects seem less overwhelming.
- Provide ongoing training, mentoring, and coaching.
    - As the program year progresses, clients are kept in the loop on upcoming tasks/opportunities and receive advice and consolidated info on topics to ensure they are maximizing their program opportunities.
- Provide ongoing technical assistance and support through brainstorming sessions and troubleshooting problems throughout the year.
    - You will receive consistent support in ensuring your program is in compliance, and your Consultant will support you in creatively thinking through all of your options to ensure compliance with all aspects of the meal program.
- Serve as the resident policy expert for your USDA Child Nutrition Programs.
    - Consultant breaks down complex topics, consolidates rules, and deciphers how regulations apply to your meal program operations through regular research and contact with CDE.
- Update the school/district on relevant policy changes, emerging trends, and best practices.
    - The consultant provides support with brainstorming how to implement change into their meal program in the most efficient and effective way.

- Answer questions about program regulations.
    - Can ask your consultant questions throughout the year via email, call, or your regularly scheduled calls to discuss requirements in the meal program and how to ensure your programs are in compliance with all rules.
- Research complex regulatory issues as needed and provide tailored guidance.
    - If you have questions on a specific topic, your consultant can point you in the right direction for regulations and can help break down the regulations to make sure your program is in compliance or troubleshoot how to bring your program into compliance.
- Create and review departmental policies, procedures, forms, and checklists.
    - You will get access to our curated templates for the meal program that will help streamline your operations and ensure compliance as well.
- Advise on Buy American, civil rights, financial management, food safety, and procurement.
    - Your Consultant will be able to support you in all aspects of meal program compliance including these topics. Support may be reviewing documents for compliance, providing you with regulatory guidance or templates, and determining when staff training may be needed.
- Advise on additional federal programs such as snack, supper, FFVP, and USDA Foods.
    - Your Consultant can help you apply for and manage compliance for the program listed above since every program has its own specific requirements that may or may not be intuitive or overtly discussed by CDE.
- Provide feedback and recommendations for improvements that would strengthen the program.
    - After evaluating your program through monthly compliance calls, your Consultant can give feedback on how to improve your program operations and processes by giving realistic suggestions and access to lots of resources and templates that will help you successfully implement change.
- Other duties as requested by the school or district and as mutually agreed.
    - This will likely be an overarching item to cover Special Projects that will be discussed and agreed upon early on in their contract for the current school year.
- Completion of ~6 Special Projects or 2 reviews per year.
    - This may include, but is not limited to
        - Personalized Staff Training
        - Grant Application
        - Create/update Employee Handbook

- RFP / RFQ; New Program Application (ex. CACFP, AMS, SFSP)
- Dept Review and Rec's
- Advising on menus, recipes, and menu compliance
- Virtual monitoring of sites
- Claim Review (Spot check view of meal counts, MPRs, claim)
- Commodity Order Projections
- Spending/Budget Plan support
- Wellness Policy Support - Committee/Assessment
- Audit Support
- Convert from Vended to Self-Op

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent, Business Services
PREPARED BY:	David Gerharter, Director of Purchasing, Warehouse and Reprographics
SUBMITTED BY:	Lourdes Moya, Administrative Secretary I
DATE:	October 9, 2025
SUBJECT:	Approval of Deductive Change Order to Agreement with AMS.NET LLC (MGT) for 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid (Bond Funds)

Background:
On March 6, 2025, the Board of Education approved an agreement with AMS.NET LLC (MGT) for the 2025 E-Rate Network and Wireless Infrastructure projects SPURR Mini-Bid. The original project scope included hardware with a 10-year expected lifespan and software licensed on a per-device basis, with terms of either 5 or 7 years. This model was selected to align with long-term infrastructure planning and anticipated device usage.

Discussion/Issues:
Following consultation with our implementation vendor, it was determined that transitioning to an enterprise licensing model would offer greater flexibility, scalability, and administrative efficiency. Additionally, reducing the initial software licensing term to 36 months allows for better alignment with evolving technology needs and funding cycles.

- Licensing Model: Shift from per-device licensing to enterprise-wide licensing where possible
- Term Adjustment: Initial license term reduced from 5–7 years to 36 months.
- Financial Consideration: While this change may result in higher renewal costs over time, the District will be eligible to apply for additional federal E-Rate funding at the time of renewal.
- Operational Benefit: Simplified license management, improved vendor support, and enhanced
- adaptability to future device changes or upgrades.

This change supports a more agile and cost-effective approach to software licensing. It ensures that the organization remains responsive to technological advancements while leveraging available funding mechanisms to manage long-term costs.

Fiscal Impact:
Cost per year for software reduced from $602,424.31 as per initial bid to $269,942.88 under new mode. Based on an average 10% per year increase in licensing costs, this will result in a cost savings of $1,051,444.29 over the first three years, and an estimated $3,300,000 over 9 years, before the application of additional E-Rate funding credits. The original contract cost of $9,069,183.52 will be reduced by $3,256,000.86 bringing the contract to a new total of $5,813,182.66.

Recommendation:
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the deductive change order to the agreement between Burbank Unified School District and AMS.NET LLC (MGT) for the 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid, not to exceed $5,813,182.66, (21.0-00000.0-92000-85000-6249-7730000) Bond Funds, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

AMS.NET | MGT

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote # Q-00094251

Customer
Burbank Unified School District
1900 W Olive Ave
Burbank CA, 91506-2438 US
ATTN: Paul Lepatan

Ship To
Burbank USD Warehouse
510 S Shelton St

Burbank, CA 91506-2818
ATTN: Paul Lepatan

Project #	104955
Modified	8/26/2025
Account Mgr.	Greg Jaramishian (562) 236-5325 gjaramishian@mgt.us
Inside Account Mgr.	Lisa Moomau (925) 245-6139 lmoomau@mgt.us
Quote Exp.	9/24/2025

Quote Description
Burbank USD - CO01 BAR -104955 - DNA Base Bid (Q-00088391)

Line	Item Description	Manufacturer	Quantity	Unit Price	Extended Price
Cisco Catalyst 9500 16-port 10Gig Switch					
1	**C9500-DNA-16X-A** C9500 DNA Advantage, Term licenses	Cisco Systems Inc.	18.00	$0.00	$0.00
2	**C9500-DNA-L-A-7Y** DNA Advantage 7 Year License	Cisco Systems Inc.	18.00	($6,288.90)	($113,200.20)
C9300X-48HX-EDU Switch					
3	**C9300-DNA-E-48-7Y** C9300 DNA Essentials, 48-Port, 7 Year Term License	Cisco Systems Inc.	391.00	($1,259.55)	($492,484.05)
Cisco Catalyst C9300X-24HX-E Switch					
4	**C9300-DNA-E-24-7Y** C9300 DNA Essentials, 24-Port, 7 Year Term License	Cisco Systems Inc.	6.00	($687.47)	($4,124.82)
Cisco Catalyst C9200CX-8UXG-2X-E Switch					
5	**C9200CX-DNAE8-7Y** C9200CX Cisco DNA Essentials, 7Y Term License, 8P	Cisco Systems Inc.	14.00	($269.90)	($3,778.60)

AMS.NET | MGT
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www.mgt.us

Quote # Q-00094251

Cisco Wireless Essentials

6	**CISCO-NETWORK-SUB** Cisco Networking Subscription	Cisco Systems Inc.	1.00	$0.00	$0.00
7	**SVS-L0SPT-CN** Cisco Network Product Support	Cisco Systems Inc.	1.00	$0.00	$0.00
8	**LIC-CW-E** Cisco Wireless License - Essentials	Cisco Systems Inc.	1168.00	($371.04)	($433,374.72)
9	**LIC-SPACES-E** Cisco Spaces Extend for Unified Licensing Essentials	Cisco Systems Inc.	1168.00	$0.00	$0.00

Order Summary

Subtotal	($1,046,962.39)
Adjustment	$0.00
Estimated Taxes	$0.00
Total	**($1,046,962.39)**

AMS.NET | MGT

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote # Q-00094251

Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote # or if a purchase order is not provided, an authorized representative must sign this quote.

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www.mgt.us

Quote # Q-00094251

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C7 & C10 Contractor Licenses: 763508

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Authorized Signature: Date:

Print Name: Print Title:

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Quote # Q-00094253

Customer
Burbank Unified School District
1900 W Olive Ave
Burbank CA, 91506-2438 US
ATTN: Paul Lepatan

Ship To
Burbank USD Warehouse
510 S Shelton St

Burbank, CA 91506-2818
ATTN: Paul Lepatan

Project #	104955
Modified	8/26/2025
Account Mgr.	Greg Jaramishian (562) 236-5325 gjaramishian@mgt.us
Inside Account Mgr.	Lisa Moomau (925) 245-6139 lmoomau@mgt.us
Quote Exp.	9/24/2025

Quote Description
Burbank USD - CO02 BAR -104955 - DNA Adult Ed (Q-00090960)

Line	Item Description	Manufacturer	Quantity	Unit Price	Extended Price
Cisco Catalyst 9500 16-port 10Gig Switch					
1	**C9500-DNA-16X-A** C9500 DNA Advantage, Term licenses	Cisco Systems Inc.	1.00	$0.00	$0.00
2	**C9500-DNA-L-A-7Y** DNA Advantage 7 Year License	Cisco Systems Inc.	1.00	($6,288.90)	($6,288.90)
C9300X-48HX-EDU Switch					
3	**C9300-DNA-E-48-7Y** C9300 DNA Essentials, 48-Port, 7 Year Term License	Cisco Systems Inc.	19.00	($1,259.55)	($23,931.45)

Order Summary

Subtotal	($30,220.35)
Adjustment	$0.00
Estimated Taxes	$0.00
Total	**($30,220.35)**

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Authorized Signature: Date:

Print Name: Print Title:

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Quote # Q-00094254

Customer
Burbank Unified School District
1900 W Olive Ave
Burbank CA, 91506-2438 US
ATTN: Paul Lepatan

Ship To
Burbank USD Warehouse
510 S Shelton St

Burbank, CA 91506-2818
ATTN: Paul Lepatan

Quote Description
Burbank USD - CO3 BAR -104955 -Base Bid - SMARTnet Maintenance Contracts - (Q-00090516)

Project #	104955
Modified	8/26/2025
Account Mgr.	Greg Jaramishian (562) 236-5325 gjaramishian@mgt.us
Inside Account Mgr.	Lisa Moomau (925) 245-6139 lmoomau@mgt.us
Quote Exp.	9/24/2025

Line	Item Description	Manufacturer	Quantity	Unit Price	Extended Price
Cisco Wireless 9176I AP					
1	**CON-ROB-CW9176IC** RMA UPGRADE 8X5XNBD Cisco Wireless 9176I - 60 Months	Cisco Systems Inc.	1074.00	($219.97)	($236,247.78)
Cisco Wireless 9178I AP					
2	**CON-ROB-CW9178IC** RMA UPGRADE 8X5XNBD Cisco Wireless 9178I - 60 Months	Cisco Systems Inc.	56.00	($263.97)	($14,782.32)
Cisco Catalyst 9163E AP					
3	**CON-SSSNC-CW9163EB** SOLN SUPP NCD Catalyst 9163E AP(W6E, tri-band 2x2,Outd - 84 Months	Cisco Systems Inc.	203.00	($759.65)	($154,208.95)
Cisco Catalyst 9500 16-port 10Gig Switch					
4	**CON-L1NCD-C95K16XA** CX LEVEL 1 8X7NCDCatalyst 9500 16port 10Gig switch Adva	Cisco Systems Inc.	18.00	$0.00	$0.00
5	**CON-L1NCD-C950DU16** CX LEVEL 1 8X7NCDCatalyst 9500 16port 10G K12 - 84	Cisco Systems Inc.	18.00	($7,888.01)	($141,984.18)

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	Months				
6	**CON-L1SWT-C9516XA** CX LEVEL 1 SW SUB CX LEVEL 1 SW SUB C9 - 84 Months	Cisco Systems Inc.	18.00	($1,716.39)	($30,895.02)

C9300X-48HX-EDU Switch

7	**CON-L1SWX-93XE48MY** CX LEVEL 1 SW C9300 DNA Essential - 84 Months	Cisco Systems Inc.	391.00	($57.33)	($22,416.03)
8	**CON-L1NBD-C99300X4** CX LEVEL 1 8X5XNBD Catalyst 9300 48-port mGig UPoE+, NK12 - 84 Months	Cisco Systems Inc.	391.00	($5,383.23)	($2,104,842.93)
9	**CON-L1SWT-C93E48** CX LEVEL 1 SW SUB C9300 DNA Essentials 84 Months	Cisco Systems Inc.	391.00	($271.01)	($105,964.91)

Cisco Catalyst C9300X-24HX-E Switch

10	**CON-L1NBD-C9300X2H** CX LEVEL 1 8X5XNBD Catalyst 9300 24-port mGig UPoE, K12 - 84 Months	Cisco Systems Inc.	6.00	($5,145.07)	($30,870.42)
11	**CON-L1SWT-C93E24** CX LEVEL 1 SW SUB C9300 DNA Essentials - 84 Months	Cisco Systems Inc.	6.00	($147.82)	($886.92)

Cisco Catalyst C9200CX-8UXG-2X-E Switch

12	**CON-L1NBD-C920CX92** CX LEVEL 1 8X5XNBD Catalyst 9000 Compact Switch 8-Port UPoE - 84 Months	Cisco Systems Inc.	14.00	($1,153.84)	($16,153.76)
13	**CON-L1SWT-CCD9200P** CX LEVEL 1 SW SUB C9200CX Cisco DNA Essentials, 8-Port Ter - 84 Months	Cisco Systems Inc.	14.00	($53.38)	($747.32)

Cisco Wireless Controller

14	**CON-ECMU-EDUC98C9** SWSS UPGRADES EDU SKUCisco Catalyst 9800-CL Wireless - 84 Months	Cisco Systems Inc.	2.00	($657.74)	($1,315.48)

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Order Summary

Subtotal	($2,861,316.02)
Adjustment	$0.00
Estimated Taxes	$0.00
Total	**($2,861,316.02)**

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Print Name: Print Title:

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AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote # Q-00094256

Customer
Burbank Unified School District
1900 W Olive Ave
Burbank CA, 91506-2438 US
ATTN: Paul Lepatan

Ship To
Burbank USD Warehouse
510 S Shelton St

Burbank, CA 91506-2818
ATTN: Paul Lepatan

Project #	104955
Modified	8/26/2025
Account Mgr.	Greg Jaramishian (562) 236-5325 gjaramishian@mgt.us
Inside Account Mgr.	Lisa Moomau (925) 245-6139 lmoomau@mgt.us
Quote Exp.	9/24/2025

Quote Description
Burbank USD - CO04 BAR -104955 -Adult School - SMARTnet Maintenance Contracts - (Q-00092607)

Line	Item Description	Manufacturer	Quantity	Unit Price	Extended Price
Cisco Wireless 9176I AP					
1	**CON-ROB-CW9176IC** RMA UPGRADE 8X5XNBD Cisco Wireless 9176I - 60 Months	Cisco Systems Inc.	36.00	($219.97)	($7,918.92)
Cisco Wireless 9178I AP					
2	**CON-ROB-CW9178IC** RMA UPGRADE 8X5XNBD Cisco Wireless 9178I - 60 Months	Cisco Systems Inc.	2.00	($263.97)	($527.94)
Cisco Catalyst 9163E AP					
3	**CON-SSSNC-CW9163EB** SOLN SUPP NCD Catalyst 9163E AP(W6E, tri-band 2x2,Outd - 84 Months	Cisco Systems Inc.	1.00	($759.65)	($759.65)
Cisco Catalyst 9500 16-port 10Gig Switch					
4	**CON-L1NCD-C95K16XA** CX LEVEL 1 8X7NCDCatalyst 9500 16port 10Gig switch Adva	Cisco Systems Inc.	1.00	$0.00	$0.00
5	**CON-L1NCD-C950DU16** CX LEVEL 1 8X7NCDCatalyst 9500 16port 10G K12 - 84	Cisco Systems Inc.	1.00	($7,888.01)	($7,888.01)

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	Months				
6	**CON-L1SWT-C9516XA** CX LEVEL 1 SW SUB CX LEVEL 1 SW SUB C9 - 84 Months	Cisco Systems Inc.	1.00	($1,716.39)	($1,716.39)

C9300X-48HX-EDU Switch

7	**CON-L1SWX-93XE48MY** CX LEVEL 1 SW C9300 DNA Essential - 84 Months	Cisco Systems Inc.	19.00	($57.33)	($1,089.27)
8	**CON-L1NBD-C99300X4** CX LEVEL 1 8X5XNBD Catalyst 9300 48-port mGig UPoE+, NK12 - 84 Months	Cisco Systems Inc.	19.00	($5,383.23)	($102,281.37)
9	**CON-L1SWT-C93E48** CX LEVEL 1 SW SUB C9300 DNA Essentials 84 Months	Cisco Systems Inc.	19.00	($271.01)	($5,149.19)

Order Summary

Subtotal	($127,330.74)
Adjustment	$0.00
Estimated Taxes	$0.00
Total	**($127,330.74)**

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Quote # Q-00094256

Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote # or if a purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET, LLC. accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the Customer, the Customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, LLC. D/B/A MGT Impact Solutions and shipped to destinations where sales tax is applicable will be subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET, LLC. D/B/A MGT Impact Solutions will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET, LLC. within 24 hours of delivery.

7. Returns. Returns for credit will be accepted at AMS.NET, LLC. D/B/A MGT Impact Solutions' discretion and are subject to manufacturer returns policies as well. Cisco and Meraki orders cannot be modified starting at 50 days prior to the current estimated ship date. Cisco and Meraki have a no return for credit RMA policy. Please make sure your order is accurate before AMS.NET, LLC. D/B/A MGT Impact Solutions places the order with the manufacturer. Returns for credit must be initiated within 20 days of customer receipt of goods. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 20% of the purchase price, unless waived by the manufacturer. All shipments must have a valid RMA number from AMS.NET, LLC. D/B/A MGT Impact Solutions before returning. To make a returns for credit request, please contact your Account Manager listed on page one of this quote.

A copy of AMS.NET, LLC.'s full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/.

8. The laws of the state where the item is shipped will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS.NET, LLC. D/B/A MGT Impact Solutions further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship during the products' manufacturer warranty period. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants Installation for a period of thirty (30) days commencing upon when AMS.NET, LLC. D/B/A MGT Impact Solutions completes the installation under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this

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Quote # Q-00094256

paragraph, AMS.NET, LLC. D/B/A MGT Impact Solutions does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS.NET, LLC. D/B/A MGT Impact Solutions shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS.NET, LLC. D/B/A MGT Impact Solutions hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS.NET, LLC. D/B/A MGT Impact Solutions any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.NET, LLC. D/B/A MGT Impact Solutions. Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

For repair or replacement requests, please contact our Customer Service Department at (800) 893-3660 Option 2,2. Email requests should be sent to tac@mgt.us.

11. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET, LLC. D/B/A MGT Impact Solutions full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

AMS.NET, LLC.
Tax ID: 94-3291626

C7 & C10 Contractor Licenses: 763508

Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Purchase Order

Please make your purchase order to AMS.NET, LLC. and email it to Greg Jaramishian at gjaramishian@mgt.us. You may also return it by mail to 502 Commerce Way, Livermore, CA 94551.

Authorized Signature: Date:

Print Name: Print Title:





Technology Solution **Quotation**

SAAS SUBSCRIPTION AGREEMENT- ANNUAL:
Cisco EA Enterprise Agreement - 36 Months - Prepaid

Burbank Unified School District
Quote #Q-00093217







MGT
AMS.NET, LLC. D/B/A
MGT Impact Solutions

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Quote# Q-00093217

Introduction

At AMS.NET, LLC. D/B/A MGT Impact Solutions, we are trusted advisors driven by social impact. Our specialized technology and advisory solutions address the mission-critical problems that live at the top of our client's leadership agenda. From aging technology and cybersecurity threats to budgetary constraints, we take on the toughest challenges – and succeed together.

Our suite of comprehensive technology solutions, spanning **cybersecurity**, **managed services**, **SaaS**, **physical security**, **network infrastructure**, **cloud and data**, **communications**, and more empower you to effortlessly conquer your toughest technology obstacles. Please refer to our customer price quote for specific manufacturers, parts, pricing and professional services proposed as a part of this solution.

A Social Impact Commitment

DEFINED BY IMPACT

We understand how important flexibility and scalability is to Burbank Unified School District, and for this reason we are providing a predictable subscription technology solution that supports your organizations goals and helps you improve the communities you serve.

MGT's Expertise

MGT brings **50 years** of experience and more than 900 professionals driving positive social change with technology and advisory solutions for education, government, and enterprise companies. We have a national presence with local engineering and cabling resources.

Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.

IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.

Cybersecurity & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.

Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.

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Quote# Q-00093217

Billing Information

AMS.NET, LLC. will invoice against the contract once a purchase order is received and processed by AMS.NET, LLC. Failure to pay invoices may lead to cancellation of manufacturer subscription.

SaaS Contract Cost Summary:

Contract Term	3 Year	**Annual Total**	$269,942.88
Billing Term	Prepaid	**Total Contract**	$809,828.64

Each contract has an annual adjustment period process to calculate and bill for overconsumption. At the end of each contract year, any additional licenses added during the prior year will be calculated and added to the contract. Your invoice will reflect the additional usage. At the end of the initial term, current agreement/subscription can be renewed by emailing a new purchase order to Renewals, at renewals@mgt.us. To cancel your subscription at the end of the initial term, please notify Renewals by email, no later than 45-days prior to end-of term. If we do not hear from you by 45-days prior to end-of term, your subscription will be automatically cancelled. We are required to give the manufacturer partner a 30-day cancellation notice.

AMS.NET, LLC. will invoice against the original contract once a purchase order is received and processed by the AMS.NET, LLC. internal team. Failure to pay invoices may lead to cancellation of the manufacturer subscription. In order to renew the subscription, please email a purchase order for the renewal term to Renewals at renewals@mgt.us, in writing 45-days prior to the end-of-term. AMS.NET, LLC. will send out customer reminders notifying them of the impending renewal and the customer must provide purchase order for the renewal term to AMS.NET, LLC., Renewals at renewals@mgt.us, in writing 45-days prior to the end-of-term to avoid cancellation.

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Quote# Q-00093217

Customer
Burbank Unified School District
1900 W Olive Ave
Burbank CA, 91506-2438 US
ATTN: George Garabigie

Quote Description
Cisco EA Enterprise Agreement - 36 Months - Prepaid

Estimated Contract Start	8/1/2025
Estimated Contract Expiration	7/31/2028
Contract Term	3 Year
Billing Term	Prepaid
Modified	7/24/2025
Account Mgr.	Greg Jaramishian (562) 236-5325 gjaramishian@mgt.us
Inside Account Mgr.	Lisa Moomau (925) 245-6139 lmoomau@mgt.us

Line	Item Description	Qty	Service Term	Monthly Unit Price	Qty Years	Extended Price
1	**E3N-CW-E** Cisco Wireless Essentials EA 3.0 LIC and Support	1412	3 Year	$4.75	3	$241,452.00
2	**E3N-C95005-A** C9500 CISCO DNA EA ADVANTAGE 48Y4C	6	3 Year	$100.95	3	$21,805.20
3	**E3N-C9200CX1-E** C9200CX 8-port CISCO DNA EA Essentials	17	3 Year	$3.35	3	$2,050.20
4	**E3N-C93002-E** Cisco Systems:C9300 48-port CISCO DNA EA Essentials	430	3 Year	$13.92	3	$215,481.60
5	**E3N-C95002-A** C9500 CISCO DNA EA Advantage Low (12Q/16X)	20	3 Year	$88.21	3	$63,511.20
6	**E3N-C9300X2-E** C9300X 24-port CISCO DNA EA Essentials	6	3 Year	$7.58	3	$1,637.28
7	**E3-CX-ST-T1NBD** SVCS Portfolio Success Track L1 8x5xNBD Switching Support	1	3 Year	$878.41	3	$31,622.76
8	**E3-CX-ST-T1NCD** SVCS Portfolio Success Track L1 8x7xNCD Switching Support	1	3 Year	$3,659.65	3	$131,747.40

Impacting communities **for good.** 800.893.3660 | www.mgt.us

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Quote# Q-00093217

9	**E3-CX-ST-T1SWT** SVCS Portfolio Success Track L1 ST SW Switching Support	1	3 Year	$2,792.25	3	$100,521.00

Order Summary

Annual Total	**$269,942.88**
Contract Total	**$809,828.64**

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Quote# Q-00093217

Sign and return this page to your account manager to accept this proposal for SaaS Subscription- Annual.

I, the undersigned ("Customer"), hereby accept this proposal for SaaS Services(s) as detailed in the quote number **Q-00093217.** I also agree to the following:

Terms and Conditions

Payment Conditions	
☐	**Yes**, Customer chooses to purchase SaaS services from AMS.NET, LLC. Customer understands that Customer will be responsible to pay the full costs of the services until contract has expired. Fees are non-refundable and payment obligations are non-cancelable, except as provided in your purchase terms or where prohibited by law.

Term: 3 Year
Customer has the option to renew after this contract expires using the terms of the Master Services Agreement. If this is a Cisco SaaS agreement, the Cisco Systems Universal Cloud Agreement applies. The Cisco Systems Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). Both the terms in this Agreement and the Agreement between you and Cisco Systems for the Cloud Service(s) must be accepted.

Year 3 Cost - Quote Total	Qty	Service Term	Monthly Unit Price	Qty Years	Extended Price
E3N-CW-E Cisco Wireless Essentials EA 3.0 LIC and Support	1412	3 Year	$4.75	3	$241,452.00
E3N-C95005-A C9500 CISCO DNA EA ADVANTAGE 48Y4C	6	3 Year	$100.95	3	$21,805.20
E3N-C9200CX1-E C9200CX 8-port CISCO DNA EA Essentials	17	3 Year	$3.35	3	$2,050.20
E3N-C93002-E Cisco Systems:C9300 48-port CISCO DNA EA Essentials	430	3 Year	$13.92	3	$215,481.60
E3N-C95002-A C9500 CISCO DNA EA Advantage Low (12Q/16X)	20	3 Year	$88.21	3	$63,511.20
E3N-C9300X2-E C9300X 24-port CISCO DNA EA Essentials	6	3 Year	$7.58	3	$1,637.28
E3-CX-ST-T1NBD SVCS Portfolio Success Track L1 8x5xNBD Switching Support	1	3 Year	$878.41	3	$31,622.76

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Quote# Q-00093217

E3-CX-ST-T1NCD SVCS Portfolio Success Track L1 8x7xNCD Switching Support	1	3 Year	$3,659.65	3	$131,747.40
E3-CX-ST-T1SWT SVCS Portfolio Success Track L1 ST SW Switching Support	1	3 Year	$2,792.25	3	$100,521.00

Annual Total	**$269,942.88**
Contract Total	**$809,828.64**

Impacting communities **for good.** 800.893.3660 | www.mgt.us

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Quote# Q-00093217

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Agreement by facsimile, .pdf or other electronic means will be as binding and effective as delivery of a manually executed counterpart to the Agreement.

By signing below, each of the Parties, intending to be legally bound thereby, agrees to the terms of this Agreement.

Submitted by	Acknowledged and Agreed
AMS.NET, LLC.	Burbank Unified School District
Signature	Signature
Name	Name
Title	Title
Date	Date

Payment Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote # and an authorized representative must sign this proposal.

2. Payment Terms are NET 30. Payments made beyond 30 days are subject to a finance charge of 1.5% per month. Customer agrees to pay all collection costs and attorney fees or late payments if applicable. . In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect services already received.

3. Shipping charges and sales tax will not be added to this order as these services on non-taxable.

4. The laws of the state where the item is shipped will apply to this sale.

5. The term "start date" means the first business day on which the service starts. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the start date. Seller shall use its best efforts to make timely delivery of start date. HOWEVER, ALL STATED DELIVERY AND START DATES ARE APPROXIMATE AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, SELLER SHALL, UNDER NO CIRCUMSTANCE, BE DEEMED TO BE IN DEFAULT HEREUNDER OR BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL OR SPECIAL DAMAGES OR COMMERCIAL LOSS RESULTING FROM DELAYS IN DELIVERY OF START DATE.

6. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires the customer to accept Cisco's Universal Cloud Agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) You purchase from Cisco or an Approved Source and is between You and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, You agree to the terms of this Agreement. If You do not have authority to enter into this Agreement, or if You do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If You determine that You cannot comply with the terms of this Agreement after You have paid for the Cloud Service, You may terminate Your access to the Cloud Service for a full refund provided You do so within thirty (30) days of Your purchase.

7. AMS.NET, LLC. will invoice against the original contract once a purchase order is received and processed by the AMS.NET, LLC. Impact Solutions internal team. Failure to pay invoices may lead to cancellation of the manufacturer subscription. Each contract has an annual adjustment period process to calculate and bill for overconsumption. At the end of each contract year, any additional licenses added during the prior year will be calculated and added to the contract. In order to renew the subscription, please email a purchase order for the renewal term to Renewals at renewals@mgt.us, within 45-days of the end of the initial term. AMS.NET, LLC. will send out customer reminders notifying them of the impending renewal and the customer must provide purchase order for the renewal term to AMS.NET, LLC., Renewals at renewals@mgt.us, in writing 45-days prior to the end-of-term to avoid cancellation.

AMS.NET, LLC.
Tax ID: 94-3291626
C7 License: 763508

Purchase Order

Please make your purchase order to AMS.NET, LLC. and email it to Greg Jaramishian at gjaramishian@mgt.us. You may also return it by mail to 502 Commerce Way, Livermore, CA 94551.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : The Administrative Services Department

PREPARED BY: Dennis Maxwell, Director of Facilities

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: October 9, 2025

SUBJECT: Approval of Deductive Change Orders, The Garland Company Inc., Purchase of Roofing Material, Measure ABC Summer Roofing Project, Various Sites (Measure ABC Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites, including John Burroughs High, Burbank High, Monterey High, Magnolia Park, Luther Middle, Muir Middle, Jefferson Elementary, Miller Elementary, Washington Elementary, and Emerson Elementary Schools.

Discussion/Issues:
The District received proposals from The Garland Company Inc., on February 12, 2024, for the purchase of roofing supplies for the Measure ABC Bond Summer Roofing Project at various sites. The District will be utilizing the California Multiple Award Schedule (CMAS) Contract 4-20-56-0006B with The Garland Company Inc., for roofing materials. The CMAS mirrors federal bulk procurement and ensures cost efficiency.

The material below will be used and has the reflected warranty:

- **Flat Roofs**- 40 Year No-Dollar-Limit Warranty from Garland. 5 Year Workmanship Warranty from Installer.
- **Shingles**- Garland 10 Year Manufacturer's Warranty on underlayment, Standard Material Warranty from Shingle Manufacturer, 5 Year Workmanship Warranty from Installer.
- **Clay Tile**- Garland 20 Year Material Warranty on underlayment, 50 Year Limited Warranty on new MCA Clay Tile, 5 Year Workmanship Warranty from Installer.

Fiscal Impact:

PO Number	Site Location	Contract Amount	Change Order Amount	Final Total
25003503	JOHN BURROUGHS	$ 892,345.57	$ (19,555.38)	$ 872,790.19
25003504	BURBANK HIGH	$ 2,209,728.43	$ (34,153.06)	$ 2,175,575.37
25003506	MONTEREY HIGH	$ 375,820.20	$ (9,867.40)	$ 365,952.80
25003507	MAGNOLIA PARK	$ 97,303.45	$ (2,645.53)	$ 94,657.92
25003508	LUTHER	$ 2,208,700.75	$ (49,567.63)	$ 2,159,133.12
25003510	JEFFERSON	$ 1,021,956.59	$ (12,105.37)	$ 1,009,851.22
25003553	MUIR	$ 1,943,510.82	$ (38,922.89)	$ 1,904,587.93
25003555	MILLER	$ 1,043,126.23	$ (14,803.28)	$ 1,028,322.95

25003557	WASHINGTON	$ 674,605.52	$ (17,973.95)	$ 656,631.57
25003736	EMERSON	$ 324,585.79	$ (3,874.02)	$ 320,711.77

Measure ABC Bond Fund

Recommendation:
The Administrative Services Department recommends that the Board of Education approve the deductive change orders between Burbank Unified School District and The Garland Company Inc., for roofing materials at Various Sites, Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The deductive change orders reflect payment discounts that were provided for prompt payments, CMAS contract discounts, as well as a reduction in freight savings by delivering via rail. However, between the original contracts approvals and the issuance of the purchase orders, the local sales tax rate increased from 10.25% to 10.50%. These adjustments have been added to the revised contract totals.

The following pricing adjustments have been calculated and dispersed accordingly amongst the roofing material contracts:

$61,778.63 in payment discounts
$95,956.46 in CMAS contract discounts
$23,093.86 in reduced shipping charges
$23,791.36 in sales tax increase

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Laura Erisman, Administrative Secretary
DATE:	October 9, 2025
SUBJECT:	Approval of School-Connected Independent 501c3 Organizations for 2025-2026

Background:

The Administrative Regulations that accompany Board Policy 1230, among other conditions, provide that if booster or support groups wish to do so, they may complete a compliance request and submit this request for administrative review.

Pending an administrative review, a list will be compiled and forwarded to the Board of Education with a request to approve groups that meet these requirements as set forth in the Administrative Regulations.

Discussion

Pursuant to Administrative Regulations 1230, the following listed organizations have complied with the requirements as stated in the Administrative Regulations, and as confirmed by the Assistant Superintendent of Educational Services. A copy of Administrative Regulation 1230, is attached for reference.

Each support group or booster organization must arrange for liability insurance coverage. In accordance with the District's Use of Facilities Handbook "Liability insurance shall be for a minimum of $500,000.00; $1,000,000.00 if use involves physical activities."

The completed, approved 2025-2026 Compliance Request forms for each organization are on file in Instructional Services. The requested approval for recognition by the Board of Education, if approved, will cover the period of October 10, 2025 through October 9, 2026, whereupon each individual organization may submit a written request for renewal.

Fiscal Impact

Booster Groups arrange and pay for their own liability insurance premiums; therefore, there will be no cost to the District.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the School- Connected Independent 501c3 Organizations, School Year 2025-2026, pursuant to Administrative Regulation 1230: Community Relations – School-Connected Organizations, effective October 10, 2025 through October 9, 2026, as presented.

School-Connected Independent 501*c*3 Organizations

School	Name of Organization
Burbank High School	BHS Burbank Youth Vocal Arts Foundation
	BHS Baseball
	BHS Burbank Youth Basketball Foundation
John Burroughs High School	JBHS Vocal Music Association (VMA)
	JBHS Instrumental Music Association (IMA)
	JBHS Arrowhead Football Boosters
	JBHS Baseball Boosters

Burbank USD | AR 1230 Community Relations

School-Connected Organizations

To be recognized as a school-connected organization, parent/guardian/booster groups must petition and be approved by action of the Board of Education to become a school-connected organization in accordance with Board policy 1230. Petitioners must submit an annual request on the forms provided for approval within the deadline established by the Board of Education which shall be no later than 30 days prior to the 2nd October Board of Education meeting, to the responsible site principal for review, including the information stipulated in this regulation. After receipt of all required information, the site administrator will forward the written request forms of verified booster groups to the district administrative designee. The responsible district designee will review and verify documentation for submittal to the Board of Education. School connected organizations may not operate or fundraise until approved by the Board of Education.

Information to be Included in Annual Written Request

1. Date of the application.

2. Legal name of the organization, name of supported school site, and the following tax identifying numbers.

a. IRS Federal ID #

b. CA State Franchise Tax Board Entity #

c. CA State Charitable Trust #

3. Names, addresses, emails, and phone numbers of all elected officers and BUSD faculty advisor.

4. Current name of the bank(s) or accredited financial institution(s) where the organization's account(s) are located and the names and titles of those authorized to disburse funds.

5. Description of the organization's purpose and/or mission statement supporting BUSD schools.

6. Signed statement by all officers, staff advisors, and site shall complete district- approved school connected organization training as scheduled.

7. Agreement that fundraising activities directly related to an extracurricular/instructional program must be approved by the responsible site administrator or designee.

8. Agreement that all proceeds of funds raised for a specific purpose/activity, shall be expended on the activity and not for other organizational purposes.

9. Agreement that the school site principal or designee must approve all publications and literature that the organization may send to parents and/or the community.

10. Agreement to abide by all provisions of Board policy 1230 and this administrative regulation.

11. Agreement to be officially recognized as a tax-exempt public charity under Internal Revenue Code (IRC) section 501(c)(3) and under California Code R&TC 23701d. New or previously revoked organizations must provide proof of a current tax-exempt status letter of determination from the IRS and State of California OR proof of a newly filed current IRS form 1023/1023EZ and California Form 3500.

12. Agreement that if the organization ceases to exist for any reason, and after paying or adequately providing for its debts and obligations, the remaining financial and/or tangible assets of the organization shall be

distributed to BUSD, or a BUSD recognized school connected 501(c)(3) public charity, with the requirement that said funds be restricted solely for the program or school the organization supports within 60 calendar days.

13. A copy of its current governing documents, such as, but not limited to, bylaws, constitution, articles of incorporation, and any affiliation agreements.

14. Agreement to submit proof of filing and copies of all Federal tax reports for the immediate, most recent prior reporting year, as requested.

15. Agreement to submit proof of filing and copies of all California state tax reports for the immediate, most recent prior reporting year, as requested.

16. Agreement to hold organization meetings at least monthly that are open to all participants of the programs supported and submit copies of approved meeting minutes to the site principal.

17. Agreement to submit financial reports, at least quarterly, to the site principal.

18. Agreement that the organization's financial and other records shall be available for review by the district at any time.

19. Agreement to conduct, and submit copies as requested, a mid-year and year-end internal financial review (audit), either by committee or appointed individual who does not have check-signing privileges. (Individual must not be related by blood or marriage, or reside in the same household as any officer with check-signing privileges).

20. Agreement to conduct, and submit copies as requested, of an internal financial review (audit) upon the resignation of any officer with check-signing privileges.

21. Agreement to submit and attach a copy of the organization's accounting sheet of itemized revenues and expenditures for the prior fiscal year as requested.

22. Agreement to submit a detailed annual budget, which must include all anticipated income and all anticipated expenses for upcoming school year.

23. Agreement to submit a calendar, in list format, of the organization's proposed fundraisers, events, activities, and meeting dates for upcoming school year (This is not the school calendar, athletic schedule, or performance schedule of the school program).

24. Agreement to submit copies of all fundraising literature/parent direct donation request packets for the upcoming school year.

25. Agreement to hold the district harmless from liability due to the organization's own negligence.

26. Agreement to provide evidence (Certificate oflnsurance) of Comprehensive General Liability insurance as required by law in an amount equal to or exceeding $1,000,000 in coverage and naming Burbank Unified School District as additional insured.

27. Signature and recommendation of the Site Administrator and Assistant Principal, where applicable, supporting the request for authorization.

Authorization granted under this policy shall be valid for up to one calendar year. Requests for continuing authorizations by organizations that remain in operation throughout the school year are to be submitted annually to the responsible site administrator(s) who will maintain the records and submit approved request for authorization to the Superintendent or designee.

After review, and upon approval of the application which has been forwarded to the Board, the approved organization may continue to plan fundraising activities directly related to an extracurricular/instructional program.

A copy of this policy and administrative regulation will be distributed to all organizations by the site administrator or designee upon petition to become a school-connected organization. It shall also be redistributed annually to each existing club to remind for review of the conditions and timeliness of this policy and administrative regulation.

School-connected organizations automatically grant the Board the right to audit their financial records at any time, for cause or randomly, at the cost of the district. The district shall annually identify, randomly or for cause, at least two school-connected organizations to be audited by the district or district's auditor.

The use of school facilities for a school-connected organization's program, fundraiser, or other activity shall be authorized by the responsible site administrator or designee and shall be conducted according to Board policy, administrative regulations, the rules of the sponsoring school, and the district's Civic Center procedure.

Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.

The organization shall not act as an agent of the district or school.

Requirements for Managing Funds and Fundraising Activities

All school-connected organizations shall comply with the following requirements for managing funds and fundraising activities:

1. The district requires that any fundraising activity by a school-connected organization, designed to raise money to benefit a school program or its students, receive approval in advance from the site administrator or designee.

2. School-connected organization funds are not to be commingled with student body funds, PTAs, or other school connected organizations.

3. Student participation in fundraising activities will be governed by provisions of Education Code 51520.

4. The proceeds of fundraising may be used for any expenditures as permitted by Board Policy and Education Code provisions, such as salaries, books, equipment, etc.

5. District employees shall not sign checks on behalf of, nor serve as an elected or appointed officer or board member of, any school-connected organizations. District employees may serve in an advisory capacity to the school-connected organization so long as it does not present a conflict of interest with their duties as a school employee or create undue influence for personal gain.

6. All funds generated by activities must be deposited within three (3) working days in an account under the name of the school-connected organization in an accredited financial institution as per thispolicy.

7. Disbursement of all funds generated by activities will require two co-signers, not residing in the same household or related by blood or marriage.

8. Cash transactions are discouraged, but, if used, the following procedures shall be in place:

a. Fundraisers involving the sale of merchandise or other items by individuals shall require that the organization issue an itemized inventory (in duplicate) to the student at the time that the merchandise or other items (e.g. candy, tickets, etc.) are given to the individual to sell. The individual will sign the inventory to acknowledge receipt of the merchandise or other items. Upon completion of the fundraiser, when the individual turns in the cash, a cash receipt shall be issued.

b. For cash transactions in which individuals exchange cash for goods or services, or payments are made for a specific purpose to an organization, an itemized cash receipt shall be issued.

c. Non-cash sales, including those paid by check or credit card, do not require the issuance of an itemized receipt.

9. All requests for reimbursements shall be pre-approved by the organization, accompanied by an itemized original receipt and submitted to the organization for payment.

10. An organization may NOT have debit or credit cards connected to the organization's bank account. This is strictly prohibited as it violates the requirement for two (2) co-signers on all disbursements.

11. Organizations may conduct raffles, casino nights or other related fundraisers with proper permits as governed by California Penal Code section 320.5. All 50/50 raffles are illegal and not permitted by the State of California.

To initiate the donation of a purchased item(s) or donated goods or equipment, the organization shall contact the site administrator and request that the administrator complete and submit a Burbank Unified School District Gift Request Form for acceptance by the Board in accordance with Education Code 41032. The district will, in tum, convey the purchased items, goods or equipment to the identified site.

School-connected organizations shall not hire individuals to assist the school in any co-curricular or instructional program. Organizations shall donate the funds for this purpose to the district. The district will, in tum, hire the individuals in accordance with district policy.

When an approved fundraising activity is conducted for a school-connected organization, such funds shall be raised for the express purpose of being used for the specific school program. Funds may not be diverted or used for recreational activities or any trip that is otherwise not district approved.

(cf. 6153- School Sponsored Trips)

The district and school-connected organization have no authority to collect fees or deny participation in school activities or to withhold a diploma or transcript as a result of a student owing fees. (Education Code 49011)

It shall be the prerogative of the Superintendent, either independently or upon the advice of the administrator, to recommend to the Board the disassociation of the school or district from any organization at such time as it is determined that the organization fails to comply with the law, Board policies, administrative regulations, or any rules of the sponsoring school. Notice of disassociation shall be made in writing and sent certified mail to each elected officer of the school-connected organization.

Regulation BURBANK UNIFIED SCHOOL DISTRICT

approved: April 19, 2007 Burbank, California

revised: April 16, 2018

revised: October 18, 2018

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	October 9, 2025
SUBJECT:	Approval of Authorization to Execute University Agreements for the 2025-2026 School Year

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Background
To support the preparation of future education professionals, the Burbank Unified School District establishes contracts with universities for student placements in areas including teaching, psychology, speech-language pathology, occupational therapy, counseling, and nursing. These agreements allow students from the universities to gain supervised, practical experience with Burbank Unified School District staff.

Discussion/Issues
The Burbank Unified School District seeks formal authorization to execute agreements with institutions of higher education for the purpose of student placements in the fields of teaching, psychology, speech-language pathology, occupational therapy, counseling, and nursing.

These agreements will provide college and university students with the opportunity to engage in supervised training and classroom experience under the guidance of qualified Burbank Unified School District staff. The District will enter into agreements only with accredited colleges and universities to ensure the highest standards of academic and professional preparation.

Fiscal Impact
None

Recommendation
Human Resources Services recommends the Board of Education approve the Authorization to Execute University Agreements for the 2025-2026 School Year, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Laura Flosi, Director of Child Care Programs
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Ratification of 100% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Conundrum Theater Company from August 1, 2025, through July 31, 2026

Background:
The Expanded Learning Opportunities Program (ELO-P) funds after-school and summer enrichment programs for transitional kindergarten through sixth grade.

"Expanded learning" refers to before-school, after-school, summer, or intersession programs that focus on developing pupils' academic, social, emotional, and physical needs and interests through hands-on, engaging learning experiences. The Legislature intends that expanded learning programs be pupil-centered, results-driven, and include community partners, complementing but not replicating learning activities within the regular school day and school year.

District-Wide Goals 2022-23:
1. Students will be career/college ready via high-quality instruction
2. Students will be physically, emotionally, and mentally healthy

Discussion/Issues:
ELOP funding is available to reduce childcare rates for unduplicated students, including those participating in the free or reduced lunch program, English learners, students experiencing homelessness, and foster students.

It is proposed that the Conundrum Theater Company program, which includes reducing child care fees by 100% for unduplicated students, be implemented. Current morning care rates will be reduced from $50 to $0 monthly. The daily rates for Transitional Kindergarten and Kindergarten will be reduced from $205 to $0 monthly. Grades 1-5 after-school rates will be reduced from $300 to $0 monthly. For grades 6-8, after-school care will be reduced from $115 to $0 monthly. The weekly rates for TK-8th during the summer will be reduced from $350 to $0. The entire amount (100%) will be covered by the Expanded Learning Opportunities Program (ELOP) funding.

Fiscal Impact:

Unduplicated families will pay $0.00 of the organization's fees, weekly charges or monthly charges. The fees for unduplicated students will be invoiced to the District for payment. It is estimated that paying the balance of the 100% rate reduction will cost up to $205,130 for up to 60 students during the school year and 90 students during the summer who receive childcare and services from this organization. Both programs have a seating capacity, so there is a limit to the number of participants. Seats are filled on a first-come, first-served basis. The ELOP allocation for 2025-2026 is $3,132,731.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the 100% reduction in fees for unduplicated students and the Agreement between the Conundrum Theater Company and Burbank Unified School District to provide services and childcare at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $205,130.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective August 1, 2025 through July 31, 2026, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

2025-2026 AGREEMENT FOR A 100% REDUCTION IN STUDENT FEES FOR BURBANK USD UNDUPLICATED STUDENTS ATTENDING CONUNDRUM THEATRE COMPANY

The BURBANK UNIFIED SCHOOL DISTRICT, and CONUNDRUM THEATRE COMPANY, INC., a California Non-Profit Corporation ["Conundrum"] enters into this agreement for the following purposes and with reference to the following facts:

RECITAL

WHEREAS, DISTRICT is the Local Educational Agency and applicant for the Expanded Learning Opportunities Program [“ELOP”] Grant 100% fee reduction for Burbank USD unduplicated students (students participating in the free or reduced meal program, English learners, foster youth, and/or student experiencing homelessness) attending Conundrum.

WHEREAS, DISTRICT seeks to contract with Conundrum, to provide certain elements of the ELOP program required by the conditions of the ELOP Grant.

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

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

1. **Scope of Services:** The DISTRICT collaborates with Conundrum to operate comprehensive enrichment activities (consistent with ELOP Grant guidelines) for the number of students designated at the following schools:

    a. All schools that offer the Conundrum child care program to Burbank USD Transitional Kindergarten through Grade 6 students

Conundrum further agrees to comply with any further requirements imposed on the DISTRICT by the California Department of Education as a result of the Expanded Learning Opportunities Program (ELOP) Grant award.

BAGCB Agrees:

A. **Operational Requirements:**

- To operate every school day of the school year for at least three hours per day, beginning when school is dismissed, for the subsequent three hours, to at least 6:00 p.m. A school day is defined as any day that students attend school during the regular school year.

- To operate nine weeks during the summer for at least nine hours per day, beginning from June 1, 2026 through July 31, 2026; no program June 19, 2026 and July 3, 2026.

- To fulfill the administrative functions for hiring after-school staff. Decisions on hiring, wages, and management will be made by Conundrum in collaboration with the DISTRICT. Conundrum reserves the right to terminate any employee for violation of Conundrum policy.

- To offer childcare during summer from 8:00 a.m. at the start of the summer camp day as well as afternoon childcare from the end of the camp day 3:00 pm to 6:00 pm.

- To follow all of the California Department of Education ELOP requirements and guidelines for the use of funds.

- To provide educational enrichment elements that may include, but are not limited to recreation, physical fitness, and prevention activities. Such activities may involve music, physical education, health promotion, general recreation, career awareness, and work preparation programs, as well as community service learning and other youth development activities based on students' needs and interests.

- To collaborate in providing a safe physical and emotional environment that facilitates opportunities for relationship-building and promotes active pupil engagement.

- To comply with all federal statutes relating to nondiscrimination; including Title VI of the Civil Rights Act of 1964 *(45 USC sections 2000d - 2000d4)* prohibiting discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 *(20 USC sections 1681-1683)* prohibiting discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 *(20 USC Section 794)* prohibiting discrimination on the basis of handicap; and The Age Discrimination Act of 1975 *(42 USC Sections 6101-6107),* prohibiting discrimination on the basis of age.

B. **Staffing Requirements:**

- To ensure that all personnel who have direct supervision of students be subject to and meet the minimum qualifications of Conundrum requirements.

- To collaborate with the DISTRICT ELOP/ASES Director/Coordinator to ensure that all program staff hired and managed by Conundrum participate in training regarding DISTRICT procedures and safety/emergency rules and regulations.

- To collaborate and ensure that all staff and volunteers hired and managed by Conundrum will fulfill health screening and fingerprint clearance requirements in current law, according to DISTRICT policy.

- To evaluate Conundrum employees annually following Conundrum employee evaluation procedures.

- To ensure that all program staff have the option of attending Conundrum training related to enrichment programs.

C. <u>Reporting and Evaluation of Program:</u>

- To keep accurate records and submit monthly invoices for reimbursement of 100% of member fees.

- To provide background checks and fingerprints of hired staff.

- To provide information for the statewide independent evaluation for the California Department of Education, as required under the grant.

- To respond to any additional surveys or other methods of data collection that may be required by the California Department of Education under the ELOP Grant, throughout the life of the program.

- To make reports to the DISTRICT as may reasonably be necessary to enable the DISTRICT to perform its duties. Conundrum shall maintain and provide access to all records used in the preparation of such reports for a period of five years.

- To provide documentation for the California Department of Education's Federal Program Monitoring (FPM) process.

2. **Use of District Facilities**:

The DISTRICT shall provide sufficient after-school classrooms, playgrounds, and any other spaces, as necessary and available, for the ELOP-funded students.

3. **Term:**

The term of this Agreement is from August 1, 2025 to July 31, 2026. By agreement of the parties, this Agreement may be renewed for successive one-year periods.

4. **Compensation:**

In consideration of the satisfactory provision of the above services, and in accordance with the provisions of the Grant, the DISTRICT will compensate Conundrum as follows:

4.1 Up to $205,310 payable to Conundrum Theatre Company as follows:

$123,130 for 100% reduced rates for Conundrum members to cover salaries, Grades TK/K through Grade 6 who qualify for ELOP funding from August 1, 2025 to July 31, 2026. The names of qualifying students will be provided along with the monthly invoicing.

4.2 $84,180 administrative and program expenses including venue rentals, performance rights, sets, costumes, and administrative costs, etc. and TK/K through Grade 6 from August 1, 2025 to July 31, 2026.

4.3 Compensation to the Conundrum will only be taken out of ELOP Grant funds received by the DISTRICT and only up to the limits of this Agreement for which allowable and approved expenditures were made. The DISTRICT is not responsible for any additional charges or expenses.

4.4 Conundrum agrees to supply the DISTRICT with any and all reporting information that is required by the California DE or U.S. Department of Education in a timely manner and in advance of any deadlines.

5. **Termination:**

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

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

6. **Amendment:**

This contract may be amended by the written agreement of both parties.

7. **Indemnification:**

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

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

8. **Insurance:**

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

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

8.2 The DISTRICT, its board members, officers, employees, agents, and volunteers must be endorsed on the policy as additional insured with respect to liability arising out of Conundrum's performance of this Agreement. If Conundrum employs other

contractors as part of the Services rendered, the Contractor's Protective Coverage is required. Conundrum may include all subcontractors as insured under its own policy, shall furnish separate insurance for each subcontractor, or shall ensure that the subcontractor has its own insurance meeting the requirements set forth herein.

8.3 Conundrum shall comply with the applicable sections of the California Labor Code concerning worker's compensation for injuries on the job. Compliance is accomplished by securing and maintaining in force a policy of workers' compensation insurance with statutory limits and Employer's Liability Insurance with a minimum limit of $1,000,000.00 per accident. The policy shall be endorsed to waive all rights of subrogation against DISTRICT, its board members, officers, employees, and volunteers for losses related to worker's compensation arising from the performance of this Agreement.

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

8.5 Prior to the commencement of performance, Conundrum shall furnish the DISTRICT with a certificate of insurance for each policy. Each certificate is to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificate(s) must be in a form approved by DISTRICT. The DISTRICT may require complete, certified copies of any or all policies at any time.

8.6 Failure to maintain required insurance at all times shall constitute a default and material breach. In such event, Conundrum shall immediately notify DISTRICT and cease all performance under this Agreement until further directed by the DISTRICT.

8.7 The Conundrum, its Board or any member thereof, or their respective officers, employees, agents, or representatives will be endorsed as additional insured with respect to liability arising out of the DISTRICT's performance of this Agreement.

9. **Rules of Construction:**

The terms of this Agreement are contractual and are the result of negotiation among all the parties hereto. All parties to this Agreement agree that the normal rules of construction, which ordinarily would operate to resolve any ambiguities in this Agreement against the drafting party, shall not be employed in the interpretation of this Agreement.

10. **Severance Provision:**

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

11. **Counterparts:**

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

IN WITNESS HEREOF, the parties hereto, have approved and executed this Agreement on the date set forth opposite their respective signatures.

Conundrum Theatre Company, Inc.		Burbank Unified School District	
Bryan Snodgrass	9/23/2025		
Bryan Snodgrass	Date	Oscar Macias, Ed.D.	Date
Executive Director		Interim Superintendent of School	

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Approval of Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records

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Background:
District Records Policy and Administrative Regulation on district records outlines how the school district manages, stores, accesses, and protects its official records. This includes student records, personnel files, financial documents, meeting minutes, and other administrative records. The policy ensures compliance with state and federal laws, such as FERPA, and establishes guidelines for record retention, confidentiality, public access, and proper disposal of records when no longer needed. Its purpose is to promote transparency, accountability, and efficient recordkeeping across the district.
Student Records Board Policy and Administrative on student records defines how the district collects, maintains, uses, and protects information related to students. It ensures compliance with privacy laws such as the Family Educational Rights and Privacy Act (FERPA), outlines parents' and eligible students' rights to access and request corrections to records, and sets limits on who can view or share student information. The policy also covers how long records are kept and procedures for securely storing and disposing of them. Its goal is to safeguard student privacy while supporting educational needs.

Discussion/Issues:
The purpose of this Board Policy and Administrative Regulation for both policies and administrative regulations is to set parameters and procedures in carrying out the creation, retention, and possible release of district and student records. Changes to the policies and administrative regulations are made from the edits made by the California School Board Association. Bolded language indicates new or added language. Crossed out language indicates old, deleted language. The policies and administrative regulation have been reviewed by multiple departments impacted by the changes.

Fiscal Impact:
None

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records, as presented.

Policy 3580: District Records

Status: ADOPTED

Original Adopted Date: 02/16/2017 | Last Reviewed Date: 02/16/2017

The Board of Education recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss **which may be caused by cybersecurity breaches.**

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold **or California Public Records Act request** established on the advice of legal counsel. **Additionally, the Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect district records from breaches to the district's digital infrastructure**.

If the district discovers or is notified that a breach of security of district records **has resulted in the release of personal information, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person, if that information was either unencrypted or encrypted under the circumstances specified in Civil Code 1798.29.** ~~containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person.~~ Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program.

(Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

Records containing a participant's confidential address information shall be kept in a confidential location and not shared with the public.

Policy 5125: Student Records

Status: ADOPTED

Original Adopted Date: 06/27/2018 | Last Reviewed Date: 06/27/2018

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

A student's parent/guardian or the student, if 18 years of age or older, who is enrolled for less than 60 days, may request the deletion of records containing personally identifiable information that is not subject to the California Consumer Privacy Act and is under the control of the school district. (Business and Professions Code 22584)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

The Superintendent or designee shall develop protocols to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. (Family Code 6323.5)

Student Records from Social Media

The Superintendent or designee may gather and maintain information **from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information** directly pertaining to school safety or student safety from the social media of any district student. (Education Code 49073.6)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee shall ensure the confidentiality of student records as required by law and shall establish processes and procedures to safeguard data against damage, loss, or theft, including damage, loss, or theft, which may be caused by the use of technology, including artificial intelligence and breaches to the district's digital infrastructure, in the retention or disclosure of student records. Additionally, in accordance with Board Policy 5145.13 - Response to Immigration Enforcement, all district staff shall avoid the disclosure of information that may indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by law.

The Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect student records from breaches to the district's digital infrastructure.

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

Regulation 3580: District Records Status: ADOPTED

Original Adopted Date: 02/01/2018 | Last Reviewed Date: 02/01/2018

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
    a. Official budget
    b. Financial reports of all funds, including cafeteria and student body funds
    c. Audit of all funds
    d. Average daily attendance, including Period 1 and Period 2 reports
    e. Other major annual reports, including:
        i. Those containing information relating to property, activities, financial condition, or transactions
        ii. Those declared by Board of Education minutes to be permanent
2. Official Actions
    a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
    b. The call for and the result of any elections called, conducted, or canvassed by the Board
    c. Records transmitted by another agency pertaining to its action with respect to district reorganization
3. Personnel Records

    Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to

whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

4. Student Records

   The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

5. Property Records

   Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, amount paid, and comparable data if the unit is disposed of.

Class 2 - Optional Records

Any records considered temporarily worth keeping, but which are not Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

Electronically Stored Information

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

Any person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training

on the effective use of the device.

Retention of Electronic Records

Email accounts are not intended for permanent storage of District records. It is each employee's responsibility to save and/or file emails that the employee receives and wishes thereafter to access, or that are District records and required to be retained by law.

"District records" means all records, maps, books, papers, and documents prepared or retained as necessary or convenient to the discharge of official duty and includes any writing containing information related to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical characteristics and regardless of the location where the records are stored. Emails or other electronic records related to District business shall be: (1) saved to an electronic system other than the District email account, (2) electronically archived, or (3) printed on paper and filed as appropriate.

Student Cumulative Records

Refer to Board Policy and Administrative Regulation 5125 regarding Student Records.

Records Retention Schedule – Common School Records

Title/Description	Classification	Retention
Accounting & Disbursements • **Imprest records including monthly reconciliations, receipts, and other supporting documentation**	**3**	**7 Years**
Budget & Finance • **Adjustments** • **Control Sheets** • **State or Federal Programs**	**3**	**7 Years**
Environmental Health & Safety • **Incident & Injury Prevention Plans (IIPP)**	**3**	**3 Years**
• **Injury and Illness Prevention Records** o **Safety Inspection Reports** o **Regulatory Citations** o **Corrective Action Notices** o **Safety Committee Meeting Minutes** o **Cal/OSHA Form 300** o **Employee Injury/Accident Prevention Reports** o **Workers' Compensation Claim Reports** o **Employee Health and Safety Training Records**	**3**	**5 Years**
Water Flush Logs	**3**	**3 Years**
Emergency Services • **Emergency Drills** o **Emergency Drill and Fire Alarm Test Log** o **Drill Instructions to Staff**	**3**	**3 Years**

○ Emergency Drill Data Worksheet ○ Drill Certificates		
Food Services • Cafeteria Invoices • Certifications	3	4 Years
Payroll Records • Time cards • Substitute Vouchers • Vacation requests • Approved time off	3	7 Years
Personnel Files – Current and Past Employees (Original personnel records in Personnel File.) **Files may include:** • Hiring/Selection records • Performance Evaluations • Disciplinary Action • Leave of Absence Requests • Training records including certificates of completion and time-off sheets • Copies of licenses or professional certifications • Schedules/Work calendars	1	PERM
Procurement – Procurement records are maintained in Business/Fiscal Services. Any procurement records acquired by the school such as vendor quotes or proposals.	3	7 Years
Student Body Funds • Quarterly reports • Ledgers	1	PERM
Student Records (Print and Digital) • Cumulative File/Permanent Pupil Record ○ School report cards ○ Health information card ○ Immunization card ○ Exemption from required immunization ○ Legal document to verify birth date ○ Transcripts from of school districts/states/countries ○ Document restrictions ○ Court documents ○ Disciplinary records ○ Standardized test results ○ Student Study Team (SST) records • 504 Records • Enrollment Record ○ Legal name of pupil ○ Date of birth ○ Method of verification of birth ○ Gender/Sex	1	PERM

○ Place of birth ○ Name and address of enrolling parent/guardian • Academic Record • Special Education Records ○ Individual Education Plans (IEPs) ○ Assessments ○ Meeting documentation ○ Progress Reports • DCFS/Other documents		

Regulation 5125: Student Records Status: ADOPTED

Original Adopted Date: 06/27/2018 | Last Revised Date: 03/17/2022 | Last Reviewed Date: 03/17/2022

Definitions

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a

reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty

7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)

   However, the district shall not disclose student records to a party, including a parent/guardian, who is legally prohibited from accessing records and information of a student pursuant to a restraining order. (Family Code 6323.5)

2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)

3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)

2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)

3. School officials and employees, consistent with the definition provided in the section "Definitions" above

(Education Code 49076; 34 CFR 99.31)

4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

   Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

   No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

   Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. **The California College Guidance Initiative (CCGI) in accordance with a data sharing agreement pursuant to Education Code 60900, to provide data for use when planning for and applying to California public colleges and universities (Education Code 60900, 60900.5)**

8. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

9. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)

10. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

    Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

11. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)

12. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

13. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or

involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

14. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

    In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

15. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

    Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)

16. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

17. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

18. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

19. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

    When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

20. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

    In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons,

agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

   When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

   Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)

3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)

   a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information.

   b. The information is destroyed when no longer needed for the purposes for which the study is conducted.

   c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.

4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code 49076)

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the

reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No addition or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49070; 5 CCR 437)

Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.

Any challenge to the content of a student's record shall be filed in accordance with the process specified in AR 5125.3 - Challenging Student Records. (Education Code 49070)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
    a. Address of minor student if different from the above
    b. Annual verification of parent/guardian's name and address and student's residence

5. Entrance and departure dates of each school year and for any summer session or other extra session

6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation

7. Verification of or exemption from required immunizations

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

2. A log identifying persons or organizations who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

5. Language training records

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or prohibition of student participation in specific programs

10. Results of standardized tests administered within the past three years

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings

2. Standardized test results older than three years

3. Routine disciplinary data

4. Verified reports of relevant behavioral patterns

5. All disciplinary notices

6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion. (Education Code 48201)

When a student transfers from this district to another school district or to a private school, the Superintendent or

designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 48985, 49063; 34 CFR 99.7)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety

2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information

3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first

4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:

    a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or the student's parent/guardian

    b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Updating Name and/or Gender of Former Students

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to include the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request

2. The date the requested records were reissued to the former student

3. A list of the records that were requested by and reissued to the former student

4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender

5. The name of the employee who completed the request

6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name and/or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records. (Education Code 49062.5)

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

November 21, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,244)

Final Settlement Agreement for Special Education Students 960014737, 960036980 and 960042603

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.c) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Weisberg invites Nicole Drabecki to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

President Weisberg would like to remove 10a and place on December 12th Agenda.

7) ITEMS FOR FUTURE AGENDAS

Member Tabet requests that the Facilities Sub committee be added to the next meeting. She requests that anything regarding the Bond be added to New and Unfinished Business in the Agenda.

Superintendent Paramo says that Dr. Knapik, himself and Mr. Vonk were part of this committee. They are familiar with it.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Student Representatives

Vivian Muñoz; Monterey High School, Lala Nestor, John Burroughs High School, and Rose Ilangesyan; Burbank High School, will report on activities at their respective schools.

8.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, BTA President, congratulated staff for the passing of Measure ABC. She says that it's important to reach out to the 36% of residents who did not support Measure ABC. That our community plays a big role in the success of our students. Mentions that she visited Stevenson and Providencia and asks the Board and staff to visit classrooms. She says that we may want to fly another BUSD positions to obtain support in Special Education. She says that the lack of sub coverage for Classified staff makes it difficult for sites. She asks for support with supervision at the sites. She loves English Language Learners. States that she has students translating for her in Armenian and Russian. She wants the community to know that these students are in their classroom. She says that these students want to be successful. The more that we can do helps them as they become a young adult.

8.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, thanks Nicole Drabecki for her role, along with membership's role for their support in getting the Bond passed. He says that in the Spring he will visit classrooms. He says that he is glad that she brought up the needs at the sites. The district had its first LCAP meeting and that virtual attendance of these meetings are now being offered. He says that they initially thought that they needed approximately $850,000 worth of cuts. They are now looking at a lower amount of approximately $500,000 in cuts. He addresses the DHH community. Let's them know that we had a meeting in which the DHH community addressed the Board and Staff. There were articles in the paper as well and that there have not been discussions about closing down the program. Assures the community that the district is not looking into closing the program. He asks the Assistant Superintendent of Human Resources to provide an update regarding DHH vacancies.

Dr. Sarah Rudchenko says they have one position for the TK program. They have one candidate that will be interviewed on Monday. She indicates that we are working with Glad Ed and Cal Ed Partners aside from Edjoin.

Vice President Aghakhanian and Clerk Pontzer Kamkar thank Nicole Drabecki for her support and the support of Membership with the Bond.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Virtual Speaker, Manuel Pernilla, addresses the Board and staff regarding students with disabilities. SB187 assumes that everyone can follow the same emergency procedures. A student or staff with disabilities may not be able to evacuate in the same manner as other students. He asks the Board and leadership staff to address the issue and to establish a plan to ensure student and staff safety.

Patrick McMenamin, Math teacher at Burbank High School, proposes that the library at Burbank High School be named after teacher Dave Thompson. Mr. Thompson served as the social studies department chair and centennial chair in 2008. He wrote a commemorative book about the history of Burbank High School. His biggest contribution was as a teacher. He was the model teacher at BHS for the last three and a half decades. Ask to have a tangible way to represent his legacy.

Paul McNiff, teacher and prior student, proposes that the library at Burbank High School be named after Mr. Thompson. He was a professional who never wasted time. Dave personifies the phrase, lead by example. Anyone who interacted with him, wanted to be the best.

Alicia Boote, library coordinator at Burbank High, advocates for the library at Burbank High School be named after Dave Thompson. Dave was more than just a faculty member. His impact on our schools community, was immeasurable. Its about time we honor and preserve his legacy in a place that he cherished.

Kyle Lentine, Burbank Resident by Huerta Middle School, says that the last three months have been full of parking issues and noise near the site. Users of the fields use residential parking,

which cannot accommodate the volume of visitors. He says that concerns have been raised and that nobody has addressed them. They are getting the run-around and no one is taking responsibility for this.

Olga Lentine says that their home is in a residential area. She says that these groups are permitted groups, not necessarily residents. She says that they can assume that with the passing of the Bond, there will be additional lighting added to these fields. She has concerns about the access that people have to the school and the overall effect to our neighborhood and property value.

Douglas Hill, Burbank resident, says that he and his children attended Jordan Middle School. He says that approximately seventeen years ago, the city and the district entered into an agreement. He says that there were never supposed to be lights on the fields. He says that the noise has eliminated the peaceful use of their homes. He appreciates that administration has tried to assist, but it hasn't been enough. He says that the off-street parking can be used, do not allow lights in the field.

Erick Haack, from Burbank Community Band, begins with a big thank you to the Board for the support they have shown. He shares dates that the band performed and upcoming events. A month from today, the Band will be having its Holiday concert.

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, addresses the virtual speaker. He says that he agrees we need to have plans in place for our students with disabilities. We have a plan, but it may not have been memorialized in the safety plan. He will work with Dr. Macias and Dr. Knapik to ensure that the plan makes it on the safety plan to ensure that everyone is safe. He addresses the speakers from Burbank High and agrees that the Burbank High library should be named after Dave Thompson and there is Board policy regarding this (BP 7310). He says that the issue with Huerta and Oak street and the parking and lights, is something he is very familiar with. He will bring the topic of the field use to the Joint City Meeting. Priority for our facility use goes to the City, they get first choice.

9.c) Board Members' Responses

Board Members will respond to public comment.

Board Member Tabet thanks Mr. Haack for providing live music for the community. She says Mr. Thompson was extraordinary and agrees with Dr. Paramo. Next step is to place it on the agenda and the we will vote on it. There is not supposed to be a cost to the District, it can be fundraised. Regarding the Huerta field situation, she suggests meeting and talking before going to the joint use meeting.

Clerk Pontzer Kamkar thanks speakers for coming out. She tells Mr. Pernilla that she trusts that staff will care of the situation and thanks him for bringing it to her attention. She thanks the speakers supporting the renaming of the library at Burbank High. She says that she loves the idea. She thanks Mr. McMenamin for talking about the cell phone policy with Burroughs staff. She tells Mr. Haack for the live music that he provides. She addresses the speakers regarding the field at Huerta. She says that she would love to squash the rumor about everyone having a district

key. She is an AYSO parent and that she understands the difficulties of living in close proximity to a school that always has events. She says that the parking lot isn't sufficient for all the families that use it. We need to work with AYSO and their schedules and is trying to understand the situation and not dismiss it.

Vice President Aghakhanian thanks Mr. Pernilla for his input and bringing up an important topic. Says he in support of the Burbank High School library in honor of Mr. Dave Thompson. He addresses Mr. and Mrs. Lentine about the Huerta issue. His main concern are the locks and if the keys can be copied or not. He mentions that maybe he can talk to the city to see what the other options are. Lastly, thanks Mr. Haack for his community band.

President Weisberg says that she thinks the idea is phenomenal to change the Burbank High Library to honor Mr. Dave Thompson. She thanks Mr. Pernilla and states we have a plan that is inclusive and says we need to integrate our changes into the school site safety plan so people can read what has been done. Regarding the Huerta field, she confirms that the lights are not allowed and there are things that are in our control. She also clarifies that the gate locks only open the gates and not the schools.

10) NEW AND/OR UNFINISHED BUSINESS

10.a) Adoption of Resolution 14 – Declaring Intent to Negotiate Community Workforce Agreement

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 14 - Declaring Intent to Negotiate a Community Workforce Agreement, as presented.

Resolution 14 - Resolution of Intent 112124.pdf PULLED

10.b) Adoption of Resolution 15 - Proclaiming the month of November, 2024, as Youth and Families in Transition Awareness Month

Julie Markussen, Director of Student Services, recommends that the Board of Education adopt Resolution 15, proclaiming the month of November, 2024, as Youth and Families in Transition Awareness Month, as presented.

Assistant Superintendent of Instructional Services, Dr. Oscar Macias, introduces Alicia Boote, Librarian and Burbank High School, to share the book selection representing the Youth and Families in Transition Resolution.

Youth and Families in Transition Resolution.pdf (OF 30,245)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.c) Acceptance of Notice of Completion, E-Rate Technology UPS Replacements Project, NTT America Solutions, Inc. (Bond Funds)

That the Board of Education accept the following project as completed: E-Rate Technology UPS Replacements Project, by NTT America Solutions, Inc. (21.3-

00000.0-93000-85000-6249/6449-7730000), PO 23004824, not to exceed $104,481.25, as presented.

NOC_NTT_ERate UPS Replacements Project_112124.pdf (OF 30,246)

It was moved by Armond Aghakhanian, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.d) Approval of Updated Plan for Learning Recovery Emergency Block Grant for 2024-2025

That the Board of Education approve the plan for the District's Learning Recovery Emergency Block Grant, effective November 22, 2024, through June 30, 2027.

Approval LREBG Plan 112124.pdf (OF 30,247)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

Clerk Pontzer Kamkar asks Assistant Superintendent of Administrative Services, Andrew Cantwell, what were the big shifts and how do we anticipate to fund these things when the block grant is complete.

Mr. Cantwell says we fully anticipate spending these funds this year. The primary use of these funds right now are increased services to Special Ed, funding new services.

10.e) Approval of Amendment to Section 125 Flexible Benefit Plan

That the Board of Education approve the Amendment to Section 125 Flexible Benefit Plan, as presented in the Sample Plan Document Section 125 Flexible Benefit Plan, as presented.

Approval of Amendment Section 125 Flexible Benefit Plan.pdf (OF 30,248)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.f) Approval of Burbank Unified School District Workplace Violence Prevention Program (WVPP)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Burbank Unified School District Workplace Violence Prevention Program (WVPP), as presented.

Approval of Burbank Unified School District Workplace Violence Prevention Program (WVPP).pdf (OF 30,249)

It was moved by Armond Aghakhanian, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Clerk Pontzer Kamkar asks if we are capturing this data to look at trends and where are we seeing these increases.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, clarifies by stating we have an employee threat protocol. There is a log tracking which is one of the main purposes of this program. Thats how we can see the the patterns so we can have a system in place.

10.g) Approval of Pasadena City College (PCC) Teacher Aide Apprenticeship Program

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Pasadena City College (PCC) Teacher Aide Apprenticeship Program, as presented.

Approval of Pasadena City College (PCC) Teacher Aide Apprenticeship Program.pdf (OF 30,250)

It was moved by Armond Aghakhanian, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.h) Approval of Revised Agreement Between Burbank Unified School District and YMCA of Metropolitan Los Angeles

That the Board of Education approve the Agreement between the Burbank Unified School District and the YMCA of Metropolitan Los Angeles, to provide child care services, effective January 1, 2025 through June 30, 2026, and the authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented

Board Item YMCA Horace Mann Agreement 11 21 24 (2).pdf (OF 30,251)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

President Weisberg asks for clarity from Dr. Peter Knapik, Assistant Superintendent of Educational Services.

Dr. Knapik states that they have repositioned itself under the YMCA of the Metropolitan of Los Angeles. It's like a financial agreement and all of our invoices and payments will be going there. Everything else stays the same, its just a name change.

10.i) Approval of Revised Agreement with Name Change to YMCA of Metropolitan Los Angeles for Expanded Learning Programs

That the Board of Education approve the Agreement between the Burbank Unified School District and YMCA of Metropolitan Los Angeles to provide services for the 2024 – 2025 Expanded Learning Programs, not to exceed $900,000 (01.0-26000.0-11100-10012-5810-5480000 from the fiscal year 2024-2025); and $36,000 (01.0-26000.0-11100-10000-5110-5480000 from the fiscal year 2025-2026) effective January 1, 2025, through July 31, 2025, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented.

Board Item YMCA ELOP Programs 11 21 24.pdf (OF 30,252)

It was moved by Armond Aghakhanian, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.j) Acceptance of Gifts

John Paramo, Superintendent, recommends that the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report 112124.pdf (OF 30,253)

It was moved by Armond Aghakhanian, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

11) CONSENT AGENDA

11.a) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960014737, total not to exceed $211,874.49, (01.0-65000.0-50010-36000-5813-7440000), July 2024 through October 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960014737 Settlement Agreement.docx (1).pdf (OF 30,254)

11.b) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960036980, total not to exceed $24,000, (01.0-65000.0-50010-36000-5813-7440000), June 2022 through December 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960036980 Settlement Agreement.pdf (OF 30,255)

11.c) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through October 28, 2024, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,256)

11.d) Approval of John Burroughs High School Boys Volleyball (Overnight) Field Trip

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Boys Volleyball (Overnight) Field Trip request to participate in the La Jolla High School Beach Cities Tournament in La Jolla, CA from Friday, March 21, 2025 through Saturday, March 22, 2025, as presented.

JBHS Boys Volleyball Extended Overnight Field Trip 11 21 25.pdf (OF 30,257)

11.e) Approval of Award of Contract, Dave Bang & Associates Inc., Furnish and Install Rubber Surfacing in Playground Areas, William McKinley Elementary School and Robert Stevenson Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the contract between Burbank Unified School District and Dave Bang & Associates Inc., to Furnish and Install Rubber Surfacing in Playground Area at William McKinley Elementary School and Robert Stevenson Elementary School, effective November 22, 2024 through November 21, 2025, not to exceed $59,751.92 (21.3-00000.0-91006-85000-6250-2150000) and $101,954.34 (21.3-00000.0-91006-85000-6250-2090000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_Dave Bang_Mck_Stev_Bond.pdf AMENDED (OF 30,258)

11.f) Ratification of Agreement for Consultant Services with Covelo Group Inc.

Julie Markussen, Director, Student Services, recommends that the Board of Education ratify the agreement for consultant services between the Burbank Unified School District and Covelo Group Inc. to provide other health services on an "as needed" basis when other qualified staff are not available effective November 5, 2024 through June 30, 2025, not to exceed $50,000 (01.0-00000.0-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo-Covelo 24-25 wCA.docx.pdf (OF 30,259)

11.g) Acceptance of Notice of Completion, Montgomery Hardware Company, Furnish and Install Security Upgraded Hardware, Dolores Huerta Middle School, Thomas Jefferson Elementary School and Joaquin Miller Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Security Upgraded Hardware at Dolores Huerta Middle School, Thomas Jefferson Elementary School and Joaquin Miller Elementary School, PO 25000391, 25000390 and 25000505, not to exceed $382,317.30 (213-00000-0-91013-85000-6250-321-0000-0000), $210,720.47 (213-00000-0-91013-85000-6250-206-0000-0000), and $200,872.23 (213-00000-0-91013-85000-6250-210-0000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_MONTGOMERY_HUERTA_JEFFERSON_MILLER_BOND.pdf AMENDED (OF 30,260)

11.h) Approval of Award of Contract, AMB Group Inc., Bid 2324-035-09, Kitchen Infrastructure at Various Sites (KIT Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the contract between Burbank Unified School District and AMB Group Inc., for Kitchen Infrastructure upgrades at Various Sites, effective November 22, 2024 through November 21, 2025, not to exceed $1,178,000 (01.0-81500.0-00000-85000-6250-3100000) KIT Fund 2022, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_AMB Group_Varisous Sites_KIT.pdf (OF 30,261)

11.i) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and New Mediscan II, LLC dba Cross Country Education, to provide a school psychologist to support individualized education plan mandated counseling services and assessments, not to exceed $166,320(01.0-65000.0-57602-11900-5850-7440000), effective August 20, 2024 through May 22, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was September 19, 2024 for a total not to exceed $73,040. This amendment extends the end date through May 22, 2025 for an increase of $93,280. The new not to exceed amount is $166,320.

SPED Professional Services New Mediscan_Amendment.pdf AMENDED (OF 30,262)

11.j) Approval of Award of Contract, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization and New Storage Building (DSA 03-122682 & DSA 03-123187), Burbank High School (Capital Outlay)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the contract between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization and New Storage Building (DSA 03-122682 & DSA 03-123187) at Burbank High School, effective November 22, 2024 through November 21, 2025, not to exceed $4,990,000 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_Hart_BHS_Capital.pdf AMENDED (OF 30,263)

11.k) Approval of Deductive Change No.1, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization and New Storage Building (DSA 03-122682 & DSA 03-123187), Burbank High School (Capital Outlay)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approved deductive change order No.1 to the agreement

between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization and New Storage Building (DSA 03-122682 & DSA 03-123187) at Burbank High School, effective November 22, 2024 through November 21, 2025, not to exceed $4,990,000 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

DCO1_Hart_BHS_Capital.pdf AMENDED (OF 30,264)

11.l) Approval of Instructional Consultant Services

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

Approval of Instructional Consultant Svcs 112124.pdf (OF 30,265)

11.m) Approval of Non-Instructional Consultant Services

Oscar Macias, Interim Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the non-instructional consultant services to support the school and/or District goals and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Non-Instructional Consultant Svcs 112124.pdf (OF 30,266)

11.n) Ratification of Agreement for Instructional Consultant Services

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

Ratification Agreement Instructional Consultant Svcs 112124.pdf (OF 30,267)

11.o) Ratification of Agreement for Professional Services

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an Agreement between the Burbank Unified School District and Concentra. to provide occupational health services in the form of pre-employment screenings, fit-for duty physicals, and first aid only examinations to cover the period of July 1, 2024–June 30, 2025 and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Concentra 2024-2025 112124.pdf (OF 30,268)

11.p) Ratification of Agreement for Professional Services

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Shaw HR Consulting, Inc., to perform services related to the district's disability management program, not to exceed $35,000 (01.0-90335.0-00000-27000-5880-7558000) effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Shaw HR Consulting 2024-2025 112124.pdf (OF 30,269)

11.q) Ratification of Agreement for Non-Instructional Consultant Services

Oscar Macias, Interim Assistant Superintendent of Instructional Services, recommends that the Board of Education ratify the non-instructional consultant services to support the school and/or District goals and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Ratification Agreement Non-Instructional Consultant Svcs 112124.pdf (OF 30,270)

11.r) Ratification of University Agreement- California State Polytechnic University, Pomona

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and California State Polytechnic University, Pomona to provide educational field experience, effective October 1, 2024 through until terminated three (3) years on June 30, 2027, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of University Agreement-California State Polytechnic University, Pomona.pdf (OF 30,271)

11.s) Approval of Personnel Report Number 24-25-09

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-09, covering Certificated and Classified personnel, and consisting of Pages 1 to 13 inclusive, as presented.

Personnel Report 24-25-09.pdf (OF 30,272)

11.t) Approval of PlanetBids Software Agreement

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and PlanetBids to subscribe to this software service, together with setup, implementation and training on a five-year term, effective December 1, 2024 through November 30, 2029, not to exceed $162,981.55, (21.3-00000.0-92000-85000-5890-7400021) and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

PlanetBids Agreement 112124.pdf AMENDED (OF 30,273)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) REPORTS FROM BOARD MEMBERS

12.a) Reports from Board Members

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

Clerk Pontzer Kamkar says that Mr. Knoop invited her and Dr. Macias to a staff meeting. She says that it was good to hear that Burroughs teachers had an open mind, and it was good to hear what they had to share. She thinks that it will make a big difference.

President Weisberg thanked everyone who put the memorial together the memorial for Karyn Lombardo. Also wishes the community a very happy and safe Thanksgiving.

13) ADJOURNMENT

Meeting adjourned at 8:34 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
ABIGAIL PONTZER KAMKAR, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

December 12, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Emily Weisberg
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

No public speakers.
Meeting adjourned to Closed Session at 5:03 p.m.

3) CLOSED SESSION

3.a) Action on Student Expulsion (OF 30,274)

The Board of Education will take action in closed session pursuant to Education Code Section 48900(r), 48915(e), and 48900.4 on the expulsion recommendation by the Administrative Hearing Panel for Student 960030231, as presented.

3.b) Expelled Students for Readmittance in the Burbank Unified School District, as per Board Policy 5144 and Education Code 48917 (OF 30,275)

The Board of Education will meet in Closed Session pursuant to Board Policy 5144 and Education Code Section 48917 to consider the readmittance recommendation report from the District Transfer Review Committee for Students 960035084, 960019570 and 960021597, as presented.

3.c) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,276)

Final Settlement Agreement for Special Education Students 960027861 and 960042603

3.d) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.e) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Weisberg asks Member Laurette Cano to lead in the Pledge of Allegiance.

6) ADJUSTMENTS TO THE AGENDA

President Weisberg would like to pull 11a.
Superintendent, Dr. John Paramo, would like to in turn move Interim report 11c up to 11a.

7) ITEMS FOR FUTURE AGENDAS

Clerk Pontzer Kamkar would like to agendize a review of Board Ethics Policy.

5) REPORTING ON CLOSED SESSION

Item 3a, the Board of Education approved the recommendation on student#960035084 as presented. Passed 4-0. Motion made by Member Tabet, seconded by Vice President Aghakhanian.

In the matter of student #960019570 the motion made by Member Tabet, seconded by Clerk Pontzer Kamkar. Passed 4-0 in favor of the committees recommendation.

In the matter of student #960021597 the motion made by Member Tabet, seconded by Vice President Aghakhanian. Passed 4-0 in favor of the committees recommendation.

In the matter of student #960030231 the motion made by Clerk Pontzer Kamkar, seconded by Member Tabet. Passed 4-0 in favor of the committees recommendation.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Student Representatives

Lala Nestor, John Burroughs High School, will report on activities at her respective school.

8.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, BTA President, requests that new administrators be trained and coached to fully support students and staff. She wishes Lala, student Board member, good luck on her finals. She congratulates Armond for his reelection and welcomes Laurette Cano on her election. She says that she attended a school Board dinner with Vice President Aghakhanian and Laurette Cano. It was a great way to build relationships. Thanks everyone for their hard work and wishes everyone a Happy Holiday.

8.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, wishes Nicole Happy Holidays. Thanks her for all that she does. Dr. Knapik has put together a google doc for all district staff to be able to hit those events.

9) ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION AND ELECTION OF OFFICERS

9.a) Recognition of Board of Education President

Superintendent, Dr. John Paramo, says that he couldn't have asked for a better partner than Dr. Emily Weisberg. She always had the right thing to say to give him confidence. He says that he is grateful for her and for the entire Board. He says that he feels that each of them is supportive of him.

9.b) Remarks from Outgoing Board of Education President

President Weisberg says that she stood for the pledge tonight and she explains why she has not stood up for the past two years. She says that she has been thinking a lot during the last few weeks. She can't think of a more important time to stand. She says that she felt like it was the right time to stand up. She says that we need to protect our community. Thanks Abby and Char for being great partners. She says that she is honored to share another year with them.

9.c) Administration of the Oath of Office for Incoming Board of Education Members

John Paramo, Superintendent will introduce Abby Pontzer Kamkar, Clerk, Board of Education, who will administer the Oath of Office to incoming Board of Education

Members: Laurette Cano, Emily Weisberg and Armond Aghakhanian, upon their election/reelection to the Board for a four-year term effective immediately and expiring on December 13, 2028.

Superintendent, Dr. John Paramo, invites Clerk Pontzer Kamkar to the podium to provide Oath of Office to Laurette Cano, Emily Weisberg and Armond Aghakhanian upon their election/reelection.

9.d) Election of Officers

Emily Weisberg, President, Board of Education, will conduct the election of officers for a one-year term beginning December 2024 and ending December 2025. 1. President 2. Vice President 3. Clerk

1. President
Moved by Member Tabet, seconded by Member Cano to appoint Dr. Aghakhanian as President. Motion carried 5-0
2. Vice President
Moved by Member Tabet, seconded by Member Weisberg to appoint Abby Pontzer Kamkar as Vice President. Motion carried 5-0
3. Clerk
Moved by Member Aghakhanian, seconded by Member Pontzer Kamkar to appoint Char Tabet as Clerk. Motion carried 5-0

9.e) Seating of Board Members

The newly elected Board Officers will take their places at the dais.

9.f) Remarks from Incoming Board of Education President

Board President Aghakhanian thanks Dr. Weisberg for the amazing job she has done. He welcomes Laurette Cano to the team. Thanks his family for support. He says that he looks forward to working with the team.

Dr. Weisberg welcomes Board member Cano. She says that she comes to Burbank with expertise in English Language Acquisition.

Board member Cano says that she is excited and wants the community to know that we are doing amazing things.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Assembly member Nick Shultz, via virtual speaker, apologizes he can't be there this evening. He extends his heartfelt congratulations to Dr. Aghakhanian, Ms. Weisberg and Ms. Cano. He states he will be coming to the next meeting with certificates.

Mr. Eric Carter, Special Education teacher, he would like to educate the community regarding the LCFF. The community is under the impression that property taxes fund the districts. He says that he hopes that we can have Town Halls to clarify how it works. Lastly, he congratulates Dr. Aghakhanian, Dr. Weisberg and Ms. Cano.

Bob Olson, community member, says that Ms. Cano has the qualities necessary to be a Board member. He says that Laurette will listen and that the community has gained a great deal in her being on this Board. He wants the public to know that this decision they made can be backed up by a lot of qualities.

Jerry Mullady, teacher at John Burroughs High School, says that on January 6th, there is a new phone policy coming in. He says there a lot of questions he has and feels he is not ready to implement it. Since November 5th, they have been asked not to discuss politics and it's difficult at a government history teacher. He says that he got an email about fair grading.

10.b) Superintendent and District Staff Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, says that he is looking forward in working with the Board and our new member Ms. Cano. He says he enjoys the level of authenticity the Board brings and they don't always agree, which is a good thing. Echoes what Eric Carter shared, he is focused on working with our community about how our state funds schools. Can't think of a better time to have these town halls. He states he is hopeful and wants the community to know they communicate often and always look for the right path. Addresses Mr. Mullady and tells him his phone policy concerns are familiar and he should proceed how he feels works. It's not a policy yet, but a trial run.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg thanks Assembly member Shultz and thanks Nicole Drabecki and Mr. Carter. She loves the idea of town halls and they can be productive and that PTA has also shown interest. She addresses Mr. Mullady and says that the more issues we know that people are having, the better chance we have to explain and clarify. Often having support in place so you can have conversations that can be uncomfortable but safe is important.

Member Cano passes on responses for now.

Clerk Tabet thanks Assembly member Nick Shultz and thanks Mr. Carter for the help that he gave during the election. She tells Mr. Olson that it is a delight to have him come and speak and what he thinks as a fellow citizen thinks about what qualifies as a good representative. Addresses Mr. Mullady and thanks him for coming and sharing his thoughts. She advises that he can reach out to some teachers at Burbank High who have already been practicing the phone policy for a semester.

Vice President Pontzer Kamkar thanks the speakers and thanks Mr. Olson. She addresses Mr. Mullady and says she knows those kinds of conversations are difficult as a teacher. Thanks Mr. Carter for his suggestions and says we are ready to put a calendar.

President Aghakhanian says that as president, you comment last and you don't have much to add. He thanks Mr. Olson for coming. He thanks Mr. Mullady for coming and addressing his concerns.

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Adoption of Resolution 14 – Declaring Intent to Negotiate Community Workforce Agreement

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 14 - Declaring Intent to Negotiate a Community Workforce Agreement, as presented.

Resolution 14 - Resolution of Intent 121224.pdf PULLED

11.b) Reinstatement of Supervisor, Custodial Grounds Operations Position on Classified Supervisors and Managers Salary Schedule B

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that Board of Education approve the Reinstatement of Supervisor, Custodial Grounds Operations Position on Classified Supervisors and Managers Salary Schedule B, effective December 13, 2024, as presented.

Reinstatement of Supervisor, Custodial Grounds Operations Position on Classified Supervisors and Managers Salary Schedule B.pdf (OF 30,279)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried with 3-1 votes.

Assistant Superintendent of Administrative Services, Andrew Cantwell, gives an update. This is a long-standing position in our district. We made a change in the structure in our Custodial/Grounds position. It's an under four thousand net fiscal impact as a result in the overall changes.

Clerk Tabet adds that she is not in favor of this and does not see the need or purpose of this.

Mr. Cantwell clarifies that the leadership of that department does not feel like it has been working effectively at all. We need to find some reconfiguration of custodial leadership.

Member Cano asks for clarification about what was done during the three years that position was vacant.

Mr. Cantwell answers, we had two custodial supervisors who would answer to this position. This new structure would still maintain three managers, it now would just have the individual responsible for grounds also responsible for custodial.

11.c) Approval of First Interim Report for 2024-2025 Fiscal Year

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve a positive certification of the First Interim Report for the 2024-2025 fiscal year, as presented.

First Interim 2024-25 121224 reduced.pdf (OF 30,277)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.d) Approval of the Fiscal Stabilization Plan Required by Los Angeles County Office of Education (LACOE) Based on the Adopted Budget

Andy Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the Fiscal Stabilization Plan, as presented.

Fiscal Stabilization Plan 121224.pdf (OF 30,278)

It was moved by Char Tabet, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) CONSENT AGENDA

12.a) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960042603, total not to exceed $40,000, (01.0-65000.0-50010-36000-5813-7440000), July 2024 through October 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960042603 Settlement Agreement.pdf (OF 30,280)

12.b) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960027861, for a total not to exceed $35,000, (01.0-65000.0-50010-36000-5813-7440000), November 2024 through November 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027861 Settlement Agreement.pdf (OF 30,281)

12.c) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through November 18, 2024, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,282)

12.d) Ratification of Phlebotomy Technician Training Program Agreement between Burbank Adult School and American University of Medical Technology

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District/Burbank Adult School and American University Medical Technology, to provide Phlebotomy Technician Certification training, effective January 2, 2024 through January 2, 2025, and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification Burbank Adult School-AUMT 12 12 24.pdf (OF 30,283)

12.e) Approval of Award of Contract, Square Signs LLC DBA Front Signs, CUPCCAA Bid 2425-013 for Variable Message Signage, Burbank Adult School (Capital Outlay)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the contract between Burbank Unified School District and Square Signs LLC DBA Front Signs, CUPCCAA Bid 2425-013 for Variable Message Signage at Burbank Adult School, effective December 13, 2024 through December 12, 2024, not to exceed $69,300 (110-63910-0-41101-27000-6510-533-0000, 110-63910-0-41102-27000-6510-533-0000, 110-63910-0-41104-27000-6510-533-0000, 110-63910-0-41106-27000-6510-533-0000) Capital Outlay, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

AOC_Square Sign_BAS_Capital.pdf (OF 30,284)

12.f) Approval of Award of Contract, Time and Alarm Systems, Furnish and Install New Bogen Nyquist Integrated Communication System, Burbank Adult School (Capital Outlay)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the contract between Burbank Unified School District and Time and Alarm Systems to Furnish and Install New Bogen Nyquist Integrated Communication System at Burbank Adult School, effective December 13, 2024 through December 12, 2025, not to exceed $97,291.00 (110-63910-0-41101-27000-6510-533-0000, 110-63910-0-41102-27000-6510-533-0000, 110-63910-0-41104-27000-6510-533-0000, 110-63910-0-41106-27000-6510-533-0000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_Time and Alarm_BAS_Capital.pdf (OF 30,285)

12.g) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants_121224.pdf (OF 30,286)

12.h) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants_121224.pdf (OF 30,287)

12.i) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and ISO Workforce Alliance, Inc. to provide a credentialed special education teacher, not to exceed $72,716.00 (01.0-65000.0-57601-11804-5810-7440000), effective December 3, 2024 through May 23, 20225 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services ISO Workforce_Ratification.pdf (OF 30,288)

12.j) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Hillsides, to provide ESS services to special education students, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), effective November 19, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Hillsides_Ratification.pdf (OF 30,289)

12.k) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Birch Agency, to provide a speech and language pathologist, not to exceed $88,320 (01.0-65000.0-57602-11901-5850-7440000), effective November 13, 2024 through May 22, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Birch Agency_Ratification.pdf (OF 30,290)

12.l) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank

Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for DHH students, not to exceed $300,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 6, 2024 for a total not to exceed $150,000. Due to the increased need, this amendment adds an additional $150,000. The new not to exceed amount is $300,000.

SPED Professional Services Alpha Interpreting_Amendment.pdf (OF 30,291)

12.m) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and SpedEx Consulting, to provide consultative services and Credentialed Teachers, not to exceed $90,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 6, 2024 for a total not to exceed $50,000. This amendment adds an additional $40,000. The new not to exceed amount is $90,000.

SPED Professional Services SpedEx_Amendment.pdf (OF 30,292)

12.n) Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify the Master Contract for special education students, to be provided by Birch Agency, effective July 1, 2024 through June 30, 2025 (01.0-65000.0-57500- 11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2024 through June 30, 2025, was approved by the Board of Education May 2, 2024.

SPED Master Contract_Amendment.pdf (OF 30,293)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Fresno County Superintendent of Schools, to provide a credit recovery program for students with IEPs, not to exceed $114,879 (01.0-65000.0-57602-11900-5850-7440000), effective January 5, 2025 through January 4, 2028, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Fresno County Superintendent of Schools.pdf (OF 30,294)

12.p) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services recommends that the Board of Education amend an agreement between the Burbank Unified School District and Linguabee, to provide interpreting and translation for Burbank students, not to exceed $175,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 6, 2024 for a total not to exceed $75,000. Due to the increased need, this amendment adds an additional $100,000. The new not to exceed amount is $175,000.

SPED Professional Services Linguabee_Amendment.pdf (OF 30,295)

12.q) Acceptance of Notice of Completion, Rawlings Mechanical Corp., Furnish and Install Kitchen Trench Drains and Floor Sink, Luther Middle School (KIT Funds 2022)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Kitchen Trench Drains and Floor Sink at Luther Middle School, PO #25001170, not to exceed $23,786.00 (01.0-70320-0-00000-37000-5631-749-9000) KIT Funds 2022, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Rawlings_Luther_ KIT.pdf (OF 30,296)

12.r) Amended Agreement for Professional Services, Lozano Smith (General Fund/Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2024 through June 30, 2025, not to exceed $403,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund) and (01.0-65000.0-50010-21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented. Note: The agreement was originally approved on May 16, 2024 for a total not to exceed $253,000. This amendment increases Special Education's budgeted amount by $150,000, due to the unexpected cost of ongoing cases. The new not to exceed amount is $403,000.

Lozano Smith Amended 121224.pdf (OF 30,297)

12.s) Approval of Personnel Report Number 24-25-10

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-10, covering

Certificated and Classified personnel, and consisting of Pages 1-12 inclusive, as presented.

Personnel Report 24-25-10.pdf (OF 30,298)

12.t) Approval of Award of Contract, Genesis Flooring, Flooring at Various Sites

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Genesis Floor Covering, Inc. for flooring at various sites, effective December 13, 2024, not to exceed a collective total of $96,051.00 and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

AOC Genesis Flooring 121224.pdf (OF 30,299)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) REPORTS FROM BOARD MEMBERS

13.a) Reports from Board Members

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

Member Weisberg says that she attended the nursing ceremony at the Burbank Adult School which was a wonderful ceremony. She appreciated the invitation. Thanks Mr. Noguera and Mr. LaVenture as well. Wanted to give a shout out to some of Ms. Fuhr's students in Robotics as well as the Mock trial students and the exceptional jobs they are doing. There were 130 teams and a Burbank High Student won.

Clerk Tabet says that she attended a fundraiser for FSA. She went with Member Cano and said that it was a great evening and great event for FSA. She wishes students good luck on finals. She says that there is a new AB number that is requiring the district to teach our students on how to use AI.

Member Cano says that she attended the Stevenson Holiday show. The performance theme this year was space oriented.

Vice President Pontzer Kamkar says that there are new state mandates that can be reimbursed and that would be worth exploring. Interesting to hear from other school districts and how they operate. She is looking forward to the Board retreat during break and Holiday programs as always.

President Aghakhanian thanks Member Weisberg and welcomes Member Cano.
Reads one retirement:
Carol Walcoff, been with BUSD since 1997.

14) ADJOURNMENT

Meeting adjourned at 8:34 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

December 19, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

3.d) Conference with Real Property Negotiators (Gov. Code § 54956.8)

Property: Community Day School campus at 223 East Santa Anita Avenue in Burbank, California Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

7) ITEMS FOR FUTURE AGENDAS

Vice President Pontzer Kamkar requests a report by April on the transition of Community Day School to the Soar program.

Clerk Tabet requests a report on the activities for DEI at the end of the school year.

8) PRESENTATIONS / RECOGNITIONS

8.a) Holiday Music Presentation

Providencia Elementary 3rd - 5th grade Pawsitivity Choir will perform a selection of holiday music.

Ms. Celeste, Principal at Providencia, introduces the Pawsitivity choir, led by Ms. Candice Juarez, third grade teacher at Providencia.

8.b) Recognition of Sharky's Woodfired Mexican Grill and Ma's Italian Kitchen for their support of our special education students who attend our Foothill Area Community Transition Services (FACTS) program.

Jennifer Nicholson, Director of Special Education and Psychological Services will recognize Sharky's Woodfired Mexican Grill and Ma's Italian Kitchen for their continued support of our special education students who attend our Foothill Area Community Transition Services (FACTS) program.

Director of Special Education, Jennifer Nicholson, invites Elayne Howitt to speak on the FACTS program.

Board Members take turn thanking Ms. Howitt and the amazing program that is FACTS.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Vivian Muñoz, Monterey High School, will report on activities at their respective school.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

9.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, wishes the Burbank community Happy Holidays.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Catie Hiltermann via virtual speaking and interpreter. Came to address the Board regarding concerns of staffing of sign language interpreters at the district. With the use of our agency interpreters, we are all feeling the strain of not having a district interpreter. Apologizes for being nervous. While the district is posting these listings, we are creating a vicious cycle. There is no real incentive for them to come if they will make more money elsewhere. Would like to raise a concern to talk more about it and come up with a solution.

H. Peek, via virtual speaker is a parent of BUSD children. Since moving here, he understands that Burbank is a vibrant community. He is deeply concerned at the amount of hate speech within our schools and the urgent need of proactive measures to address it.

Mr. Mullady, history teacher at Burroughs High, wants to clarify a couple things. Regarding teachable moments, his issue is he feels there are conflicting directives. Refers to finals as hell week. Kids are just asking how many points they need. Closes with saying seven years ago he came to the Board meeting and they paid a tribute to his mother who past, he thanks them.

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, addresses Catie and says he validates with the Public what she says and it resonates with him. It is something we talk about in Cabinet all the time and welcomes her to schedule a meeting and share some ideas. Tells Mr. Peek it is very difficult for him to hear about his experience. He had similar situations with his son. This topic will not go away and we will continue to address this. He will not stop talking about budget and finance but will also be communicating about education and safety.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg thanks Ms. Hiltermann. Thanks her for her fantastic suggestions. Agrees we are one of the lower paying districts. She believes a parcel tax can help with situations like this. To Mr. Peek, she says the number of conversations she's had with families that have been in the same situation is too much. Over that past couple years, they have tried different things, we have protocols in place for hate speech and it need to be re visited. We have amazing district staff working very hard to help with this. Thanks Mr. Mullady for coming and says it would help if he can sit a discuss his concerns with other teachers.

Member Cano agrees with Dr. Paramo. Addresses Mr. Peek and agrees that it's the effects that need to be understood. In addressing Mr. Mullady, she agrees with Member Weisberg that he should talk with other teachers.

Clerk Tabet addresses Mr. Peek and said his comments were so well spoken and who would have thought that in 24/25 this would still be a conversation. We are looking to get our DEI teachers to get this to be a focus hopefully in the second semester. 100% this behavior is not tolerated.

Vice President Pontzer Kamkar thanks Ms. Hiltermann for her work at John Muir middle school. Can imagine how frustrating it could be and thanks her for bringing her concern forward. Tells Mr. Peek she couldn't imagine how furious and scared she would be if she was in his position. We have shyed away from addressing negative behaviors at our Elementary and they will look into their curriculum. She asks for him to continue speaking up if this behavior continues.

President Aghakhanian thanks Ms. Hiltermann for her input and to Mr. Mullady, his concern is mastery is what is required for students these days. Especially with AI now. Lastly, he addresses Mr. Peek and thanks him for bringing his concerns to the Board. Encourages everyone to talk about these issues and educate people. We need to raise our children right. We always say hate has no home here.

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Approval of School Sites 2024-2025 School Plans for Student Achievement

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the school sites' 2024-2025 School Plans for Student Achievement, as presented. https://drive.google.com/drive/folders/1-9HRI4ERbGTXeXe_VLLNHthOUuTUVqux

School Single Plans 2024-25 12. 19.pdf (OF 30,300)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.b) Approval of Minimum Wage Increase to $16.50 per hour

That the Board of Education approve the Minimum Wage Increase to $16.50 per hour, as mandated by the State of California, effective January 1, 2025, as presented.

Approval of Minimum Wage Increase to $16.50 per hour.pdf (OF 30,301)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.c) Ratification of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the agreement between the Burbank Unified School District and Alpha Interpreters, that provide American Sign Language interpreting for employees, and not to exceed $10,000.00 (01.0-00000.0-72000-5850-7552000), effective retroactive July 1, 2024 to June 30, 2025 and that authority to sign the agreement to be exercised pursuant to BUSD AR 3314, as presented.

Ratification of Agreement for Professional Services (Human Resources).pdf (OF 30,302)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Member Weisberg asks about 11c and 11d and why there needs to be two interpreting services.

Assistant Superintendent of Human Resources, Sarah Rudchenko, clarifies that these are interpreting services for employees.

11.d) Approval of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District, Human Resources and Linguabee, that provide American Sign Language interpreting and dictating for employees, and not to exceed $10,000.00 (01.0-00000.0-72000-5850-7552000), effective December 20, 2024 until either party gives its notice to terminate the agreement, and that authority to sign the agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of Agreement for Professional Services (Human Resources) Linguabee.pdf (OF 30,303)

It was moved by Abby Pontzer Kamkar, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.e) Acceptance of Amended Memorandum of Understanding Between the Burbank Unified School District and the Burbank Teacher's Association Regarding Diversity, Equity and Inclusion (DEI) Lead Teachers

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education accept the Amended Memorandum of Understanding between the Burbank Unified School District and the Burbank Teacher's Association regarding DEI Lead Teachers, as presented.

Approval of Memordandum of Understanding Between the Burbank Unified School District and the Burbank Teachers Association Regarding Diversity, Equity and Inclusion (DEI) Lead Teachers.pdf (OF 30,304)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.f) Approval of Memorandum of Understanding Between the Burbank Unified School District and the California School Employee's Association (CSEA) Regarding Diversity, Equity and Inclusion (DEI) Leads at Sites

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District and the California School Employee's Association regarding the DEI Leads at Sites, as presented.

Approval of Memorandum of Understanding Between the Burbank Unified School District and the California School Employees Association Regarding Diversity, Equity and Inclusion (DEI) Leads at Sites.pdf (OF 30,305)

It was moved by Emily Weisberg, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.g) Approval of Proposed Revision of Conflict of Interest Code and Board Bylaw 9270: Conflict of Interest

John Paramo, Superintendent, recommends that the Board of Education approve the proposed revision to the District's Conflict of Interest Code and Board Bylaw 9270: Conflict of Interest from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented

Approval of Conflict of Interest Code and BB9270.pdf (OF 30,306)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Superintendent, Dr. John Paramo, reviews that he is bringing it forward as a template and to see if you want us to make it more specific to Burbank Unified.

Vice President Pontzer Kamkar, said she did preliminary research to see what other districts do. She says she had about three things this was missing. They are the idea of being prepared to make decisions; treating district staff with respect and consider board members as a public trust and not for personal gain.

11.h) Call for Nomination of Candidate to the California School Boards Association (CSBA) for Delegate Assembly for 2025-2027 – Subregion 23-A

John Paramo, Superintendent, recommends that the Board of Education act to submit a nominee to the California School Boards Association's (CSBA) for Delegate Assembly for 2025-2027 – Subregion 23-A, as presented.

Vice President Pontzer Kamkar nominates Member Weisberg for CSBA delegate assembly. President Aghakhanian seconds it.

CSBA Nomination.pdf (OF 30,307)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.i) Approval of Employee Reclassification of the Coordinator of Arts and Career Technical Education to Director of Arts and Career Technical Education on Certificated Managers and Supervisors Salary Schedule A

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Reclassification of the Coordinator of Arts and Career Technical Education to Director of Arts and Career Technical Education on Certificated Managers and Supervisors Salary Schedule A, as presented.

Approval of Employee Reclassification of the Coordinator of Arts and Career Technical Education to Director of Arts and Career Technical Education on Certificated Managers and Supervisors Salary Schedule A.pdf (OF 30,308)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) CONSENT AGENDA

12.a) Approval of John Burroughs High School Cheer Team (Overnight) Field Trip

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Cheer Team (Overnight) Field Trip request to attend the School Cheer Nationals Competition in Anaheim, CA Thursday, February 13, 2025 through Sunday, February 16, 2025, as presented.

JBHS Cheer Overnight Field Trip 12 19 24.pdf (OF 30,309)

12.b) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through November 25, 2024, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,310)

12.c) Amendment of Professional Agreement with Ledesma & Meyers Construction Company, Inc. (KIT Fund 2022)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend the agreement between Burbank Unified School District and Ledesma & Meyers Construction Company, Inc., not to exceed $225,600 (01.0-70320.0-00000-37000-5850-7490000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Amend_Ledesma_KIT.pdf (OF 30,311)

12.d) Approval of Deductive Change Order No.1, AMB Group Inc., Bid 2324-035-09, Kitchen Infrastructure at Various Sites (KIT Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve deductive change order No.1 to the agreement between Burbank Unified School District and AMB Group Inc., for Kitchen Infrastructure upgrades at Various Sites, effective November 22, 2024, through November 21, 2025, not to exceed $851,000 (01.0-81500.0-00000-85000-6250-3100000) KIT Fund 2022, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

DCO1_AMB Group_Varisous Sites_KIT.pdf N (OF 30,312)

12.e) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 121924.pdf (OF 30,313)

12.f) Acceptance of Notice of Completion, Pumpman Holding LLC, Furnish and Install a New Pool Pump, John Burroughs High School (Restricted Routine Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install New Pool Pump at John Burroughs High School, PO#25002315, not to exceed $54,560.00 (01.0-81500-0-00000-85000-6510-752-3100) Restricted Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

12-19 NOC_PUMPMAN_JBHS_RRM.pdf (OF 30,314)

12.g) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Heredia Family Therapy Inc., to provide a functional behavior assessment, not to exceed $3,400 (01.0-65000.0-57602-11900-5850-744000) for special education student 960040594, effective December 2, 2024 through June 22, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960040594 Heredia Family Therapy Inc._Ratification.pdf (OF 30,315)

12.h) Approval of Personnel Report Number 24-25-11

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-11, covering Certificated and Classified personnel, and consisting of Pages 1 to 21 inclusive, as presented.

Personnel Report 24-25-11.pdf (OF 30,316)

12.i) Approval of Amended Authorization of Signatures

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education approve the amended authorization of signatures, for the period of September 20 , 2024 through June 30, 2025, as presented.

Amended Authorization of Signatures 121924.pdf (OF 30,317)

12.j) Approval of Agreement for Professional Services, Super Cooperative Purchasing Group – A California USDA Foods Cooperative

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the membership agreement between Burbank Unified School District and the Super Cooperative Purchasing Group, effective July 1, 2024 through June 30, 2025, and that authority to sign the contract pursuant to BUSD—AR 3314, as presented.

Super CoOp 2025-26 121924.pdf (OF 30,318)

It was moved by Emily Weisberg, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) REPORTS FROM BOARD MEMBERS

13.a) Reports from Board Members

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

Member Weisberg would like to congratulate BUSD graduate, Mayor Perez and also would like to acknowledge the two lives lost in the school shooting in Wisconsin.

Member Cano sends her condolences to the family of Guillermo Cruz who worked at John Burroughs.

Clerk Tabet had great intentions of attending two Holiday programs. Also, she attended the Burbank High football banquet at Round 3. So nice to see everyone coming together, appropriately dressed and behaving.

Vice President Pontzer Kamkar volunteered in her son's classroom. She thanks the Burbank Police department for their gun collection event, they collected 138 guns in exchange for gift

cards. She encourages community members to use precautionary measures if they have guns at home.

President Aghakhanian wishes the community and staff a Happy New Year.
Meeting adjourned in memory of:
Guillermo Cruz
Mary Jo Mullady
President Aghakhanian's father

14) ADJOURNMENT

Meeting adjourned at 8:35 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____ _____
DATE CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

December 26, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet (arrived 9:02)
Laurette Cano (arrived 9:04)

Also present were John Paramo, Superintendent; Oscar Macias, Interim Assistant Superintendent, Instructional Services and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Aghakhanian invites Mr. Schlossman to lead in the Pledge of Allegiance.

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

Mr. Schlossmann tells Member Weisberg that he noticed that she didn't stand for the Pledge. He tells the Board members that he is grateful that they were patient with his daughter Haley. Dr. Paramo is not sensitive to the fact that today is Kwanza and Hannukah. He asks Member Cano to refrain from voting or taking action on anything pertaining to the Superintendent's evaluation because she is too new. He says that Dr. Paramo is overpaid and is personable, but also a politician. He says Dr. Paramo looks the other way to the Brown Act violations. Asks Board to look into these things when they are doing his evaluation.

2.b) Staff Responses

Superintendent, Dr. John Paramo, tells Mr. Schlossmann he has pulled his contract at least three times. Says if he read it, he would know that he is not eligible for a raise based on his contract. We are here today because the Board asked to be here.

2.c) Board Members' Responses

Member Weisberg clarifies that for those who celebrate Kwanza and Hanukah, they are celebrated in the evening. Lastly, she mentions Member Cano's input in all things is valuable. She

values her experience as an educator and expertise in this field. She wishes everyone Happy Holidays.

3) CLOSED SESSION

3.a) Public Employee Performance Evaluation Pursuant to Government Code §54957

Title: Superintendent of Schools

4) RECONVENE IN PUBLIC SESSION

5) REPORTING ON CLOSED SESSION

6) ADJOURNMENT

Meeting adjourned at 1:05 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

January 16, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

3.d) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,319)

Final Settlement Agreement for Special Education Students 960012534 and 960035314

3.e) Conference with Superintendent, Existing Litigation Pursuant to Government Code §54956.9 (OF 30,320)

One Case: No.: 22BBCV01084 - Doe, Jane (L.B.) v. Burbank USD

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Nicole Drabecki to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

One item was moved by Member Weisberg and seconded by Member Cano, for settlement agreement Jane Doe.
Ayes: Pontzer Kamkar, Aghakhanian, Weisberg, Cano.

6) ADJUSTMENTS TO THE AGENDA

Superintendent, Dr. John Paramo, asks for item 12u to be pulled.

Member Weisberg asks for information on the parent data. She would like communication as to occurs when the calendar is being negotiated and what kind of communication goes out to notify the community.

Vice President Kamkar says that the semester length and finals being split between Memorial Day weekend was an issue. Would like to have a conversation about it.

7) ITEMS FOR FUTURE AGENDAS

Superintendent, Dr. John Paramo, says we should talk about recognizing our Donors and what that should look like. We had a presentation of our Elementary kids and we posted pictures on Facebook, but there is conversation about further recognition of students.

Vice President Kamkar says that we can have a calendar for recognition or recognizing individuals as needed.

Clerk Tabet does not have an objection in recognizing our Donors. Just states that it will add more work to already busy schedules.

Superintendent Paramo says that Donors can be recognized at the BAEF State of the Schools.

Member Weisberg says that she wants to be focused on academics and business of the Board.

Superintendent, Dr. John Paramo, says that he has direction and knows how to move forward.

Clerk Tabet requests an update with the Burbank High School pool.

8) OATH OF OFFICE

8.a) Administration of the Oath of Office for Student Board Member

Armond Aghakhanian, President, Board of Education, will administer the Oath of Office to Student Board Member: Hayk Smbatyan, representing Monterey High School (MHS); who will serve as Student Board Members for the remainder of the 2024-2025 school year.

Oath of Office for new Student Board Member, Hayk Smbatyan at Monterey High School.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Hayk Smbatyan; Monterey High School; Lala Nestor, John Burroughs High School and Rose Ilangesyan; Burbank High School, report on activities at their respective schools.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, PE Teacher at Dolores Huerta and BTA President, welcomes Hayk as the new student Board member at Monterey. She thanks staff for closing schools and principal Robin Hatch for establishing the google doc for members in need. She thanks principals Knoop and Barzegar for sending out a news blast to get more donations. She asks that the district consider tardy sweeps at our secondary schools. She asks if the district can reach out to our local big businesses to let them know that employees can enroll their children in Burbank Schools. She says that our Special Education members are overwhelmed with the work that is being required from them and many teachers are working on weekends to do their work. She asks that principals become familiar with Article 5, complaint procedures.

9.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, invites Interim Assistant Superintendent of Instructional Services, Dr. Oscar Macias to introduce the new assistant principal of John Burroughs, Mr. Victor Ledesma.

Mr. Ledesma approaches podium and thanks everyone for this opportunity. Says it is an honor to step into this role.

Board members take turns congratulating and welcoming Mr. Ledesma to the Burbank Unified family.

Superintendent, Dr. John Paramo, would like to add that we are very lucky and blessed in Burbank. Mentions he lives in Pasadena and all of the devastation that they have been through. He thanks the City of Burbank for sending reinforcements to assist in Pasadena. Also thanks our Director of Facilites and staff for all the help and hard work during the weekend. We are on high alert about air quality. He mentions to our BTA president that he will work with Dr. Rudchenko to put a professional development together on the complaint procedures to present to our Principals. Superintendent Paramo asks Mr. Cantwell to address our Burbank High Pool.

Assistant Superintendent of Administrative Services, Andrew Cantwell, shares that the pool has been down for a number of years. DSA was not approving our project due to certification issues. We finally received a green light to begin demolition and we wanted that done in the summer to not disrupt students. Currently the water line and electrical is being done. Anticipate the pool will be ready in time for Water Polo by winter 2025.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Joel Schlossman, community member, says that Superintendent Dr. Paramo, violated the Brown Act by discussing things that were not agendized. Welcomes the new Student Board Member. All High School students are required to do volunteer hours and they should be able to go to Pasadena and be of better service. Says giving staff two days off was a good call, but they should be working if they can because they are being paid. We have assets and ask what we can do for people that are homeless and don't have a place to go.

Terri Norton, a 50 year member of the International Brotherhood of Local Electrics, Local 11 says himself and his grandchildren attended Burbank schools. He strongly urges BUSD to move in negotiating a community workforce agreement with the Los Angeles and Orange County building of trades. It will create good local jobs for members like him.

Rene Palacios, a 36 year member of Local 433, strongly urges the Burbank School Board in negotiating a community workforce agreement with the Los Angeles and Orange County building of trades. Journey members are trade skilled and have passed their rigourous apprenticeship. This agreement is a game changer for residents of Burbank.

Greg Lewis, Local 761, 34 year member and proud graduate of Burbank High Schools, urges the Board in negotiating a community workforce agreement with the Los Angeles and Orange County building of trades. Extends an open invitation to anyone who would like to visit our training center to see what careers we have to offer.

Eddie Alvarez, member of Council Representative for the Los Angeles and Orange County Building of Trades, thanks and represents union and unrepresented members. He says that an agreement with the CWA will make sure that your future projects will be built with the best locally skilled and trades construction workforce int he country. We are invested in Burbank and look forward to implementing the agreement.

Joaquin, 24 year member of Local 105. Mentions on behalf of their 7,000 members, he urges the Board to negotiate a community workforce agreement with the Los Angeles and Orange County building of trades. Your future trade projects will be built by the best workers.

Kyle, first year apprentice with Local 761, asks that the board move forward with a work force agreement with the Los Angeles and Orange County building of trades.

Christian, member with Local 433, also strongly urges the district and staff to negotiate a workforce agreement with the Los Angeles and Orange County building of trades.

Cliff Smith, with Local 36, representing twelve hundred of the best skilled tradesman, most of which live in Burbank. We strongly urge you to negotiate a community workforce agreement with the Los Angeles and Orange County building of trades and have all work done in a timely manner.

Martin Rodriguez, business agent of Local 433, says he approves the community workforce agreement. He says that they have about 1,000 apprentices and journeymen in their trade. He's seen it bear fruit and change communities. It's not just about union we represent all working people.

Josh Christensen urges the district to approve a CWA. It's an opportunity for the Burroughs High School's carpentry program. Appreciates their time.

Roberto Villalta, a district employee since 1999, says that he didn't have a chance to speak during the board meeting in December due to technical issues. He says that he has a concern within his department. The way that Facilities staff is hired is unfair. He says that they just hired custodial supervisors and those three people came from the grounds department. Before the pandemic, there were five different day custodial supervisors, and now we have new faces from the same department. This promotion is nepotism and its clear. He is speaking up because no one wants to. Asks to pay fairly so people can stay and do the job better.

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, addresses all union members. He appreciates and respects the skillset for their respective areas. He addresses Mr. Villalta and says that he is not familiar about open positions and someone driving a truck. He will ask Assistant Superintendent of Administrative Services, Andrew Cantwell and Assistant Superintendent of Human Resources, Dr. Rudchenko, to address these concerns and get back to him.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg thanks Nicole and Alex for their leadership and always keeping the Board updated. To all union representatives, she thanks them for being here and she shares that her grandfather worked for the steel workers union his entire life. She grew up understanding the vital importance of unions. It's not just about the unions, it's also about equity. Thanks Roberto and

mentions we tried to get the zoom to work during the last meeting. She looks forward to hearing back from staff regarding the concerns he made.

Member Cano thanks Nicole for the information. She thanks all the local union representatives for being here. She tells Mr. Villalta that she wants to know more about his concerns.

Clerk Tabet addresses Mr. Schlossmann and that she appreciates some of his ideas tonight. Thanks all the union members and hears that its not just about unions but also support for those who live, work and send their kids to Burbank schools. Addresses Mr. Villalta, and asks staff to please address his concerns. Thanks Ms. Drabecki for supporting our teachers and being that leader who is always here for everyone.

Vice President Pontzer Kamkar thanks everyone who came to speak. She thanks every local union member who came to speak. Understands that this work will get done by skilled trained professionals. Thanks everyone and says she is excited to move this forward and work with all of them.

President Aghakhanian thanks Mr. Villalta for coming to speak on his concerns tonight. Appreciates him bringing forward his concerns and we will look into this. He thanks all of the union sisters and brothers for coming. He says it's about the foundation of our communities. More than ever, we need the unions with what is happening globally and with the markets. Encourages community to visit them and see firsthand how well everything is. Education factor is also very fascinating. He has been working with them for over 25 years and know the quality of work they provide.

11) REPORTS TO THE BOARD

11.a) Report on the 2023-2024 Annual Fiscal Report and the Financial and Performance Audits of Proposition 39 General Obligation Bonds Building Fund Measure S Program

Andrew Cantwell, Assistant Superintendent, Administrative Services, will introduce Gema Ptasinski, Certified Public Accountant of CliftonLarsonAllen LLP (CLA), who will review the 2023-2024 Annual Financial Report and the $110 million Measure S Obligation Bond program report, as presented.

Audit Report 23-24_011625.pdf (OF 30,321)

Assistant Superintendent of Administrative Services, Andrew Cantwell, invites our auditor (via zoom) to report on the audit.

11.b) Update on the Changes Implemented Based on the Fiscal Crisis & Management Assistance Team (FCMAT) Study Recommendations

Andrew Cantwell, Assistant Superintendent, Administrative Services will introduce Mariam Abdelhamid, Director of Fiscal Services, who will report on the changes implemented based on the Fiscal Crisis & Management Assistance Team (FCMAT) study recommendations.

Fiscal Services Update 011625.pdf (OF 30,322)

Assistant Superintendent of Administrative Services, Andrew Cantwell, invites Dr. Mariam Abdelhamid, Director of Fiscal Services, to report on fiscal updates.

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Adoption of Resolution 14 – Declaring Intent to Negotiate Community Workforce Agreement

That the Board of Education adopt Resolution 14 - Declaring Intent to Negotiate a Community Workforce Agreement, as presented.

Resolution 14 - Resolution of Intent 011625.pdf (OF 30,323)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.b) Adoption of Resolution 16 Proclaiming the Week of February 3, 2025 through February 7, 2025 as School Counseling Week

That the Board of Education adopt Resolution 16 Proclaiming February 3, 2025 through February 7, 2025 as School Counseling Week in the Burbank Unified School District, as presented.

Adoption of Resolution 16 Proclaming February 3, 2025 through February 7, 2025 as School Counseling Week.pdf (OF 30,324)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.c) Adoption of Resolution 17 Accepting the “Certificate of the Canvass of the Election Returns”

John Paramo, Superintendent, recommends that the Board of Education adopt Resolution 17 accepting the "Certificate of the Canvass of the Election Returns," as presented.

Resolution 17 Certifying Election Results_2024.pdf (OF 30,325)

Superintendent, Dr. John Paramo, clarifies that we are legally required to enter into the Minutes the recognition of the results of the election. 12c and 12d are related.

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.d) Adoption of Resolution 18 – Certifying Results of the General Obligation Bond Election

That the Board of Education adopt Resolution 18 – Certifying Results of the General Obligation Bond Election, as presented.

Resolution 18 - Certifying Bond Election Results 011625.pdf AMENDED (OF 30,326)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.e) Adoption of Resolution 19 – Adopting Bylaws Governing the Measure ABC Citizens' Oversight Committee

That the Board of Education adopt Resolution 19 – Adopting Bylaws Governing Citizens' Oversight Committee, as presented.

Resolution 19 - Adopting Bylaws Governing the Measure ABC COC 011625.pdf (OF 30,327)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Administrative Services, Andrew Cantwell, clarifies that as a requirement for the passage of ABC, we need to have a citizen's oversight committee.

12.f) Adoption of Resolution 20 – Emergency Work Pursuant to Public Contract Code Section 22035

That the Board of Education adopt Resolution 20, delegating authority to staff to contract to perform the work necessary to repair and protect District facilities without the need to advertise for bids resulting from this ongoing weather event, as presented.

Resolution 20 - Emergency Work 011625.pdf (OF 30,328)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.g) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Burbank High School (Bond Fund)

That the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Burbank High School, effective January 1, 2024 through June 30, 2025, not to exceed $5,390 (213-00000-0-91008-85000-6282-431-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_BHS_Bond.pdf (OF30,329)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Administrative Services, Andrew Cantwell, states the next series of Agenda items are in preparation for being able to do the roofing projects in the summer.

Board Motions and seconds 12g-12p. Moved by Vice President Pontzer Kamkar and seconded by Member Weisberg.

12.h) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Emerson Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Emerson Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $7,230 (213-00000-0-91008-85000-6282-203-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Emerson_Bond.pdf (OF 30,330)

12.i) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, John Burroughs High School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at John Burroughs High School, effective January 1, 2024 through June 30, 2025, not to exceed $7,810 (213-00000-0-91008-85000-6282-432-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_JBHS_Bond.pdf (OF 30,331)

12.j) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Jefferson Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Jefferson Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $8,550 (213-00000-0-91008-85000-6282-206-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Jefferson_Bond.pdf (OF 30,332)

12.k) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Luther Middle School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Luther Middle School, effective January 1, 2024 through June 30, 2025, not to exceed

$17,960 (213-00000-0-91008-85000-6282-321-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Luther_Bond.pdf (OF 30,333)

12.l) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Magnolia Park (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Magnolia Park, effective January 1, 2024 through June 30, 2025, not to exceed $825 (213-00000-0-91008-85000-6282-217-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Mag Park_Bond.pdf (OF 30,334)

12.m) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Miller Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Miller Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $11,120 (213-00000-0-91008-85000-6282-210-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Miller_Bond.pdf (OF 30,335)

12.n) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Monterey High School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Monterey High School, effective January 1, 2024 through June 30, 2025, not to exceed $4,065 (213-00000-0-91008-85000-6282-530-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Monterey_Bond.pdf (OF 30,336)

12.o) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, John Muir Middle School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank

Unified School District and Encorp for an Inspection and Abatement Reporting at John Muir Middle School, effective January 1, 2024 through June 30, 2025, not to exceed $11,200 (213-00000-0-91008-85000-6282-322-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Muir_Bond.pdf (OF 30,337)

12.p) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Washington Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Washington Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $5,910 (213-00000-0-91008-85000-6282-216-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Washington_Bond.pdf (OF 30,338)

12.q) Acceptance of the 2023-2024 Annual Fiscal Report and the Financial and Performance Audits of Proposition 39 General Obligation Bonds Building Fund Measure S Program

That the Board of Education accept the 2023-2024 Annual Financial Report and the Financial and Performance Audits of the Proposition 39 General Obligation Bonds Building Fund Measure S program, as presented.

Audit Report 23-24 Acceptance 011625.pdf (OF 30,339)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.r) Approval of Revisions to the A-G Completion Improvement Grant Plan

That the Board of Education approve the A-G Completion Improvement Plan revisions, effective December 5, 2024, through June 30, 2026, as presented.

Approval of Revisions to the A-G Completion Improvement Grant Plan.pdf (OF 30,340)

It was moved by Char Tabet, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.s) Approval of 2023-2024 School Accountability Report Cards

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 2023-2024 School Accountability Report Cards prepared in 2024-2025, as presented. School Accountability Report Cards may be found using the link below:

https://drive.google.com/drive/folders/1WGWN6daka0GU9GlpNHrf30XMLXTmdwZ2?usp=sharing

SARCs January 19 2025.pdf (OF 30,341)

It was moved by Abby Pontzer Kamkar, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Educational Services, Dr. Peter Knapik gives a breakdown. States the report cards are a 15 page document that contains descriptions about schools, safety, class sizes and descriptions of fiscal information. The majority also comes from the California Department of Education. These reports are available on the website.

12.t) Approval of Release of Teachers on Temporary Contract

That the Board of Education approve the release of all teachers on temporary contract for the 2024-2025 school year, as presented.

Approval of Release of Teachers on Temporary Contract.docx.pdf (OF 30,342)

It was moved by Emily Weisberg, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.u) Adoption of Proposed Instructional Calendars for the 2025-2026 School Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed 2025-2026 Instructional Calendars, as presented.

PULLED

Adoption of Proposed 2025-2026 Instructional Calendars.pdf PULLED

13) CONSENT AGENDA

13.a) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960035314, total not to exceed $29,250, (01.0-65000.0-50010-36000-5813-7440000), June 1, 2024 through May 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035314 Settlement Agreement.pdf (OF 30,343)

13.b) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for

Special Education Student 960012534, total not to exceed $81,968.50, (01.0-65000.0-50010-36000-5813-7440000), July 1, 2023 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012534 Settlement Agreement.pdf (OF 30,344)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Karen Kambourian, to provide a related service provider to support individualized education plan mandated counseling services and assessment, not to exceed $91,925 (01.0-65000.0-57602-11900-5850-7440000), effective August 23, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was September 5, 2024 for a total not to exceed $41,925. Due to additional needs of support to students, this amendment increases the amount by $50,000. The new not to exceed amount is $91,925.

SPED Professional Services Karen Kambourian_Amendment.pdf (OF 30,345)

13.d) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through December 16, 2024, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,346)

13.e) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 011625.pdf (OF 30,347)

13.f) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants Consent 011625.pdf (OF 30,348)

13.g) Approval of Professional Services Agreement, Massadi Enterprises Inc., Division of State Architect (DSA) Inspections, Aquatic Center Modernization, Burbank High School (Capital Outlay Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Massadi Enterprises Inc., to perform Division of State Architect (DSA) Inspections for the Inspections, Demolition for Aquatic Modernization at Burbank High School, effective January 17, 2024 through January 16, 2026, not to exceed $200,000 (40.0-90329.0-00000-85000-6281-4310000) Capital Outlay Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16 AOC_MASSADI_BHS_CAPITAL OUTLAY.pdf (OF 30,349)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and ISO Workforce Alliance, Inc. to provide a total of three credentialed special education teachers, not to exceed $197,568.00 (01.0-65000.0-57601-11804-5810-7440000), effective December 3, 2024 through May 23, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was December 12, 2024 for a total not to exceed $72,716. This amendment adds an additional two teachers (total of three) to fill positions where teachers have resigned/retired. The new not to exceed amount is $197,568.

SPED Professional Services ISO Workforce Alliance_Amendment.pdf (OF 30,350)

13.i) Ratification of University Agreement- Nebraska Wesleyan University

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to ratify the University Agreement between the Burbank Unified School District and Nebraska Wesleyan University to provide educational field experience, effective October 31, 2024 through until terminated upon by mutual consent from both parties, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of University Agreement- Nebraska Wesleyan University.pdf (OF 30,351)

13.j) Approval of Personnel Report Number 24-25-12

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-12, covering Certificated and Classified personnel, and consisting of Pages 1 to 23 inclusive, as presented.

Personnel Report 24-25-12.pdf (OF 30,352)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) REPORTS FROM BOARD MEMBERS

14.a) Reports from Board Members

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

Member Weisberg thanks the District staff for working tirelessly during the fires until we went back to school. She also gives an extra special thank you to Dennis Maxwell and the facilities staff. Thanks Mayor Perez for constantly checking in and Assembly member Shultz for securing five hundred masks for our staff.

Member Cano thanked all staff for coming into work during the fires. She also thanks Dr. Paramo for always providing the Board with up to date information and updates.

Clerk Tabet also thanks all staff, the Boys and Girls Club and all other organizations in Burbank who opened and who assisted during the school closures. She invites the community to the Pancake breakfast with the Burbank Relations Council.

Vice President Pontzer Kamkar thanked staff for being so responsive throughout the fires. She thanks the Boys and Girls Club. She says that she was reassured when child care was offered. She thanks parents as well. She attended the Kinder/TK event on Tuesday and thanks staff for putting the meeting together.

President Aghakhanian acknowledges Dr. Paramo for working through a remote location while being evacuated and thanks the members of his team and his colleagues for the assistance that they provided. He thanks everyone for making the right decisions. Thanks Dr. Weisberg and Dr. Knapik for their support as well.

Superintendent Paramo thanks the Board for their gratitude. He thanks Dr. Knapik for all his help also thanks Dr. Rudchenko for her help with the unions. He says that Dr. Macias did an amazing job putting together communication. He stepped up and was able to vet that with the Board before it went out. Mr. Cantwell worked with Mr. Maxwell to get stuff done to ensure that staff would get compensated. Also thanks Cindy for all her help during the fires.

President Aghakhanian reads the retirees:
Ana Martirosyan, been with BUSD since 1996
Ralph Falls, been with BUSD since 1996
Emma Grigorian, been with BUSD since 2002

15) ADJOURNMENT

Meeting adjourned in memory of all the victims of the wildfires at 9:24 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

February 6, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano (arrived 5:05 p.m.)

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

Joel Schlossmann, community member, indicates that it's improper that Dr. Paramo not discuss meetings if not agendized. He says that it's important to follow the rules when it comes to discipline. It's problematic if some rules are ignored. He says that he had a BUSD address where he talks about resources for immigrant families. He discusses situations in which families are broken up. He asks Member Cano to speak up. He's looking forward to hearing her voice.

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

3.d) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) PULLED

Final Settlement Agreement for Special Education Students 960026730 and 960026731

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Weisberg invites Member Cano to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Superintendent, Dr. John Paramo, would like to pull item 10a and bring back for the next meeting.

7) ITEMS FOR FUTURE AGENDAS

Vice President Pontzer Kamkar asks to agendize items for our future joint meetings with City Council, before we take a proposed agenda to them.

President Aghakhanian corrects error on item 11b, should be resolution 22, not XX.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Student Representatives

Student Board Members Hayk Smbatyan, Monterey High School; Rose Ilangesyan, Burbank High School and Lala Nestor, John Burroughs High School report on activities at their respective schools

8.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, focuses his comments on our upcoming LCAP presentation and why he asked to have it pulled. He says that staff has been working diligently on the LCAP plan since the beginning of the school year. We were ready to go with it today, but there have been potential cuts and additions and he says by moving it to the next meeting, it allows for him to meet with our Intervention Specialists and labor representatives. He mentions he has met with the Behavior Interventionists and would like everyone to know that he appreciates them very much. Important that they feel heard.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Laura Strobl, Board member from the Burbank Human Relations Council, speaks regarding Resolution 21. She says their Board voted unanimously in support of Resolution 21, proclaiming all students equal access to education, regardless of immigration status. States our students deserve a safe and secure learning environment, no child should come to school in fear.

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, responds to Laura Strobl. He says he loves working with her organization and they have a common interest in making sure all our kids feel safe. Mentions the Resolution is a no brainer. He says he will always do whatever he can to protect our kids.

9.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg says that it was very powerful to stand with BHRC last week. All of our students regardless of immigration status are to receive education. She feels lucky to be serving with a unified Board. Takes a moment to commend Mayor Perez for spearheading the Resolution at City Council, facing stiff opposition. Honor to align with BHRC.

Member Cano says that she doesn't want to pat ourselves on the back because we did what was right.

Vice President Pontzer Kamkar thanks Ms. Strobl for BHRC's support.

President Aghakhanian also thanks Ms. Strobl for her kind words. He says that it's unfortunate that we have to bring Resolutions forward to prevent division and hate.

Clerk Tabet thank Ms. Strobl for coming and says we are lucky to have such a strong Burbank Human Relations Council. Appreciates and thanks them again.

10) REPORTS TO THE BOARD

10.a) 2024-25 LCAP Mid-Year Update

Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services, will report to the Board of Education on 2024-25 LCAP Mid-Year Update, as presented.

24-25 LCAP Mid-Year Update 2 6 25.pdf PULLED

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Adoption of Resolution 21 Proclaiming that All Students Will Have Equal Access to Education, Regardless of Immigration Status

John Paramo, Superintendent, recommends that the Board of Education adopt Resolution 21 proclaiming that all students will have equal access to education, regardless of immigration status, as presented.

Resolution 21.pdf (OF 30,353)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.b) Adoption of Resolution XX Proclaiming the Month of February 2025 in Recognition of National Black History Month

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education adopt Resolution XX proclaiming the Month of February 2025, in recognition of National Black History Month in the Burbank Unified School District, as presented.

Resolution 22 National_Black_History_Month_2 6 25.pdf AMENDED (OF 30,354)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Interim Assistant Superintendent of Instructional Services, Dr. Oscar Macias, invites Judith Annozine, Library Coordinator from Stevenson Elementary. She presents a selection of book recommendations.

11.c) Acceptance of Notice of Completion, Migration of the District-wide Video Surveillance System, AMS.NET (Bond Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Migration of the District-wide Video Surveillance System, by AMS.NET (21.3-00000.0-92000/93000-85000-5840/6249/6449-7730000), PO 25000864, not to exceed $77,003.96, as presented.

NOC_AMS_Video Surveillance System_020625.pdf (OF 30,355)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.d) Acceptance of Notice of Completion, Migration Video Surveillance System, Burbank Adult School, AMS.NET

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Migration of the Video Surveillance System at Burbank Adult School, by AMS.NET (11.0-63910.0-41101-27000-5632/5890-5330000), PO 25002269, not to exceed $10,770.90, as presented.

NOC_AMS_Video Surveillance System_BAS_020625.pdf (OF 30,356)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.e) Approval of Board Representation on District and Community Committees/Groups for 2025

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

Board Representation on Committees_Report 2025.pdf (OF 30,357)

Burbank Arts and Education Foundation - President Aghakhanian, Clerk Tabet and Member Cano
District Level English Learner Advisory Committee - Member Weisberg and President Aghakhanian, with alternate Vice President Pontzer Kamkar
Five Star Coalition - Vice President Pontzer Kamkar and Clerk Tabet
LCAP Committee- Member Weisberg and Vice President Pontzer Kamkar, with alternate Member Cano
Los Angeles County Committee on School District Organization- President Aghakhanian
LA County School Trustees- Member Weisberg, with Clerk Tabet as alternate
Special Education District Advisory Committee- Member Cano, with alternate Member Weisberg
School Facilities Oversight Committee- Member Tabet, Vice President Pontzer Kamkar with alternate Member Weisberg
Adding Superintendent's Facilities Oversight Sub Committee which meet bi-weekly- Clerk Tabet and Vice President Pontzer Kamkar will represent the first year

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.f) Approval of 2025-2026 Regular Board of Education Meeting Dates

John Paramo, Superintendent, recommends that the Board of Education approve its regular meeting dates for the 2025-2026 school year, as presented.

Board Meeting Dates for 2025-2026.pdf (OF 30,358)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Board Members and Superintendent Dr. Paramo go back and forth in reviewing future Board meeting dates.

11.g) Approval of Job Description, Recruitment and Hiring for the Roof Repair Technician Position on the Classified Monthly Salary Schedule

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Job Description, Recruitment, and Hiring for the Roof Repair Technician Position on the Classified Monthly Salary Schedule, as presented.

Approval of Job Description, Recruitment and Hiring for the Roof Repair Technician Position on the Classified Monthly Salary Schedule.pdf (OF 30,359)

It was moved by Abby Pontzer Kamkar, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, states that this is creating a new CSEA position. Previously this position was outsourced at a higher cost. This will in turn save us money.

11.h) Approval of the Updated Classified Hourly or Special Assignments Salary Schedule and Increase in Hourly Compensation for Educational Interpreter II- Deaf and Hard of Hearing

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Updated Classified Hourly or Special Assignments Salary Schedule and Increase in Hourly compensation for Educational Interpreter II- Deaf and Hard of Hearing, as presented.

Approval of the Updated Classified Hourly or Special Assignments Salary Schedule and increase in Hourly Compensation for Educational Interpreter II- Deaf and Hard of Hearing.pdf (OF 30,360)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, clarifies this is for our classified substitute and short term employees. Second part includes an increase to be paid at 100% of Step 1. Hoping by moving the rate up, this will help attract more DHH substitutes.

11.i) Approval of Title Change from Plaster/Cement Finisher to Senior Facilities Worker-Plaster/Cement on Salary Schedule B

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education designate Sarah Rudchenko, Assistant Superintendent,

Human Resources Services, approve the Title Change from Plaster/Cement Finisher to Senior Facilities Worker-Plaster/Cement on Salary Schedule B Range , as presented.

Approval of Title Change from PlasterCement Finisher to Senior Facilities Worker-Plaster.Cement on Salary Schedule B.pdf AMENDED (OF 30,361)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, states this is a vacant position. There was an MOU we had with the previous employee that explained this. Because we had someone in that position, we never moved into the Ewing Study. This is not the creation of a new job and this is just a one range difference.

11.j) Appointment of Committee Members and Chair to the Surplus Property Advisory Committee (7-11 Committee) Pursuant to California Education Code § 17387

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education appoint the above-listed applicants to serve on the Surplus Property Advisory Committee (7-11 Committee), as presented.

Clerk Tabet would like to add two nominees with Mr. Larry Applebaum and Mr. Vahe Ovanessian. Clerk Tabet Motions and Member Cano seconds the motion.

Motion withdrawn and voted as follows:

Justin Robertson - Pontzer Kamkar, Second Weisberg. Unanimous
Melissa Jimena - Pontzer Kamkar, Second Weisberg. Unanimous
Chantel Samponia - Pontzer Kamkar, Second Weisberg. Unanimous
Tada Bonestat - Pontzer Kamkar, Second Weisberg. Unanimous
Naomi Park - Pontzer Kamkar, Second Weisberg. Unanimous
Hugo Maldonado - Pontzer Kamkar, Second Weisberg. Unanimous
Andre Aganessian - Pontzer Kamkar, Second Weisberg. Tabet Votes No, Passes 4-1
Eric Carter - Pontzer Kamkar, Second Cano. Unanimous
Peter Knapik - Pontzer Kamkar, Second Weisberg. Unanimous
Clerk Tabet nominates Larry Applebaum - Tabet, Second Cano. Motion fails
Clerk Tabet nominates Vahe Ovanessian - Second Cano. Motion fails

Appointment of a Surplus Property Advisory Committee 020625.pdf (OF 30,362)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) CONSENT AGENDA

12.a) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through January 13, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,363)

12.b) Approval of Luther Burbank Middle School Choir (Overnight) Field Trip

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Luther Burbank Middle School Choir (Overnight) Field Trip request to participate in the Monsoon Madness Show Choir Competition in Surprise, Arizona from Thursday, March 13, 2025 through Sunday, March 16, 2025, as presented.

LBMS Choir Overnight Field Trip 2 6 25.pdf (OF 30,364)

12.c) Approval of Williams Settlement Quarterly Report on Uniform Complaints 2024-2025

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2024-2025, Report Summary No. 1, July 1 through September 30, 2024, as presented.

UCP Williams 2024 25 2 6 25.pdf (OF 30,365)

12.d) Approval of John Burroughs High School Television Production Class (Overnight) Field Trip

Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Television Production (Overnight) Field Trip request to participate in the Student Television Network Convention in Long Beach, CA from Thursday, March 14, 2024 through Sunday, March 17, 2024, as presented.

JBHS Television Production Overnight Field Trip 020625.pdf (OF 30,366)

12.e) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants 020625.pdf (OF 30,367)

12.f) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 020625.pdf (OF 30,368)

12.g) Notice of Completion NJP Sports Inc., Tennis Courts Windscreen Replacement, Burbank High School (Joint Use Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Tennis Courts Windscreen Replacement at Burbank High School, PO 25002195, not to exceed $21,268.24 (010-81500.0-00000-85000-6170-752-3300) Joint Use Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_NJP Sports_BHS_Joint Use.pdf (OF 30,369)

12.h) Award of Contract, AME Builders Inc., Emergency Roof Repair, District Administration Office (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and AME Builders Inc, for the Emergency Roof Repair at the District Administration Office, not to exceed $88,300 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6 AOC_AME_DO_Emergency.pdf (OF 30,370)

12.i) Award of Contract, Commercial Roofing Systems., Emergency Roof Repair, Walt Disney Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems, for the Emergency Roof Repair at Walt Disney Elementary School, not to exceed $107,748 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6 AOC_Commercial Roof_Disney_Emergency.pdf (OF 30,371)

12.j) Award of Contract, Commercial Roofing Systems., Emergency Roof Repair, John Burroughs High School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems, for the Emergency Roof Repair at John Burroughs High School, not to exceed $204,930 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6 AOC_Commercial Roof_JBHS_Emergency.pdf (OF 30,372)

12.k) Award of Contract, Commercial Roofing Systems., Emergency Roof Repair, William McKinley Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems, for the Emergency Roof Repair at William McKinley Elementary School, not to exceed $48,780 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6 AOC_Commercial Roof_McKinley_Emergency.pdf (OF 30,373)

12.l) Award of Contract, Commercial Roofing Systems., Emergency Roof Repair, Joaquin Miller Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems, for the Emergency Roof Repair at Joaquin Miller Elementary School, not to exceed $130,724 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6 AOC_Commercial Roof_Miller_Emergency.pdf (OF 30,374)

12.m) Award of Contract, Commercial Roofing Systems., Emergency Roof Repair, Theodore Roosevelt Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems, for the Emergency Roof Repair at Theodore Roosevelt Elementary School, not to exceed $13,226 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6 AOC_Commercial Roof_Roosevelt_Emergency.pdf (OF 30,375)

12.n) Award of Contract, Commercial Roofing Systems., Emergency Roof Demolition, Thomas Edison Elementary (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems. for the Emergency Roof Demolition at Thomas Edison Elementary, effective February 7, 2025 through February 8, 2026, not to exceed $110,965 (01.0-00000-0-0000-72001-6231-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6 AOC_Commercial_Edison_Demo_Emergency.pdf (OF 30,376)

12.o) Approval of Additive Change Order No.1, Commercial Roofing Systems., Emergency Roof Demolition, Thomas Edison Elementary (Emergency Fund)

Andrew Cantwell, 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 Commercial Roofing Systems, for the Emergency Roof Repair at Thomas Edison Elementary, effective February 7, 2025 through February 8, 2026, not to exceed $218,880 (01.0-00000-0-0000-72001-6231-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6 CO1_Commercial_Edison_Emergency.pdf (OF 30,377)

12.p) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Walt Disney Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Walt Disney Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $5,485 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6_Ratif_Encorp_Disney_Emergency.pdf (OF 30,378)

12.q) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, District Administration Building (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at District Administration Building, effective January 1, 2024 through June 30, 2025, not to exceed $1,150 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6_Ratif_Encorp_District_Emergency.pdf (OF 30,379)

12.r) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Thomas Edison Elementary (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Thomas Edison Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $5,150 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund,

and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6_Ratif_Encorp_Edison_Emergency.pdf (OF 30,380)

12.s) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, McKinley Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Joaquin Miller Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $2,770 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6_Ratif_Encorp_McKinley_Emergency.pdf (OF 30,381)

12.t) Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Theodore Roosevelt Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Theodore Roosevelt Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $3,890 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

2-6_Ratif_Encorp_Roosevelt_Emergency.pdf (OF 30,382)

12.u) Approval of Award of Contract, Western Fence & Supply Co., DBA Pilgrim Fence Co., CUPCCAA Bid 2425-015 for Automatic Gate Conversion, Burbank High School (Routine Restricted Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the contract between Burbank Unified School District and Western Fence & Supply Co., DBA Pilgrim Fence Co., CUPCCAA Bid 2425-015 for the Automatic Gate Conversion at Burbank High School, effective February 7, 2025 through February 6, 2026, not to exceed $40,690 (01.0-81500-0-00000-81000-6250-431-0000) Capital Outlay, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

AOC_PILGRAM_BHS_RRM.pdf (OF 30,383)

12.v) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank

Unified School District and Carlos A. Flores, to provide a psychoeducational IEE, not to exceed $6,000 (01.0-65000.0-57602-11900-5850-744000) for special education student 9600285040, effective February 7, 2025 through December 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960028504 Carlos Flores.pdf (OF 30,384)

12.w) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Renee Miller, to provide support for individualized education plan mandated counseling services and assessment, not to exceed $20,000 (01.0-65000.0-57602-11900-5850-7440000), effective February 7, 2025 through May 22, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Renee Miller.pdf (OF 30,385)

12.x) Amended Reimbursement to Parent for Transportation (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend reimbursement to parent of Special Education Student 960011648 to visit student who attends a Non Public School (NPS), per IEP, not to exceed $6,000, effective July 1, 2024 through June 30, 2025, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was November 7, 2024 for a total not to exceed $4,000. This amendment adds one additional round trip visit, with an increase of $2,000. The new not to exceed amount is $6,000.

SPED Student 960011648 Parent Reimbursement_Amended.pdf (OF 30,386)

12.y) Approval of Personnel Report Number 24-25-13

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-13, covering Certificated and Classified personnel, and consisting of Pages 1 to 23 inclusive, as presented.

Personnel Report 24-25-13.pdf (OF 30,387)

12.z) Ratification of Agreement for Professional Services, Developer Fee Justification Study

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Total School Solutions, to perform a developer fee justification study, not to exceed $14,000 (25.0-00000.0-00000-85000-5850-7471000), effective January 7, 2025 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Developer Fee Study Agmt 020625.pdf (OF 30,388)

Items pulled out of consent for emergency repair work
12h Pontzer Kamkar - Weisberg, unanimously
12i Pontzer Kamkar - Weisberg, unanimously
12j Pontzer Kamkar - Weisberg, unanimously
12k Pontzer Kamkar - Weisberg, unanimously
12l Pontzer Kamkar - Weisberg, unanimously
12m Pontzer Kamkar - Weisberg, unanimously
12n Pontzer Kamkar - Weisberg, unanimously
12o Pontzer Kamkar - Weisberg, unanimously
12p Pontzer Kamkar - Weisberg, unanimously
12q Pontzer Kamkar - Weisberg, unanimously
12r Pontzer Kamkar - Weisberg, unanimously
12s Pontzer Kamkar - Weisberg, unanimously
12t Pontzer Kamkar - Weisberg, unanimously

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) REPORTS FROM BOARD MEMBERS

13.a) Reports from Board Members

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

Member Weisberg thanks BHRC for the MLK Day breakfast. Also gives a shout out to Tiffany Crain, who was the attorney who presented during the zoom regarding immigration. Gives a shout out to the three BUSD students who spoke at City Council in relationship to their resolution.

Member Cano says that she is proud of this district. She thanks the BHRC, says the breakfast was wonderful.

Clerk Tabet says that at the BHRC MLK breakfast, they kindly sponsored an essay contest for Burbank students. Hope whoever was affected by the wildfires are finding the support that they need.

President Aghakhanian asks if the students who wrote essays can be acknowledged at the next Board Meeting.

Vice President Pontzer Kamkar thanks Laura Vinyard and her staff at Washington for their work at Staff Day. She says that she conducted two Mock Interviews for Burbank High. She went to Disney's Science Fair and mentions she is proud of the students who spoke at City Council. She is proud of the BUSD family and the Board. She is proud of Dr. Weisberg and Dr. Aghakhanian for speaking in service. She says that things feel uncertain and thanks staff for fielding calls.

President Aghakhanian thanks principal Vinyard at Washington for such a great event. He says that the kids were very talented and very polite. He attended Burbank Council PTA's Reflections Awards and he congratulates all the nominees. He wishes everyone a happy Lunar New Year.

President Aghakhanian read the retirees:
Jackie Davis, since 1995
Tracy Feldman, since 1994
Michelle Hacking, since 1997
Linda Gregorcyzk, since 1990
Debra Baird, since 1996
Marla Jurman, since 1991
Nancy Fitzgerald, since 1997
Cathleen Zsupnik, since 2008
Patricia Patterson, since 1996
Margaret Hess Witucki, since 1994
Marla Liddell Johnson, since 2008
Daryn Wolf, since 2025
Janet Lam Ziegler, since 1990
Janice Burow, since 1992
Susan Conway, since 1991
Vicki Thalheimer, since 1990
Cherie Wescott, since 1989
Jaime Reeves, since 1986

14) ADJOURNMENT

Meeting adjourned at 8:31 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

February 20, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

3.d) Action on Student Expulsion (OF 30,389)

The Board of Education will take action in closed session pursuant to Education Code Section 48900(b) and 48915(a)(1)(B) on the expulsion recommendation by the Administrative Hearing Panel for Student 960043800, as presented.

3.e) Expelled Student for Readmittance in the Burbank Unified School District, as per Board Policy 5144 and Education Code 48917 (OF 30,390)

The Board of Education will meet in Closed Session pursuant to Board Policy 5144 and Education Code 48917 to consider the readmittance recommendation report from the District Transfer Review Committee for Student 960031996, as presented.

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Juan Avila to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Expungement of Student 960031996. Motion Vice President Pontzer Kamkar, second by Member Weisberg. Motion passed 5-0.

Expulsion of Student 960043800. Motion Vice President Pontzer Kamkar, second by Member Weisberg. Motion passed 5-0.

6) ADJUSTMENTS TO THE AGENDA

7) ITEMS FOR FUTURE AGENDAS

Member Weisberg would like to explore the possibility of exploring our Classified and Certificated employees of the month and year. Would also like to agendize the possibility of ATB being open during teacher workdays.

8) PRESENTATIONS / RECOGNITIONS

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Rose Ilangesyan, Burbank High SchooL, Lala Nestor John Burroughs High School, and Hayk Smbatyan, Monterey High School will report on activities at their respective schools

Superintendent, Dr. John Paramo, addresses the conflict with the calendar. He mentions our Board Policy states that our meetings need to be on the first and third Thursday of the month. However, he states they try to avoid to have meetings on Religious holidays. He would like to work with the Board on updating Board Policy because we end up having more months where we are not on the first and third than months that we are.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

9.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, invites Assistant Superintendent of Administrative Services, Andrew Cantwell, who introduces two new staff members who will be assisting with the bond. Robin Rickman and Malihe Shokouhi.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

10.c) Board Members' Responses

Board Members will respond to public comment.

11) REPORTS TO THE BOARD

11.a) 24-25 LCAP Mid-Year Update

Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services, will present to the Board of Education on 24-25 LCAP Mid-Year Update, as presented.

24-25 LCAP Mid-Year Update 2 20 25.pdf (OF 30,391)

Director of Instructional Technology and Accountability, Dr. Robyn Anders, approaches podium to present.

11.b) SOAR (Strength - Ownership - Attitude - Resilience) Program Update

Oscar Macias, Interim Assistant Superintendent of Instructional Services, Robyn Anders, Director of Instructional Technology and Accountability, Julie Markussen, Director of Student Services, April Weaver, Principal, Alternative Education, will report to the Board of Education on the SOAR Program.

SOAR Program Update 2 20 25.pdf (OF 30,392)

Interim Assistant Superintendent of Instructional Services, Dr. Oscar Macias, approaches podium and invites April Weaver and Juan Avila to provide updates on program.

11.c) Report on BUSD Secondary Math Collaborative

Robyn Anders, Director, Instructional Technology & Accountability, Instructional Services and Greg Everhart, Math Teacher and Math Coach will report to the Board of Education on BUSD Math Collaborative with California Education Partners, as presented.

Board Report on BUSD Math Collaborative 2-20-25.pdf (OF 30,393)

Director of Instructional Technology and Accountability, Dr. Robyn Anders, approaches podium to present.

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Adoption of Resolution 23 Proclaiming March 2025 as Intellectual and Developmental Disabilities Awareness Month (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 23 proclaiming the month of March 2025 as Intellectual and Developmental Disabilities Awareness Month, as presented.

SPED Resolution Intellectual and Developmental Disability Awareness Month.pdf (OF 30,394)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.b) Approval of Comprehensive School Safety Plans

Julie Markussen, Director of Student Services, recommends that the Board of Education approve each school's 2024-2025 Comprehensive School Safety Plans, as presented. Note: Due to the size of each document, the Comprehensive School Safety plans will not be duplicated for distribution. However, copies of each school's plan will be on the district and school website.

Safety Plan Board Report 2024.pdf (OF 30,395)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.c) Acceptance of Notice of Completion, Video Surveillance Cameras, Burbank High School, AMS.NET (Bond Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Video Surveillance Cameras at Burbank High School, by AMS.NET (21.3-00000.0-93000-

85000-5840/6249/6449-4310000) (Bond Funds), PO 25000771, not to exceed $139,540.56, as presented.

NOC_AMS_Video Surveillance Cameras_BHS_022025.pdf (OF 30,396)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.d) Adoption of Proposed 2025-2026 Instructional Calendar

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the proposed 2025-2026 Instructional Calendar, as presented.

Adoption of Proposed 2025-2026 Instructional Calendar.pdf (OF 30,397)

It was moved by Char Tabet, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) CONSENT AGENDA

13.a) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960026731, at no cost to the District, January 23, 2025 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026731 Settlement Agreement.pdf (OF 30,398)

13.b) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960026730, at no cost to the District, January 23, 2025 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026730 Settlement Agreement.docx (1) (1).pdf (OF 30,399)

13.c) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through January 27, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,400)

13.d) Approval of John Burroughs High School Instrumental Music Association (Overnight) Field Trip to San Diego, CA

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Instrumental Music Association (Overnight) Field Trip request to participate in the San Diego Heritage Festival in San Diego, CA from Thursday, April 3, 2025 through Saturday, April 5, 2025, as presented

JBHS_IMA_Extended_Overnight_Field_Trip_SD 2 20 25.pdf (OF 30,401)

13.e) Approval of Amended Consultant Agreement for Kenyan Armitage

Oscar Macias, Interim Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Kenyan Armitage to provide instructional consultant services for $16,5000 from February 10, 2025, through February 24, 2025, and that authority to sign the agreement be exercised under BUSD-AR 3314, as presented.

Approval of Amended Consultant Agrmt 022025.pdf (OF 30,402)

13.f) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 022025.pdf (OF 30,403)

13.g) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants 022025.pdf (OF 30,404)

13.h) Ratification of Agreement with Arey Jones for Lightspeed Alert Licenses (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and AreyJones to provide Lightspeed Alert, not to exceed $27,940 (01.0-00000.0-00000-72000-5840-7403200) (General Fund), effective July 1, 2024, through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Ratification_Agreement_Arey Jones_LightspeedAlert_022025.pdf (OF 30,405)

13.i) Acceptance of Notice of Completion, Security Cameras, Burbank Adult School, AMS.NET (Site Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Security Cameras at Burbank Adult School, by AMS.NET (11.0-63910.0-41101-85000-6249/6440-5330000), PO 25000800, not to exceed $31,636.41, as presented.

NOC_AMS_Security Cameras_BAS_022025.pdf (OF 30,406)

13.j) Acceptance of Notice of Completion, Video Surveillance System, Burbank High School, AMS.NET

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Video Surveillance System at Burbank High School, by AMS.NET (01.0-00000.0-00000-77000-6249/6440/6449-4313200), PO 25001427, not to exceed $8,385.91, as presented.

NOC_AMS_Video Surveillance System_BHS_022025.pdf (OF 30,407)

13.k) Acceptance of Notice of Completion, Video Surveillance System, John Burroughs High School, AMS.NET

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Video Surveillance System at John Burroughs High School, by AMS.NET (01.0-00000.0-00000-85000-6249/6440/6449-4323200), PO 25000614, not to exceed $225,171.25, as presented.

NOC_AMS_Video Surveillance System_JBHS_022025.pdf (OF 30,408)

13.l) Approval of University Agreement- Colorado University, College of Nursing

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Colorado University, College of Nursing to provide educational field experience, effective February 20, 2025 and until either party gives 30 days' notice of its intent to terminate this agreement, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of University Agreement- Colorado University College of Nursing.pdf (OF 30,409)

13.m) Ratification of University Agreement- Stanbridge University

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and Stanbridge University to provide educational field

experience, effective February 7, 2025 through until terminated three (3) years on February 7, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of University Agreement- Stanbridge University.pdf (OF 30,410)

13.n) Approval of Personnel Report Number 24-25-14

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-14, covering Certificated and Classified personnel, and consisting of Pages 1 to 11 inclusive, as presented.

Personnel Report 24-25-14.pdf (OF 30,411)

13.o) Approval of Annual Agreement with Fresh Service for Work Order Software for Facilities Requests, District-Wide (Restricted Routine Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the annual agreement with Fresh Service for a Work Order Software for Facilities Requests, District-Wide, effective February 21, 2025 through June 30, 2025, not to exceed $8,892.00 (010-81500-0-00000-82000-5840-752-3100) Restricted Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOA_Fresh Service_District Wide.pdf (OF 30,412)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Member Weisberg asks about item 13f or 13g if this is coming from Prop 28 money or where it's coming from. Dr. Peter Knapik provides the funds and what numbers they are tied to.

14) REPORTS FROM BOARD MEMBERS

14.a) Reports from Board Members

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

Member Weisberg gives a shout out to Ms. Quiterio for her son's acceptance into college and wishes him a happy 18th birthday. She also thanks Edith Chavez, Laura Bauman, Archana Vazirani and George Garabigie for taking time out to meet with her.

Vice President Pontzer Kamkar says that she attended CTE Day at John Burroughs High School and thanks staff who organized the event. She also attended their PTA meeting to talk about the bond and how it's going and to answer some questions.

President Aghakhanian says that he attended the opening of a new Music School in the Burbank.

President Aghakhanian reads the retirements:
Gloria Hernandez, since 2006
Joanne Becker, since 2004
Elizabeth Wood, since 1998
Rachel Goldman, since 2021

15) ADJOURNMENT

Meeting adjourned at 8:56 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

March 6, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

3.d) Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code §54956.9 (d)(2): One potential case (OF 30,413)

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Dennis Maxwell to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Took action to approve settlement with employee CM 18324. Motion Member Weisberg, second Vice President Pontzer Kamkar. Motion passed 5-0.

6) ADJUSTMENTS TO THE AGENDA

7) ITEMS FOR FUTURE AGENDAS

Member Weisberg would like to revisit the renaming of the BHS Library after Dave Thompson. Would like to get a report back in regards to exploring childcare for staff for during preservice. Also, how many staff members use ATB.

Clerk Tabet would like a Resolution for the current Bond Project moving forward to be closed out.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Student Representatives

Alyssa Pracha, John Burroughs High School and Rose Ilangesyan, Burbank High School report on activities at their respective schools

8.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, Teacher at Dolores Huerta and BTA president, encourages exposure of books. She shares books which BTA is donating to our school sites. She says that the RIF notices being offered to staff are devastating and she does not like this time of year. Says that the programs that are going away or being reduced are BTA members. She encourages the district to visit local businesses to promote our district and gain enrollment.

Member Weisberg, Clerk Tabet and President Aghakhanian, thank Ms. Drabecki for coming and sharing her concerns.

8.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, indicates that he has been working with the Board of Education to combat our declining enrollment. He states he regularly meets with the Chamber of Commerce and he goes over permitting, but is aware we need to take extra steps. Student Services and the Board are working to put a flyer together and we will take them to the Chamber meeting as well as taking them to the Board of Realtors to pass out. We had an out of the box idea from Vice President Pontzer Kamkar to see what it would cost to advertise on bus stops. He says that he would love to meet with her and Alex for future discussion. Also, he addresses layoffs and says that it is not easy and that he will work hard to bring some of these positions back. He thanks CSEA for working hard and getting the Memorandum of Understanding finalized promptly. Lastly, he mentions that our next meeting will be on March the 27th.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Avo Ilangesyan, student at Burbank High School, speaks and shares his concerns regarding the ASB program at Burbank High School. His intention is to advocate for fairness and a healthy learning environment for all students. Over the past year, he has experienced a shift in the program. Students feel their voices are not being heard and decisions are being made by the administration. Hopes the Board recognizes the urgency of this situation.

George Garabigie (via virtual speaker) systems analyst for Burbank Unified, and speaks regarding Rick Vonk. He is the now retired 30 year Director of IT. He praises him and thanks him. Says he was a great leader and someone we trusted and were family.

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, addresses Avo and tells him that he is impressed and appreciates him coming to speak his concerns. ASB should be supportive, open and transparent. He says that selecting Ms. Barzegar to be principal was strategic and says that he trusts her and is confident that she has done things to resolve the situation. Mentions that he will ask Dr. Macias to meet with ASB students privately. He says that he can't tell teachers how to grade, however, he is entitled to being given a rationale as to why a certain grade was issued. He says that he will ensure that they are heard when Dr. Macias meets with them. He addresses George and says that Rick made him look good as Superintendent. He led from his heart and wishes Rick the best while traveling and in his future.

9.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg thanks Avo and tells him that at the beginning of his comment, he indicated that he didn't want to create trouble, however, she received the message as someone who is standing up for something they really care about. She reminds the students that they are able to reach them via email. She tells George that Rick was always a great person to talk to and get information. She says that it's a good reminder that we need to celebrate our employees and that Rick will be missed.

Clerk Tabet thanks Avo for sharing his thoughts and feelings. She says that it's not easy to come down and that he did a fantastic job. She says that it is nice that his peers came to support him as well. She says that Rick was instrumental in the success of our previous bond and getting our classrooms and sites IT ready. Also says he was always accessible and whoever replaces him has big shoes to fill.

Vice President Pontzer Kamkar thanks George for calling in. Mentions that Rick has been a great leader and team player. She says that she's heard that there are excellent candidates to fill his position and hopes the new Director comes in and continues the collegial culture that has been developed in IT. She thanks Avo for coming and speaking his concerns.

President Aghakhanian thanks Avo and his mother for being here. He says that it's refreshing to see individuals like him who are courageous to be here. He thanks George for his kind words and thanks Rick Vonk for his service.

10) NEW AND/OR UNFINISHED BUSINESS

10.a) Adoption of Resolution 24 to Decrease the Number of Certificated Employees Due to a Reduction in Particular Kinds of Service

Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education adopt Resolution 24 to Decrease the Number of Certificated Employees Due to a Reduction in Particular Kinds of Service, as presented.

Adoption of Resolution 24 to Decrease the Number of Certificated Employees Due to a Reduction in Particular Kinds of Service.pdf (OF 30,414)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.b) Adoption of Resolution 25 for the Elimination or Reduction in Classified Positions

That the Board of Education adopt Resolution 25 for the Elimination or Reduction in Classified Positions, as presented.

Adoption of Resolution 25 for the Elimination or Reduction in Classified Positions.pdf AMENDED (OF 30,415)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, clarifies that this is an amended report. There were a few CSEA members on the list that were to be eliminated when in fact it was just a way for us to change their hours of employment.

10.c) Adoption of Resolution 26 for the Elimination or Reduction in Certificated Children's Center Positions

That the Board of Education adopt Resolution 26 for the Elimination or Reduction in Certificated Children's Center Positions, as presented.

Adoption of Resolution 26 for the Elimination or Reduction in Certificated Children's Center Positions.pdf (OF 30,416)

It was moved by Abby Pontzer Kamkar, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.d) Approval of Employment Contract for the Assistant Superintendent of Instructional Services

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the employment contract for Dr. Oscar Macias for the Assistant Superintendent of Instructional Services, as presented.

Approval of Employment Contract for Assistant Superintendent of Instructional Services.pdf (OF 30,417)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.e) Approval of Second Interim Report for 2024-2025 Fiscal Year

That the Board of Education approve a positive certification of the Second Interim Report for the 2024-2025 fiscal year, as presented.

2nd Interim 24-25 030625 reduced.pdf (OF 30,418)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Administrative Services, Andrew Cantwell, approaches podium to give presentation on 2nd interim.

10.f) Approval of the Fiscal Stabilization Plan Required by Los Angeles County Office of Education (LACOE) Based on the Adopted Budget

That the Board of Education approve the Fiscal Stabilization Plan, as presented.

Fiscal Stabilization Plan 030625.pdf (OF 30,419)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.g) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, George Washington Elementary School (Bond Fund)

That the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at George Washington Elementary School, not to exceed $673,306.41 (21.3-00000.0-91008-85000-4480-216-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Items 10g - 10p approved with one motion from Vice President Pontzer Kamkar, second Member Cano. Passes 5-0.

3-6 AOP_CMAS_Garland_Washington_Bond.pdf (OF 30,420)

It was moved by Abby Pontzer Kamkar, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.h) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, John Muir Middle School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at John Muir Middle School, not to exceed $1,939,181.61 (21.3-00000.0-91008-85000-4480-322-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOP_CMAS_Garland_Muir_Bond.pdf (OF 30,421)

10.i) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, Monterey High School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at Monterey High School, not to exceed $374,992.55 (21.3-00000.0-91008-85000-4480-530-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOP_CMAS_Garland_Monterey_Bond.pdf (OF 30,422)

10.j) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, Joaquin Miller Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at Joaquin Miller Elementary School, not to exceed $1,040,802.42 (21.3-00000.0-91008-85000-4480-210-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOP_CMAS_Garland_Miller_Bond.pdf (OF 30,423)

10.k) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, Magnolia Park (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at Magnolia Park, not to exceed $97,091.23 (21.3-00000.0-91008-85000-4480-517-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOP_CMAS_Garland_MagPark_Bond.pdf (OF 30,424)

10.l) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, Luther Burbank Middle School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at Luther Burbank Middle School, not to exceed $2,203,782.88 (21.3-00000.0-91008-85000-4480-320-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOP_CMAS_Garland_Luther_Bond.pdf (OF 30,425)

10.m) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, Thomas Jefferson Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at Thomas Jefferson Elementary School, not to exceed $1,019,685.20 (21.3-00000.0-91008-85000-4480-206-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOP_CMAS_Garland_Jefferson_Bond.pdf (OF 30,426)

10.n) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, John Burroughs High School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at John Burroughs High School, not to exceed $890,371.93 (21.3-00000.0-91008-85000-4480-432-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOP_CMAS_Garland_JBHS_Bond.pdf (OF 30,427)

10.o) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, Ralph Waldo Emerson Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at Ralph Waldo Emerson Elementary School, not to exceed $291,502.40 (21.3-00000.0-91008-85000-4480-203-0000) Bond Fund, and that

authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOP_CMAS_Garland_Emerson_Bond.pdf (OF 30,428)

10.p) Approval of Purchase from The Garland Company Inc., Roofing Material, Summer Roofing Project, Burbank High School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at Burbank High School, not to exceed $2,204,805.96 (21.3-00000.0-91008-85000-4480-431-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOP_CMAS_Garland_BHS_Bond.pdf (OF 30,429)

10.q) Approval of Award of Contract, AME Builders Inc., 2425-022 Summer Roofing Project, Magnolia Park (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and AME Builders Inc for the 2425-022 Summer Roofing Project at Magnolia Park, not to exceed $220,800. (21.3-00000-0-91008-85000-6230-517-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_AME_MagPark_Bond.pdf (OF 30,430)

Items 10q through 10z approved with one motion from Vice President Pontzer Kamkar, second by Member Weisberg. Passes 5-0.

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.r) Approval of Award of Contract, R&R Roofing., 2425-022 Summer Roofing Project, Monterey High School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and R&R Roofing for the 2425-022 Summer Roofing Project at Monterey High School, not to exceed $702,388 (21.3-00000-0-91008-85000-6230-530-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_R&R_Monterey_Bond.pdf (OF 30,431)

10.s) Approval of Award of Contract, R&R Roofing., 2425-022 Summer Roofing Project, George Washington Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and R&R Roofing for the 2425-022 Summer Roofing Project at Washington Elementary School, not to exceed $1,423,380 (21.3-00000-0-91008-85000-6230-216-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_R&R_Washington_Bond.pdf (OF 30,432)

10.t) Approval of Award of Contract, Best Contracting Services, 2425-022 Summer Roofing Project, John Muir Middle School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at John Muir Middle School, not to exceed $2,901,321 (21.3-00000-0-91008-85000-6230-322-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_Best_Muir_Bond.pdf (OF 30,433)

10.u) Approval of Award of Contract, Best Contracting Services, 2425-022 Summer Roofing Project, Joaquin Miller Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at Joaquín Miller Elementary School, not to exceed $2,017,021 (21.3-00000-0-91008-85000-6230-210-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_Best_Miller_Bond.pdf (OF 30,434)

10.v) Approval of Award of Contract, Best Contracting Services, 2425-022 Summer Roofing Project, Luther Burbank Middle School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at Luther Burbank Middle School, not to exceed $3,679,722 (21.3-00000-0-91008-85000-6230-320-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_Best_Luther_Bond.pdf (OF 30,435)

10.w) Approval of Award of Contract, Best Contracting Services, 2425-022 Summer Roofing Project, Thomas Jefferson Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified

School District and Best Contracting Services for the 2425-022 Summer Roofing Project at Thomas Jefferson Elementary School, not to exceed $1,470,272 (21.3-00000-0-91008-85000-6230-206-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_Best_Jefferson_Bond.pdf (OF 30,436)

10.x) Approval of Award of Contract, Best Contracting Services, 2425-022 Summer Roofing Project, John Burroughs High School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at John Burroughs High School, not to exceed $1,534,220 (21.3-00000-0-91008-85000-6230-432-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_Best_JBHS_Bond.pdf (OF 30,437)

10.y) Approval of Award of Contract, Best Contracting Services, 2425-022 Summer Roofing Project, Ralph Waldo Emerson Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at Ralph Waldo Emerson Elementary School, not to exceed $1,555,370 (21.3-00000-0-91008-85000-6230-203-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_Best_Emerson_Bond.pdf (OF 30,438)

10.z) Approval of Award of Contract, Best Contracting Services, 2425-022 Summer Roofing Project, Burbank High School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at Burbank High School, not to exceed $3,173,805 (21.3-00000-0-91008-85000-6230-431-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_Best_BHS_Bond.pdf (OF 30,439)

10.aa) Approval of Agreement to AMS.NET LLC (MGT) for 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid (Bond Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends the Board of Education approve the agreement between Burbank Unified School District and AMS.NET LLC (MGT) for the 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid, not to exceed $9,866,872.75, including a

10% contingency amount (21.3-00000.0-92000-85000-6249/6440/6449-7730000) Bond Funds, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_Agreement_2025 ERate Network and Wireless Infrastructure Projects_SPURR MiniBid_030625.pdf (OF 30,440)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.ab) 2025 California School Boards Association (CSBA) Delegate Assembly Election – Subregion 23-A

John Paramo, Superintendent, recommends that the Board of Education act to cast their vote to appoint up to two candidates to fill the two vacancies for the California School Boards Association (CSBA) Delegate Assembly Representative for Sub-region 23-A. The two candidates running are Kathleen Cross (Glendale USD), and Dr. Gary Scott (San Gabriel USD), both running as incumbents. As indicated, the Board may also choose to write in candidates on the attached ballot, as presented.

Member Weisberg is motioned and is a write in.

CSBA Delegate Assembly Election 2025.pdf (OF 30,441)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11) CONSENT AGENDA

11.a) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through February 10, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,442)

11.b) Amended Agreement for Professional Services, Atkinson, Andelson, Loya, Ruud & Romo (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend the agreement between Burbank Unified School District and Atkinson, Andelson, Loya, Ruud & Romo to perform specific services, effective July 1, 2024 through June 30, 2026, not to exceed $545,000 per year (01.0-00000.0-00000-72000-5820-7471000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented. Note: The agreement was originally approved on September 5, 2024 for a total not to exceed $225,000. This amendment increases the budgeted amount by $320,000, as the District has had an uptick in investigation and complaint work as well as certain litigation not covered by

JPA, older claims made prior to the District becoming a member of JPA. The new not to exceed amount is $545,000.

AALRR Agreement Amended 030625.pdf (OF 30,443)

11.c) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 030625.pdf (OF 30,444)

11.d) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants Consent 030625.pdf (OF 30,445)

11.e) Approval of Professional Services Agreement, Converse Consultants, Geotechnical Observation and Testing, Special Inspection and Material Testing Services, Burbank High School (Capital Outlay Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Converse Consultants for Geotechnical Observation and Testing, Special Inspection and Material Testing Services, at Burbank High School, effective April 5, 2024 through April 4, 2025, not to exceed $87,080 (400-90329-0-00000-85000-6282-431-0000-0000) Capital Outlay Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6 AOC_Converse_BHS_Capital.pdf (OF 30,446)

11.f) Ratification of Approval of Professional Services Agreement, Encorp, Abatement Monitoring during Roofing Project, Thomas Edison Elementary (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for Abatement Monitoring during Roofing Project at Thomas Edison Elementary School, effective January 1, 2025 through June 30, 2025, not to exceed $11,249 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-6_Ratif_Encorp_Edison_Emergency.pdf (OF 30,447)

11.g) Notice of Completion, Universal Asphalt Co., Inc., Asphalt Paved Walkway, Dolores Huerta Middle School (Joint Use Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Asphalt Paved Walkway at Dolores Huerta Middle School, PO 25002701, not to exceed $21,000 (010-81500-0-00000-81100-5631-752-3300) Joint Use Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Universal Asphalt_Huerta_Joint Use.pdf (OF 30,448)

11.h) Approval of Agreement between the Burbank Adult School and National Healthcareer Association (NHA)

Oscar Macias, Interim Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the National Healthcareer Association (NHA), effective March 7, 2025, not to exceed $ 12,7800.00 (11.0-63910.0-41104-10000-5840-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

NHA BAS 3 6 25.pdf (OF 30,449)

11.i) Approval of Personnel Report Number 24-25-15

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report Number 24-25-15, covering Certificated and Classified personnel, and consisting of pages 1 to 11 inclusive, as presented.

Personnel Report 24-25-15.pdf (OF 30,450)

11.j) Burbank High School VMA (Overnight) Field Trip

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Burbank High School VMA (Overnight) Field Trip request to participate in the Valley Vista Monsoon Madness Show Choir Competition in Surprise, AZ from Friday, March 14, 2025 through Sunday, March 16, 2025, as presented.

BHS VMA Overnight Field Trip 3 6 25.pdf (OF 30,451)

11.k) Ratification of Luther Burbank Middle School 6th Grade GATE Science (Overnight) Field Trip

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the Luther Burbank Middle School 6th Grade GATE

Science (Overnight) Field Trip request to participate in the Ocean Institute Sea Floor Explorer Program, as presented.

LBMS GATE Extended Overnight Field Trip 3 6 25.pdf (OF 30,452)

11.l) Ratification of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Jan Britz to provide services as an Executive Coach, not to exceed $10,000 (01.000000.0-00000-72000-5850-7552000), effective February 1, 2025 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Agreement- Jan Britz 3.6.25.pdf (OF 30,453)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) REPORTS FROM BOARD MEMBERS

12.a) Reports from Board Members

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

President Aghakhanian reads the retirees:
Suzanne McHorney, since 1995.

Member Weisberg gives a shout out to Monterey, they have tote bags and says everyone should buy one. She thanks Jacob Flores and the WASC team for their hard work. Also thanks Leticia Castillo for all her amazing work that she did with the labor negotiations. Lastly, Member Weisberg thanks BTA for the books they purchased.

Member Cano was able to go to McKinley and read to a second grade class. Also gives a shout out to John Burroughs for their amazing pop show.

Vice President Pontzer Kamkar thanks our teachers for their parent teacher conferences. Last Friday she attended five star and spoke about ensuring adequate financial security for our schools. She thanks the volunteers for the 7-11 committee. Mentions she attended the McKinley read in and read two books in the dual immersion class.

President Aghakhanian asks Dr. Paramo he would like to be able to invite the PTA to the Board so he can thank them. He addresses that there is still fear out there for the raids, and he would like to let the community know that Burbank has no space for hate and they are welcome to call the District.

13) ADJOURNMENT

Meeting adjourned at 8:11 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

March 27, 2025

Burbank Unified School District
275 E. Olive Avenue
Third Floor – Board Room
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources; Peter Knapik, Assistant Superintendent, Educational Services and Oscar Macias, Assistant Superintendent, Instructional Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

Meeting called to order at 6:05 p.m by President Aghakhanian.

President Aghakhanian inivtes Kenneth Knoop, student, to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Vice President Pontzer Kamkar would like to move 11k up to Reports from the Board and Staff. Also, would like to move 11d ahead of 11c.

7) ITEMS FOR FUTURE AGENDAS

Member Weisberg requests report a back on childcare for staff during pre service week at the next available opportunity.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Student Representatives

Hayk Smbatyan, Monterey High School, Lala Nestor, John Burroughs High School, and Rose Ilangesyan, Burbank High School; will report on activities at their respective schools

8.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.c) Reports from the Superintendent

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

Assistant Superintendent of Administrative Services, Andrew Cantwell, reports on behalf of Superintendent, Dr. John Paramo, who is not present today. Would like to acknowledge his appreciation to be here tonight during a special meeting when we recognize our Classified employees.

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Adoption of Resolution 27 Proclaiming April 2025 as Autism Acceptance Month

That the Board of Education adopt Resolution 27 proclaiming the month of April 2025 as Autism Acceptance Month, as presented.

2025 Autism Acceptance Month.pdf (OF 30,456)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.b) Adoption of Resolution 28 Recognizing Cesar Chavez Day on March 31, 2025

That the Board of Education adopt Resolution 28 Recognizing Cesar Chavez Day on March 31, 2025, in the Burbank Unified School District, as presented.

Resolution 28 Cesar Chavez Day 3 27 25.pdf (OF 30,457)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.c) Adoption of Resolution 29 – Authorizing the Issuance and Sale of General Obligation Bonds, Election of 2024, Series 2025, in the Aggregate Principal Amount of Not to Exceed $90,000,000, and Approving Actions Including Forms of Bond Purchase Agreement and Official Statement

That the Board of Education adopt Resolution 29, Authorizing the Issuance and Sale of General Obligation Bonds and approving actions including forms of Bond Purchase Agreement and Official Statement, and that authority to sign the resolution be exercised pursuant to BUSD—AR 3314, as presented.

Resolution 29 - Bond Issuance 032725.pdf (OF 30,459)

It was moved by Charlene Tabet, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.d) Adoption of Resolution 30 – Proclaiming April as the Burbank Unified School District's Global Genocide Awareness Month

That the Board of Education adopt Resolution 30 – Proclaiming April as Burbank Unified School District's Awareness of Global Genocide Month, as presented.

Resolution 30 Awareness of Global Genocide 3 27 25.pdf (OF 30,458)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.e) Approval of Federal Addendum Annual Revision for 2024-2025

That the Board of Education approve the revised Federal Addendum for 2024-2025, as presented.

Federal Addendum Annual Revision 3.27.25.pdf (OF 30,460)

It was moved by Charlene Tabet, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.f) Approval of Architecture Plus Inc. Agreement for DSA certification at various sites.

That the Board of Education approve a Professional Services Agreement between Burbank Unified School District and Architect Plus Inc. for DSA Certification at various sites, effective March 28, 2025 through March 31st, 2026, not to exceed $57,520.00 (21.3-00000.0-91008-85000-6282-752-00000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 PSA_Architecture plus Inc- Bond.pdf (OF 30,461)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.g) Approval of Premier Inspection Services Agreement for DSA certification at various sites.

That the Board of Education approve a Professional Services Agreement between Burbank Unified School District and Premier Inspection Services for DSA Closeout Services at various sites, effective March 28, 2025 through March 31st, 2026, not to exceed $48,480.00 (21.3-00000.0-91008-85000-6282-752-00000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 PSA_Premier Inspection Services- Bond.pdf (OF 30,462)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.h) Approval of Additive Change No.1, The Garland Company Inc., Roofing Material, Summer Roofing Project, Ralph Waldo Emerson Elementary School (Bond Fund)

That the Board of Education approve additive change order No.1 between Burbank Unified School District and The Garland Company, Inc. for roofing materials at Ralph Waldo Emerson Elementary School, not to exceed $323,871.80 (21.3-00000.0-91008-85000-4480-203-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 ACO1_CMAS_Garland_Emerson_Bond.pdf (OF 30,463)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.i) Adoption of the Proposed 2025-2026 Instructional Calendars for Burbank Adult School

That the Board of Education adopt the Proposed 2025-2026 Instructional Calendars for Burbank Adult School, as presented.

Adoption of the Proposed 2025-2026 Instructional Calendars for Burbank Adult School.pdf (OF 30,464)

It was moved by Charlene Tabet, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.j) Approval of Job Description for Behavior Interventionist on the Classified Supervisors and Managers Salary Schedule B

That the Board of Education approve the Job Description for Behavior Interventionist on the Classified Supervisors and Managers Salary Schedule B, as presented.

Approval of Job Description for Behavior Interventionist on the Classified Supervisors and Managers Salary Schedule B.pdf AMENDED (OF 30,465)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.k) Recognition for 2025 Burbank Unified School District Classified Employees of the Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education recognize the Burbank Unified School District Classified Employees of the Year, as presented.

Recognition for 2025 Burbank Unified School District Classified Employees of the Year.pdf (OF 30,454)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, approaches podium to read the 2025 site and department Classified Employees of the Year.
The winner of the 2025 Classified Employee of the Year is Nicole Knoop.

Nicole approaches podium and thanks everyone for this honor.

Member Weisberg thanks the CSEA members for their help.

11.l) Approval of Agreement for Professional Services, Raymond James & Associates, Inc. (Underwriter)

That the Board of Education approve the agreement between the Burbank Unified School District and Raymond James & Associates, Inc. to provide underwriting

services on the issuance of bonds, effective March 28, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Bond Underwriter 032725.pdf (OF 30,466)

It was moved by Abigail Pontzer Kamkar, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.m) Approval of an Increase in Daily Compensation for School Nurse Substitute on the Substitute Certificated Employee Salary Schedule

That the Board of Education approve the Increase in Daily Compensation for School Nurse Substitute on the Substitute Certificated Employee Salary Schedule, as presented.

Approval of Daily Compensation for School Nurse Substitute on the Substitute Certificated Employee Salary Schedule.pdf AMENDED (OF 30,467)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Eric Haack, President of Burbank Community Band Board of Directors, spoke regarding a presentation made to this Board regarding the need for a tuba for our students. Foundation reached out to the school regarding their needs. Two instruments were donated. The Burbank Community Band will be performing and will be celebrating their 85th year and was first founded by Lockheed. He says the concert is being funded by a Burbank Arts Grant and will take place on Saturday April 12th at 2:00 p.m.

Avo Ilangesyan, ASB student at Burbank High School, speaks and expresses his gratitude. He thanks the Board and staff for the respect shown to him. He says that he doesn't want some of his comments at the previous meeting to appear personal. He says that what he said impacts multiple students. He says that he doesn't find the advisor to be fit for this position and since he spoke he has received backslash from the teacher/advisor.

Elliott Choe, teacher at John Muir middle school, speaks regarding the All City track meet. Since 2024, he says that they were able to revive it after COVID. He says that all three middle schools will be competing in the City of Burbank. The significance of the event is that it gives the opportunity of giving the kids a chance to have their moment and to excel. He says that he knew that reviving the track meet was his ultimate goal when becoming a teacher.

Chaundra Collins, Special Education teacher at Washington elementary, speaks in support of Resolution 27, Autism Acceptance Month in April. Thanks the Board for recognizing this Resolution.

Britta Maslyk, Counselor at Burbank High, speaks regarding item 12ae. She asks the Board to pull the item tonight and believes more discussion should be had about the funding. She would like to make sure that the money we are spending through our LCAP funds, are used to support the correct groups. Really wants the Board to have a philosophy on how the District spends the LCAP money.

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Assistant Superintendent of Administrative Services, Andy Cantwell, responds to public comment. Thanks Mr. Haack and all BHS students for coming down and showing leadership. Thanks Mr. Choe for his help in bringing this great event and he will be in attendance. Also, thanks Chaundra and Britta for coming and acknowledges their concerns.

Assistant Superintendent of Educational Services, Dr. Peter Knapik, responds to Public comment. Regarding the funding for the dual immersion program teachers, we fund at a rate based on the unduplicated students in the dual immersion program. Thats the rate we use to fund these positions.

Assistant Superintendent of Instructional Services, Dr. Oscar Macias, states he attended the ASB classroom and made sure he made himself available if needed. He assures students that feedback shared will be kept in confidence.

9.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg echoes what Dr. Macias said and thanks Avo Ilangesyan and Burbank High for the clarification he provided. She thanks Elliott Choe for coming and discusses her excitement for the track meet. She thanks Ms. Collins for coming and she has learned a lot about Autism and it's challenges. She responds to Ms. Maslyk and says that there was an implication that the Board is not doing their research in regards to LCAP. She says that they are not just making decisions without looking at the budget. She says that thankfully BHS will be under the state average of case load. She hopes she continues to have conversations with them. She encourages everyone who has questions regarding the budget to ask. The decisions that they make are made with an enormous amount of thought.

Member Cano tells Mr. Choe that she is glad that the track meet is back on and says that her daughter was in track and she broke a record in long jump. She congratulates and commends him and says she will see him there.

Clerk Tabet addresses Mr. Choe and tells him that she loves competition. That it's a great area for kids to compete. She says that it's great for the community to have all three middle schools participate. She thanks Mr. Haack and says that she didn't know the details about the tuba, but now she knows. She says that both the OBOE Foundation and the BAEF both donated a tuba. She addresses Avo and the rest of the ASB kids. She says that they have to look at the employee side too and says to not expect immediate action and it's going to take time. She thanks Ms. Maslyk for coming out and says that these decisions are difficult and that a lot of thought and energy goes

into them. She says that we will have to be patient, that times are tough and will only get tougher. She thanks Ms. Collins for coming in support of Resolution 27.

Vice President Pontzer Kamkar thanks Avo for coming and encourages them to speak to Dr. Macias. Thanks Ms. Maslyk for her advocacy and states that she had already signaled staff to discuss 12ae so we can understand the funding source and amount. Thanks Ms. Collins for her support and dedication to Resolution 27. Alsok thanks Mr. Haack for inviting them to see the Burbank Community Band. She tells Mr. Choe that she is very excited about this and thanks him for advocating for it. She thanks everyone who spoke and who came to support.

President Aghakhanian thanks the Burbank High School students for coming to support and lets them know that Dr. Macias is always available. He thanks Mr. Haack for helping find the tubas and states that you can always donate to the Burbank Community Band. He thanks Ms. Collins for being here and supporting Autism. He says that we should be spending more money on research and that it's important to help and support. He tells Mr. Choe that he saw him at the Muir PTA meeting and thanks him for being here. Also, thanks Burbank Music Center for sponsoring our event.

Assistant Superintendent of Educational Services, Dr. Peter Knapik, shares that our State Superintendent Tony Thurmond, has recognized Providencia as the 2025 Distinguished School due to exceptional student performance. He congratulates staff, parents and students. He says that it's extremely difficult to obtain this recognition.

10) REPORTS TO THE BOARD

10.a) Report on Elementary Instruction

Rebecca Harris, Director of Elementary Education; Robyn Anders, Director of Instructional Technology & Accountability will present to the Board of Education on Elementary Instruction, as presented.

Board Report on Elementary Instruction 3-27-25.pdf (OF 30,455)

Director of Instructional Technology and Accountability, Dr. Robyn Anders and Director of Elementary Education, Rebecca Harris, approach podium and present on Elementary instruction.

12) CONSENT AGENDA

Vice President Pontzer Kamkar and Member Weisberg would like to pull item 12ae.

Gets approved after further discussion.

12.a) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through March 3, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,468)

12.b) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $500,000 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was April 18, 2024 for a total not to exceed $300,000. This amendment adds an additional $200,000. The new not to exceed amount is $500,000.

SPED Professional Services Adams Silva & McNally_Amendment.pdf (OF 30,469)

12.c) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Gary D Stromberg & Associates, LLC for Special Education Student 960027861, for a total not to exceed of $13,425 (01.0-65360.0-57602-11900-5850-7440000), effective February 11, 2025 through November 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027861 Gary Stromberg & Assoc_Ratification.pdf (OF 30,470)

12.d) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960027861, for a total not to exceed of $6,175 (01.0-65360.0-57602-11900-5850-7440000), effective February 11, 2025 through November 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027861 Professional Tutors_Ratification.pdf (OF 30,471)

12.e) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and California State University Northridge, to provide Independent Educational Evaluations (IEE) and attend IEPs for special education students, not to exceed $4,600 (01.0-65000.0-57602-11900-5850-7440000), effective March 28, 2025 through December 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services California State University Northridge.pdf (OF 30,472)

12.f) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide interpreting and translation for Burbank students, not to exceed $1,100,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 6, 2024 for a total not to exceed $800,000. Due to the increased need, this amendment adds an additional $300,000. The new not to exceed amount is $1,100,000.

SPED Professional Services Sign Up Interpreting_Amendment.pdf (OF 30,473)

12.g) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for DHH students, not to exceed $700,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 6, 2024 for a total not to exceed $150,000. There was a second amendment on December 12, 2024 which increased the agreement to $300,000. Due to the increased need, this amendment adds an additional $400,000. The new not to exceed amount is $700,000.

SPED Professional Services Alpha Interpreting_Amendment.pdf (OF 30,474)

12.h) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Nurturing Nests Therapy Center Inc., to provide a functional behavior assessment, not to exceed $1,800 (01.0-65000.0-57602-11900-5850-744000) for special education student 960034400, effective February 20, 2025 through May 23, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034400 Nurturing Nests_Ratification.pdf (OF 30,475)

12.i) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and EverDriven Technologies, LLC F/K/A ALC Schools for transportation services for Special Education Students on an as needed basis, effective March 28, 2025, through June 30, 2025, not to exceed $20,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services EverDriven Technologies.pdf (OF 30,476)

12.j) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on September 07, 2023, as presented.

Minutes 9.7.23 (UNOFFICIAL).pdf (OF 30,477)

12.k) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on September 12, 2023, as presented.

Minutes 9.12.23 Sp (UNOFFICIAL).pdf (OF 30,478)

12.l) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on September 21, 2023, as presented.

Minutes 9.21.23 (UNOFFICIAL).pdf (OF 30,479)

12.m) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on October 5, 2023, as presented.

Minutes 10.5.23 (UNOFFICIAL).pdf (OF 30,480)

12.n) Approval of Agreement between the Burbank Unified School District (Burbank Adult School) and Foothill Heights Care Center

Oscar Macias, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District (Burbank Adult School) and Foothill Heights Care Center, effective March 28, 2025, as presented.

BAS-FHCC 3 27 25.pdf (OF 30,481)

12.o) Amendment of Agreement for Consultant Services with Covelo Group Inc.

Julie Markussen, Director, Student Services, recommends that the Board of Education amend the agreement for consultant services between the Burbank Unified School District and Covelo Group Inc. to provide other health services on an "as needed" basis when other qualified staff are not available effective November 5, 2024 through June

30, 2025, not to exceed $90,000 (01.0-00000.0-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo Covelo 2425 signed.pdf_AMENDED_(OF 30,482)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.p) Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, Theodore Roosevelt Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Commercial Roofing Systems, for the Emergency Roof Repair at Theodore Roosevelt Elementary School, PO# 25002855 not to exceed $13,226 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 NOC_Commercial Roof_Roosevelt_Emergency.pdf_(OF 30,483)

12.q) Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, William McKinley Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Commercial Roofing Systems, for the Emergency Roof Repair at William McKinley Elementary School, PO# 25002854, not to exceed $9,980 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 NOC_Commercial Roof_McKinley_Emergency.pdf_(OF 30,484)

12.r) Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, Walt Disney Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Commercial Roofing Systems, for the Emergency Roof Repair at Walt Disney Elementary School, PO# 25002852 not to exceed $98,962.00 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 NOC_Commercial Roof_Disney_Emergency.pdf_(OF 30,485)

12.s) Acceptance of Notice of Completion, AMB Group, Inc., Walk-in Freezer Installation (Fund 13)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: AMB Group, Inc., Walk-in

Freezer Installation, PO# 25000872, not to exceed $750,254.4 (13.0-53100.0-00000-37000-6510-7490000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

3-27 NOC_AMB_Kitchen.pdf (OF 30,486)

12.t) Amendment of Consultant Agreement with Quest Therapy Group

Julie Markussen, Director, Student Services, recommends that the Board of Education amend the agreement for consultant services between the Burbank Unified School District and Quest Therapy Group to provide other health services on an "as needed" basis when other qualified staff are not available effective August 12, 2024 through June 30, 2025, not to exceed$80,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Quest Consultant Agreement 24.25 Amended.pdf (OF 30,487)

12.u) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 032725.pdf (OF 30,488)

12.v) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Agreement for Instructional Consultant Svcs 032725.pdf (OF 30,489)

12.w) Approval of Additive Change Order No.1, Commercial Roofing Systems., Emergency Roof Replacement, Thomas Edison Elementary (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems. for the Emergency Roof Replacement at Thomas Edison Elementary, effective February 7, 2025 through February 8, 2026, not to exceed $626,110 (01.0-00000-0-0000-72001-6231-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 ACO1_Commercial_Edison_Replacement_Emergency.pdf (OF 30,490)

12.x) Approval of Deductive Change Order No.1, Commercial Roofing Systems., Emergency Roof Repair, Walt Disney Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems, for the Emergency Roof Repair at Walt Disney Elementary School, not to exceed $98,962.00 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 DCO1_Commercial Roof_Disney_Emergency.pdf (OF 30,491)

12.y) Approval of Deductive Change Order No.1, Commercial Roofing Systems., Emergency Roof Repair, John Burroughs High School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems, for the Emergency Roof Repair at John Burroughs High School, not to exceed $204,930 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 DCO1_Commercial Roof_JBHS_Emergency.pdf (OF 30,492)

12.z) Approval of Deductive Change Order No.1, Commercial Roofing Systems., Emergency Roof Repair, Joaquin Miller Elementary School (Emergency Fund

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Commercial Roofing Systems, for the Emergency Roof Repair at Joaquin Miller Elementary School, not to exceed $124,834 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 DCO1_Commercial Roof_Miller_Emergency.pdf (OF 30,493)

12.aa) Approval of University Agreement- Azusa Pacific University

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Azusa Pacific University to provide educational field experience, effective July 1, 2025 through until terminated five (5) years on June 30, 2030, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of University Agreement- Azusa Pacific University.pdf (OF 30,494)

12.ab) Approval of University Agreement- California State University, Sacramento

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and California State University, Sacramento to provide educational field experience, effective March 28, 2025 through until terminated five (5) years on March 28, 2030, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of University Agreement- California State University Sacramento.pdf (OF 30,495)

12.ac) Acceptance of Notice of Completion, California Marquee Inc, Furnish and Install Marquee Sign, Walt Disney Elementary (Gift Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Marquee Sign at Disney Elementary, PO# 25001260, not to exceed $24,928.00 (010-90201-0-00000-27000-6510-201-8200-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

3-27 NOC_California Marquee_Gift.pdf (OF 30,496)

12.ad) Award of Contract, Arrow Restaurant Equipment & Supplies., Cooking Equipment, Various Sites (Fund 13)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education award a contract between Burbank Unified School District and Arrow Restaurant Equipment & Supplies, for Cooking Equipment at Various Sites, not to exceed $502,814.97 (13.0-53100.0-00000-37000-6510-7490000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 AOC_ARROW_FOOD_Fund 13.pdf (OF 30,497)

12.ae) Approval of Agreement with Hanover Research (LCAP Funds)

Robyn Anders, Director of Instructional Technology & Accountability, recommends that the Board of Education approve the agreement for consultant services between the Burbank Unified School District and Hanover Research, effective July 1, 2025, through June 30, 2028, not to exceed $149,200 (01.0-01500.0-11100-10000-5890-7420000). That authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval of Agreement with Hanover Research 032725.pdf (OF 30,498)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.af) Approval of Award of Contract, Emergency Lighting Equipment Service Co. Inc, Replace Batteries in Backup System, John Burroughs High School (Fund 14)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Emergency Lighting Equipment Service Co. Inc, to Replace Batteries in Backup System at John Burroughs High School, effective March 28, 2025 to March 27, 2026, not to exceed $27,586.38 (14.0-00000-0-00000-85000-4310-752-0000) Fund 14, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

3-27 AOC_lighting_JBHS_Fun 14.pdf (OF 30,499)

12.ag) Approval of University Agreement- Pepperdine Graduate School of Education and Psychology

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Pepperdine Graduate School of Education and Psychology to provide educational field experience, effective August 1, 2025 through until terminated five (5) years on July 31, 2030, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of University Agreement- Pepperdine Graduate School of Education and Psychology.pdf (OF 30,500)

12.ah) Approval of Personnel Report Number 24-25-16

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-16, covering Certificated and Classified personnel, and consisting of Pages 1 to 14 inclusive, as presented.

Personnel Report 24-25-16.pdf (OF 30,501)

12.ai) Amendment to Transportation Services with First Student, Inc.

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the amended budgeted amount for the contract extension with First Student, Inc., to provide pupil transportation services, not to exceed $4,500,000 (01.0-07240.0-50010-36000-5812-7440000), effective July 1, 2023 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented Note: Originally the transportation budget for 2024-25 was $3,800,000. This amendment increases the budgeted amount by $700,000 due to the increase in the number of routes. The new not to exceed amount is $4,500,000

Amendment First Student 032725.pdf (OF 30,502)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) REPORTS FROM BOARD MEMBERS

13.a) Reports from Board Members

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

Vice President Pontzer Kamkar said last week CSBA had their advocacy week. She would like to flag AB477, would be an increase to the base grant and would be very helpful for us. She encourages to advocate for AB477.

President Aghakhanian congratulated retirees:
Nancy Peterson, since 1993
Rubina Karimian, since 1999
Tamara Sands, since 2014
Rick Vonk, since 1996

14) ADJOURNMENT

Meeting adjourned at 8:53 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

April 3, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

3.d) Action on Student Expulsion (OF 30,503)

The Board of Education will take action in closed session pursuant to Education Code Section 48900(c) and 48915(c)(3) on the expulsion recommendation by the Administrative Hearing Panel for Student 960029781, as presented.

3.e) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,504)

Final Settlement Agreement for Special Education Students 960029506, 960038413, 960038962 and 960040308

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Mr. Haack to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Item 3d, motion made by Clerk Tabet and Vice President Pontzer Kamkar. 0-5 did not move.

6) ADJUSTMENTS TO THE AGENDA

Item 8a will be pulled until the next meeting.

7) ITEMS FOR FUTURE AGENDAS

Member Weisberg would like to get a report back on all the contracting out we are doing in Special Education. Also, a cost analysis on what it would cost to use BUSD employees versus the contracts we are currently utilizing. She would like this at a reasonable future date.

8) PRESENTATIONS / RECOGNITIONS

8.a) Recognition of SkillsUSA Participants of 2025

Oscar Macias, Assistant Superintendent, Instructional Services, in collaboration with Peggy Flynn, Director, Arts and CTE programs, will recognize the SkillsUSA participants of 2025, as presented.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Student Board Members were not in attendance.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, PE teacher at Dolores Huerta and BTA President, reports she has been with the District for eighteen years. She wants to acknowledge her conversation with Dr. Macias and Julie Markussen regarding Home Health. She says that teachers have reported that they do not know how Home Health works. She suggested to Julie and Oscar that there should be a packet prepared as to how Home Health works and how they should be giving grades. Dr. Macias and Julie Markussen told her that information will be shared with staff early next school year. She says that she looks forward to receiving information from them next Wednesday during negotiations. As a union president, she is concerned about the incident which occurred at Huerta and she didn't know that everyone had been sent home. Suggests that we prepare for our next incident and that it's helpful to have information. She gives a shout out to Nathan, a previous student of hers who attended Burbank High School and she is excited that he is going to speak during the Public Comments.

9.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, thanks Nicole for her comments. He says that they are close to reaching a resolution which he hopes will be acceptable to everyone. Regarding the incident at facilities, states that it is important that we meet with employees to figure out what is going to make them feel comfortable in an unsafe situation. In an abundance of caution, it has been decided to keep gates locked and closed. He says that it was decided to release staff to go home and that security will be there the rest of the week to help them feel safe. It's very difficult to control rumors during these types of situations. Mentions that Dolores Huerta was not in any danger. Three different significant tragic things occurred all at the same time and that he wasn't able to whip out a message quickly because he had to head to Edison for an incident which occurred there. The feedback received from principal Hatch was helpful and he feels he has a better understanding now.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Rebecca, graduate student from USC and a local community member, speaks regarding Autism and sensory overload. She has spent the last few years leading trainings on Autism across the country and internationally. Sensory differences in Autistic individuals are often misunderstood as behavioral outbursts. She suggests providing awareness for those who are in contact with these students so they can be better understood.

Master Nathan, speaks regarding his new martial arts school in Burbank. He explains that they provide life skills, such as confidence and discipline. He goes over the programs offered and how martial arts helps children succeed. They are currently open for all ages and primarily focus on Tae Kwon Do.

Erick Haack, from the Burbank Community Band, speaks regarding the upcoming free concert being held on Saturday, April 12th at 2:00 p.m. Fritz Coleman will be the MC and he is very happy to have him.

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, thanks Mr. Haack for coming down. He addresses Rebecca and says she was an articulate speaker and that if she is interested in speaking to principals about her personal experience, to please connect via email. He addresses Master Nathan and thanks him for coming down. Let's him know they will reach out to him.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg tells Rebecca that she agrees that it is something we don't talk enough about and that it was easy to access and understand what she shared. She says that the lasting effect can make students feel like they do not have support in the classroom. She tells her that she hopes to have future conversations with her. Thanks Nathan for coming and helping our students find alternative ways of engaging is super important and it seems like a great opportunity to share with them. Thanks Mr. Haack for coming and says he is always positive and makes everyone happy and excited for what he does. Lastly, she thanks Ms. Drabecki for her continued leadership and appreciates her feedback.

Member Cano tells Rebecca that it was super interesting to hear what she had to say. She says that she looks forward to hearing more from you in the future. Regarding Martial Arts, she says that she has a grandson who may be interested. The idea of martial arts is very interesting. Lastly, thanks Mr. Haack and will be attending with her grandson. She tells Nicole that she appreciates her and her comments about Principal Hatch.

Clerk Tabet thanks Rebecca and tells her that she made her stop and think about current friends and family. She says she learned a lot from her today. She tells Mr. Nathan that it's great for our community youth to have choices, and team sports are not for everyone. She tells Mr. Haack that she will be thinking of them on the 12th because she will not be able to attend. Lastly, she thanks Nicole Drabecki for coming.

Vice President Pontzer Kamkar thanks Mr. Haack for coming. She congratulates Master Nathan for coming and sharing with the community. She tells Ms. Drabecki she loves the idea of getting a print out of Home Health information to teachers at the beginning of the year. She thanks Rebecca for the thoughtful and detailed explanation of how overstimulation can look like as a behavior issue. What really resonated with her, was if we can help our educators deal with sensory perception difference and they can help students regulate emotions. That would be very a helpful skill for them to have.

President Aghakhanian tells Rebecca that she is very articulate and thanks her for coming and helping him learn something new. He addresses Mr. Nathan that it's important for kids to get out and do more sports. He says that he encourages his son to do more sports and martial arts. He thanks Mr. Haack and that he has been to several of his events and encourages the community to attend and support. He thanks the OBOE foundation for the equipment donations. Lastly, he thanks Ms. Drabecki for bringing her concerns forward. Says communication is key and he is appreciative that they have that foundation.

11) REPORTS TO THE BOARD

11.a) Report on the Developer Fee Justification Study

Andrew Cantwell, Assistant Superintendent, Administrative Services, reported on the developer fee justification study results.

Developer Fee Study Report 040325.pdf (OF 30,505)

Assistant Superintendent of Administrative Services, Andrew Cantwell, approached podium. He states this is the first of three agenda items all connected tonight. State allocation board set the rates that districts may charge for developer fees. From fund 25. The purpose of the fund is to help the district afford construction. They key takeaway from the report is that we know the development in this community will generate more enrollment.

11.b) Enrollment Update

Julie Markussen, Director, Student Services, will report on the District's current and projected enrollment numbers, as presented.

Board Report 4.3.25 - Enrollment.pdf (OF 30,507)

Director of Student Services, Julie Markussen, approaches podium to give presentation on enrollment.

12) PUBLIC HEARING - Approximately 7:30 p.m.

12.a) Public Hearing of Intent to Raise School Facilities (Developer) Fees

The Board of Education will conduct a public hearing to receive input from any interested parties on its intent to raise school facilities (developer) fees consistent with the amounts set by the State Allocation Board and the results of the developer fee study which has been made available for public review prior to the Board meeting, per the requirements of law, as presented.

Developer Fees - Notice of Public Hearing 040325.pdf (30,506)

13) NEW AND/OR UNFINISHED BUSINESS

13.a) Adoption of Resolution 31 Proclaiming May 6, 2025 as Day of the Teacher and May 5, 2025 through May 9, 2025 as Burbank Unified School District Teacher Appreciation Week

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 31 Proclaiming May 6, 2025 as Day of the Teacher and May 5, 2025 through May 9, 2025 as Burbank Unified School District Teacher Appreciation Week, as presented.

Adoption of Resoluton 31 Proclaiming May 6, 2025 as Day of the Teacher and May 5, 2025 through May 9, 2025 as Burbank Unified School District Teacher Appreciation Week.pdf (OF 30,508)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.b) Adoption of Resolution 32 Proclaiming May 7, 2025 as School Nurse Day

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 32 proclaiming May 7, 2025 as School Nurse Day, as presented.

Adoption of Resolution 32 Proclaiming May 7, 2025 as School Nurse Day.pdf (OF 30,509)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.c) Adoption of Resolution 33 Proclaiming the Week of May 5, 2025 through May 9, 2025, as Substitute Teacher Appreciation Week

That the Board of Education adopt Resolution 33 Proclaiming the Week of May 5, 2025 through May 9, 2025, as Substitute Teacher Appreciation Week, as presented.

Adoption of Resolution 33 Proclaiming the week of May 5, 2025 through May 9, 2025, Substitute Teacher Appreciation Week.pdf (OF 30,510)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.d) Adoption of Resolution 34 Proclaiming May 2, 2025 , as School Lunch Hero Day

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 34 Proclaiming May 2, 2025 as School Lunch Hero Day

Adoption of Resolution 34 Proclaiming May 2, 2025 as School Lunch Hero Day.pdf (OF 30,511)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.e) Adoption of Resolution 35 – Increasing Level 1 Developer Fees

That the Board of Education adopt Resolution 35, for the increase of school facilities (developer) fees, per Senate Bill 50, 1998 (Education Sections 17620) and Government Code Section 65995, and that authority to sign the resolution be exercised pursuant to BUSD—AR 3314, as presented.

Resolution 35 - Developer Fee 040325.pdf (OF 30,512)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.f) Approval of Administrative Regulation 6171 Title 1 Programs

That the Board of Education approve the proposed revision to Administrative Regulation 6171, as presented.

Board Item Title I Administartive Regulation 4 3 25.pdf (OF 30,513)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) CONSENT AGENDA

14.a) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960038962, total not to exceed $4,750, (01.0-65000.0-50010-36000-5813-7440000), March 11, 2025 through March 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960038962 Settlement Agreement.pdf (OF 30,514)

14.b) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960040308, total not to exceed $7,000, (01.0-65000.0-50010-36000-5813-7440000), March 24, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960040308 Settlement Agreement.pdf (OF 30,515)

14.c) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960038413, total not to exceed $20,316, (01.0-65000.0-50010-36000-5813-7440000), August 17, 2023 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960038413 Settlement Agreement.pdf (OF 30,516)

14.d) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960029506, total not to exceed $169,866, (01.0-65000.0-50010-36000-5813-7440000), August 1, 2024 through June 25, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029506 Settlement Agreement.pdf (OF 30,517)

14.e) Second Amendment of Agreement for Consultant Services with Amergis Healthcare Staffing DBA Amergis Educational Staffing

Julie Markussen, Director, Student Services, recommends that the Board of Education approve the amended agreement for consultant services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective August 12, 2024 through June 30, 2025, not to exceed $180,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo Amergis 2425 2nd amend signed.pdf (OF 30,518)

14.f) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Gunn Psychological Services of California, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960040308, effective March 6, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960040308 Gunn Psychological Services_Ratification.pdf (OF 30,519)

14.g) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify mileage reimbursement to the parents of Special Education Student 960030413 to transport student from home to school, per IEP, not to exceed $327.60, effective March 3, 2025 through March 21, 2025, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960030413_Parent Reimbursement Ratified.pdf (OF 30,520)

14.h) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Gwendolyn Olicker for Special Education Student 960034998, for a total not to exceed of $17,500 (01.0-65360.0-57602-11900-5850-

7440000), effective March 11, 2025 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034998 Gwendolyn Olicker_Ratification.pdf (OF 30,521)

14.i) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through March 10, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,522)

14.j) Approval of Instructional Consultant Services

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

Approval of Instructional Consultant 040325.pdf (OF 30,523)

14.k) Approval of John Burroughs High School SkillsUSA (Overnight) Field Trip

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School SkillsUSA Teams (Overnight) Field Trip request to participate in the 58th Annual SkillsUSA Leadership Conference & Skills Competition Thursday, April 10, 2025 through Sunday, April 13, 2025, as presented.

JBHS Skills USA Overnight Field Trip 4 3 25.pdf (OF 30,524)

14.l) Approval of John Burroughs High School Construction Class (Overnight) Field Trip

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Construction class (Overnight) Field Trip request to participate in the SoCal Design Build Competition in Huntington Beach, CA from Tuesday, April 8, 2025 to Thursday, April 10, 2025, as presented.

JBHS Construction Class Trip 4 3 25.pdf (OF 30,525)

14.m) Approval of John Burroughs High School Key Club (Overnight) Field Trip

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Key Club (Overnight) Field Trip request to participate in the Key Club District Convention in Ontario, CA from Friday, April 25, 2025 to Sunday, April 27, 2025, as presented.

JBHS Key Club Field Trip 4 3 25.pdf (OF 30,526)

14.n) Approval of Personnel Report Number 24-25-17

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Personnel Report number 24-25-17, covering Certificated and Classified personnel, and consisting of Pages 1 to 6 inclusive, as presented.

Personnel Report 24-25-17.pdf (OF 30,527)

14.o) Approval of University Agreement- Fresno Pacific University

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Fresno Pacific University to provide educational field experience, effective April 4, 2025 through until terminated five (5) years on April 4, 2030, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of University Agreement- Fresno Pacific University.pdf (OF 30,528)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

15) REPORTS FROM BOARD MEMBERS

15.a) Reports from Board Members

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

Member Weisberg was able to attend a parent education meeting at Huerta, she learned a lot and encourages parents to go. She also went to the Adult School's college and career fair, so many Burbank institutions showed up and it was very amazing. She shouts out Burroughs VMA for their competition in Arizona also shouts out the choir at Huerta for performing at Carnegie Hall. She hopes people continue to reach when amazing things are happening so we can give them a shout out. Lastly, she thanks District staff and the facilities team for the last difficult week had.

Member Cano would like to send a thank you for community members who are sending them information and she will respond to her emails in a timely manner.

Clerk Tabet recognizes our wonderful and amazing performing arts programs.

Vice President Pontzer Kamkar mentions she attended five star and Dr. Sarah Niemann spoke and had good news about the numbers staying where we thought they would be. She had a joint meeting with the Mayor and Vice Mayor and will have a potential agenda to go over the next meeting with this group. Lastly, she will be attending John Muir tomorrow for Let's Do Lunch and JPL will be visiting as well. Reminds everyone tomorrow is the All City Track Meet.

President Aghakhanian thanks the Mayor and Vice Mayor for the productive meeting. Just a reminder about tomorrows track meet and at 6pm it is the Miller multicultural night.

16) ADJOURNMENT

Meeting adjourned at 8:18 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

April 17, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

3.d) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,529)

Final Settlement Agreement for Special Education Students 960025725, 960029710, 960034998 and 960035361

3.e) Action on Student Expulsion (OF 30,530)

The Board of Education will take action in closed session pursuant to Education Code Section 48900(c) and 48915(c)(3) on the expulsion recommendation by the Administrative Hearing Panel for Student 960029781, as presented.

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Greg Lewis from Local 761, to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Vote to go with the recommendation regarding item 3e, student #960029781.
Motion by Vice President Pontzer Kamkar, second by Clerk Tabet. Ayes 5-0.

6) ADJUSTMENTS TO THE AGENDA

Clerk Tabet would like to move item 12f to the top of New and/or Unfinished Business.

7) ITEMS FOR FUTURE AGENDAS

Member Weisberg would like a study session on the results of the Hanover research, probably over the summer.

Clerk Tabet requests a report on each of our schools enrollment and if we need to close schools, which ones would be chosen and at what criteria. Also, she requests for a committee to be created to look at our 501c3 and Board policies to include Board members and community members. Lastly, she requests a report with use of facilities permit requests for gyms and fields for the last two years. The data will be sent to the Board.

Vice President Pontzer Kamkar requests that the Board and Public be educated about the initiation of a parcel tax by either district initiated or citizen initiated.

President Aghakhanian requests to do a recap of the previous bond and what's remaining. He prefers it as a presentation.

8) PRESENTATIONS / RECOGNITIONS

8.a) Presentation on Burbank Arts for All Foundation (BAEF) Spring Grant Cycle

Oscar Macias, Assistant Superintendent, Instructional Services, introduced Caroline Solberg, Grants and Giving Committee Chair of the Burbank Arts and Education Foundation (BAEF), who presented the outcome of the Spring Grant Cycle.

Assistant Superintendent of Instructional Services, Dr. Oscar Macias, invites Caroline Solberg to the podium who will present on the Spring Grant Cycle.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Rose Ilangesyan, Burbank High School and Hayk Smbatyan, Monterey High School, will report on activities at their respective schools.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

9.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, invites Rebecca Harris, Director of Elementary Education, to the podium to introduce the new principal at Walt Disney Elementary School, Ms. Tracy Shah.

Tracy approaches podium and thanks everyone for this opportunity.

Board members take turns welcoming and congratulating Ms. Shah in her new role.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Jessica, parent at Jefferson elementary, thanks the Board for their support for the LGBTQ+ community. She says that they wrote a letter to the principal at Jefferson and she reads the letter sent. Meredith, parent at Jefferson, continues to read the letter. She says this kind of communication needs to come from the top, a letter sent home to parents is a start. Says it is critical that LGBTQ+ students see that they too are represented and their contributions are valid.

David Gembashyan, co-President of the Global Unity Club at Burbank High School, speaks regarding the Global Unity Club in which they debate issues in society and about solutions. Vladymir Hovanisyan is part of Burbank's Show Choir and the Founder and President of the Global Unity Club and was recently elected as Secretary of ASB. He says that he understands that the district has budget issues and they are ready to help as a student body to assist.

Terry Norton, resident and fifty year member of International Brotherhood of Electrical Workers Local 11, speaks regarding his experience with the community workforce agreement. The CWA

will utilize trades people who live in Burbank. The businesses of Burbank will benefit with the quality and participation that results with the CWA. Urges Board to approve.

Ruben Mendoza, a nineteen year member of the IBEW Local 11, urges the board to approve the community workforce agreement. Our apprenticeship is currently training roughly 1300 members and they need on the job experience. Future projects will be built the way it should, by the best workers and people who live in the community.

Joe Gallardo, sheet metal worker with Local 105, is here to ask for support of the community workforce agreement. It means local workers like him can stay close to home and thus be able to spend more time with family.

Elliott Choe, PE Teacher at John Muir Middle School, speaks regarding the All City track meet. It was a middle school event between the three middle schools. It was a wonderful evening and there was lots of support from families and friends, it was a lifelong memory for the participants. It couldn't have been done without the help of PTSA and staff, he thanks vital key members for helping.

Joaquin Stalworth, Union rep for Local 105 sheet metal workers, speaks in support of the community workforce agreement. Our journey members are the best skill trained workforce in the country. Future projects will be built by the best as well as local residents.

Tim, resident of Burbank since 2002, speaks in support of the community workforce agreement so that we can help the economy and have local members working here.

David Gomez Tagle, previous Burbank Unified employee, speaks regarding his placement on administrative leave and termination of employment. Mentions that he was not given the proper opportunity to defend himself against the allegations against him. He requests a hearing to address this matter.

Desiree Lamb, representative from Local 661, shares some highlights from her work with the students from the John Burroughs program. Twelve students competed in a two day competition and their teacher was awarded a certificate.

Josh Christensen from the Regional Council of Carpenters, is here in support of the community workforce agreement. It is a great opportunity for our students and for them to work on their own school district. He thanks the Board for all their hard work.

Andrew Paragonez, from Local 105, is a twelve year tradesman and is here in support of the community workforce agreement. It will allow skilled workers to work closer to home and these projects will be a very important investment in the community.

Greg Lewis, business managers for Local 761, grew up in Burbank and is here urging the Board to support the community workforce agreement. This agreement will also ensure that taxpayer money will be paid for the most skilled workers.

Manny Nava, a twenty year trade member of Local 105, speaks in support of the community workforce agreement. He graduated in 2011 and has been in many projects in different cities. Staying local is very beneficial and is here to ask for support in this agreement.

Luis, member of Local 761, asks for their support of the community workforce agreement. States this is an amazing school district and students should be in the safest possible structures of school building.

George Bali, Union Local 761 member, speaks in support of the community workforce agreement. It ensures that each person working on these project are skilled and trained in their craft. The money made on these projects remain in the community and circulate within the City. Urges all to support.

Julie Grair, thirty nine year Burbank resident and former district employee, thanks the Board for formally recognizing National Arab American Heritage month. States it is so important to be seen and heard so widely in the District. She hopes to partner with BUSD to ensure this recognition continues.

Fernando Ochoa from Local 105, speaks in support of the community workforce agreement. He takes great pride in working on projects locally. Appreciates the Boards consideration.

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, thanks Mr. Gomez Tagle for coming down to voice his concerns but he is not able to comment as it is a personnel issue. He thanks Ms. Grair for coming and states we will continue to recognize. Addresses Elliott Choe, that as long as he continues his involvement with the track meet, it will continue to excel. To the brothers and sisters who represent the unions, this CWA agreement is just as important to us as it is to you. Proud that we have reached a point that this is agendized. To the moms who came to advocate on their children and the LGBTQ community. They are always welcome and should feel like they belong.

10.c) Board Members' Responses

Board Members responded to public comment.

Member Weisberg addresses Jessica and Meredith. Let’s them know that we have your back and the Board is in total support in this. All students should feel included and safe. She hopes they will continue letting them know if something is not going right. She thanks David and Vladimir for coming and thanks Elliott and says they had a great time at the track meet. Thanks Ms. Grair for advocating for this and it will not be going away. Lastly, she thanks all the union members for being here and it helps our students see the work we do here goes beyond the classroom. We know the real reason families leave Burbank is because they can't afford it. That's one of the main reasons to support the CWA not to mention the quality of work that will be done.

Member Cano addresses Jessica and Meredith and thanks them for coming down for such a difficult subject. Thanks all the union members for coming and the idea of their pride and being local is very important. Thanks Ms. Grair for coming down and for her appreciation.

Clerk Tabet thanks Meredith and Jessica for coming and voicing their concerns. Every child in every corner of the world should feel safe no matter what. Mentions to them that they have her 100% support. To all the union members, she thanks them for showing their support and they have our support as well. With union workers, you have been trained that safety is the number

one priority. She thanks Ms. Grair for coming out and supporting the Arab American community. Tells Elliott he is awesome.

Vice President Pontzer Kamkar says it is exciting to see a full room. Thanks all the union members who came out tonight. Says she is so excited to see this come through in such an authentic way. States as a reminder that if you work at least 10 hours in Burbank, you can send your children to school here. She gives Dr. Weisberg a big thank you for being such a big driving force in this, also thanks Mr. Cantwell. Addresses David and Vladimir and thanks them for having them on our side. Addresses Elliott about the track meet. It was very special and thanks him for advocating for it. Thanks Ms. Grair for coming and apologizes for not having this recognition before. She thanks Jessica and Meredith for coming and advocating for their children. States this is not just an issue at Jefferson and believes this is a really good start. She wants to make sure all our schools are welcoming.

President Aghakhanian starts by thanking David and Vladimir for offering their services and for being here. He thanks Elliott for his energy and for the wonderful event. To Julie Grair, he is happy that this is happening and it is a historic event. Addresses all the brothers and sisters in the union and says this is history in the making. As a union member himself, he know how important this is. We need now more than ever to have local jobs. Lastly, he addresses Jessica and Meredith. He states that this is a sensitive subject for him. He says hate has no home in the Burbank Unified School District. He was bullied and made fun of as a child and understand that it is difficult. Always have the support of the Board.

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Adoption of Resolution 36 Proclaiming May 18, 2025 as Speech Pathologist Day

That the Board of Education adopt Resolution 36 proclaiming May 18, 2025 as Speech Pathologist Day, as presented.

SPED Adoption of Resolution 36 Speech Pathologist Day.pdf (OF 30,533)

It was moved by Charlene Tabet, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.b) Adoption of Resolution 37 - Proclaiming the April 2025 as the Burbank Unified School District's Arab American Heritage Month

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education adopt Resolution 37 – Proclaiming the month of April 2025, as the Burbank Unified School District's Arab American Heritage Month, as presented.

Arab American Heritage 2025.pdf (OF 30,534)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.c) Adoption of Resolution 38 – Authorizing the Issuance and Sale of 2025 Refunding General Obligation Bonds in the Aggregate Principal Amount of Not to Exceed $64,000,000, to Refinance Outstanding General Obligation Bonds and Approving

Related Documents and Actions Including Forms of Bond Purchase Agreement, Escrow Agreement and Preliminary Official Statement

That the Board of Education adopt Resolution 38 – Authorizing the Issuance and Sale of 2025 Refunding General Obligation Bonds in the Aggregate Principal Amount of Not to Exceed $64,000,000, to Refinance Outstanding General Obligation Bonds and Approving Related Documents and Actions Including Forms of Bond Purchase Agreement, Escrow Agreement and Preliminary Official Statement, and that authority to sign the resolution be exercised pursuant to BUSD—AR 3314, as presented.

Resolution 38 - Refunding GO Bonds 041725.pdf (OF 30,535)

It was moved by Emily Weisberg, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.d) Adoption of Resolution 39 – Proclaiming April 24, 2025 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923

Oscar Macias, Assistant Superintendent, Instructional Services recommends that the Board of Education adopt Resolution 39 – Proclaiming April 24, 2025 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923, as presented.

Armenian Genocide Day_Resolution 39_4 17 25.pdf (OF 30,536)

It was moved by Armond Aghakhanian, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.e) Approval of Board Policy and Administrative Regulation 5148 Child Care and Development

That the Board of Education approve the proposed revision to Administrative Regulation 5148, as presented.

Child Care and Development Board Policy and Administrative Regulation 5148 4.17.25.pdf (OF 30,537)

It was moved by Charlene Tabet, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.f) Approval of The Community Workforce Agreement

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends, that the Board of Education approve the Community Workforce Agreement, as presented.

Community Workforce Agreement 041725.pdf (OF 30,531)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.g) Approval of Board Policy and Administrative Regulation 6173 Education for Children Experiencing Homelessness

That the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6173, as presented.

Homeless Education Board Policy and Administrative Regulation 6173 4.17.25.pdf (OF 30,538)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.h) Approval of Board Policy and Administrative Regulation 6174 Education for English Learners

That the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6174, as presented.

Education for English Learners Board Policy and Administartive Regulation 6174- 4.17.25.pdf (OF 30,539)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.i) Approval of Board Policy 6142.7 Physical Education and Activity

That the Board of Education approve the proposed revision to Board Policy 6142.7, as presented.

Physical Education Board Policy 6142.7.pdf (OF 30,540)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.j) Approval of Award of Contract, Southland Inc, Bid 2425-029 Clay Tile Roof Replacement, William McKinley Elementary School (Bond Fund)

That the Board of Education approve an award of contract between Burbank Unified School District and Southland Inc for the Clay Tile Roof Replacement at William McKinley Elementary School, not to exceed $94,430.00 (21.3-00000-0-91008-85000-6230-209-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

4-17 AOC_Southland_McKinley_Bond.pdf (OF 30,541)

It was moved by Charlene Tabet, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.k) Approval of Purchase from The Garland Company Inc., Roofing Material for Auditorium Roof, William McKinley Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase from The Garland Company, Inc. for roofing materials at William McKinley Elementary School, not to exceed $21,336.18 (21.3-00000.0-91008-85000-6250-209-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

4-17 AOP_CMAS_Garland_McKinley_Bond.pdf (OF 30,542)

It was moved by Abigail Pontzer Kamkar, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.l) Approval of "Comparable Experience" Criteria for Transitional Kindergarten Teacher Qualifications

That the Board of Education approve the proposed "Comparable Experience" Criteria for Transitional Kindergarten Teacher Qualifications, as presented.

Approval of Comparable Experience Criteria for Transitional Kindergarten Teacher Qualifications.pdf (OF 30,543)

It was moved by Abigail Pontzer Kamkar, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

11) REPORTS TO THE BOARD

11.a) Report on 2024 California Dashboard Measures for High School

Robyn Anders, Director of Instructional Technology & Accountability reported on the 2023-2024 High School California Dashboard Measures, as presented.

Report on California Dashboard Measures for High School Update 4 17 25.pdf (OF 30,532)

Director of Instructional Technology and Accountability, Dr. Robyn Anders, approaches podium to give presentation.

13) CONSENT AGENDA

13.a) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960025725, total not to exceed $25,000, (01.0-65000.0-50010-36000-5813-7440000), 2024-2025 regular school year and ESY through August 1. 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960025725 Settlement Agreement.pdf (OF 30,544)

13.b) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960029710, total not to exceed $14,900, (01.0-65000.0-50010-36000-5813-7440000), October 2022 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029710 Settlement Agreement.pdf (OF 30,545)

13.c) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960034998, total not to exceed $34,959.56, (01.0-65000.0-50010-36000-5813-7440000), April 2024 through March 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034998 Settlement Agreement.pdf (OF 30,546)

13.d) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through March 24, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,547)

13.e) Approval of Williams Settlement Quarterly Report on Uniform Complaints 2024-2025

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2024-2025, Report Summary No. 3, January 1 through March 31, 2025, as presented.

2024-25 Quarterly Report on Uniform Complaints 4 17 25.pdf (OF 30,548)

13.f) Ratification of Burbank High School (Overnight) Field Trip

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the Burbank High School SkillsUSA Teams (Overnight) Field Trip request to participate in the 58th Annual Skills USA Leadership Conference & Skills Competition Thursday, April 10, 2025 through Sunday, April 13, 2025, as presented.

BHS Skills USA Overnight Field Trip 4 17 25.pdf (OF 30,549)

13.g) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 041725.pdf (OF 30,550)

13.h) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants Consent 041725.pdf (OF 30,551)

13.i) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960035361, total not to exceed $11,250, (01.0-65000.0-50010-36000-5813-7440000), April 2025 through July 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035361 Settlement Agreement.pdf (OF 30,552)

13.j) Approval of Purchase, Ken Gordy Fleet Department, Vehicle for Facilities Department (Routine Restricted Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase between Burbank Unified School District and Ken Gordy Fleet Department for a 2025 Ford Maverick Vehicle for the Facilities Department, not to exceed $31, 614.19 (01.0-81500.0-00000-85000-6410-752-3100) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOP_Ken Gordy_Facilities Vehicle_RRM.pdf (OF 30,553)

13.k) Acceptance of Notice of Completion, Western Fence & Supply Co., DBA Pilgrim Fence Co., CUPCCAA Bid 2425-015 for Automatic Gate Conversion, Burbank High School (Routine Restricted Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: CUPCCAA Bid 2425-015 for the Automatic Gate Conversion at Burbank High School, not to exceed $40,690 (01.0-81500-0-00000-81000-6250-431-0000) Routine Restricted Maintenance, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

4-17 NOC_PILGRAM_BHS_RRM.pdf (OF 30,554)

13.l) Acceptance of Notice of Completion, Western Fence & Supply Co., DBA Pilgrim Fence Co., Replacement of Fence, Thomas Edison Elementary (Emergency Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Replacement of fence at Thomas Edison Elementary, PO# 25002964, not to exceed $10,140 (010-00000-0-00000-72001-6230-000-0000) Emergency Funds, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

4-17 NOC_PILGRAM_Edison_Emergency.pdf (OF 30,555)

13.m) Acceptance of Notice of Completion, Western Fence & Supply Co., DBA Pilgrim Fence Co., Replacement of Fence, William McKinley Elementary (Emergency Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Replacement of fence at William McKinley Elementary, PO# 25002962, not to exceed $24,995 (010-00000-0-00000-72001-6230-000-0000) Emergency Funds, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

4-17 NOC_PILGRAM_McKinley_Emergency.pdf (OF 30,556)

13.n) Acceptance of Notice of Completion, Western Fence & Supply Co., DBA Pilgrim Fence Co., Replacement of Fence, John Muir Middle School (Emergency Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Replacement of fence at John Muir Middle School, PO# 25002963, not to exceed $22,154 (010-00000-0-00000-72001-6230-000-0000) Emergency Funds, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

4-17 NOC_PILGRAM_Muir_Emergency.pdf (OF 30,557)

13.o) Acceptance of Notice of Completion, Western Fence & Supply Co., DBA Pilgrim Fence Co., Replacement of Fence, Providencia Elementary (Emergency Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Replacement of fence at Providencia Elementary, PO# 25003631, not to exceed $20,733 (010-00000-0-00000-72001-6230-000-0000) Emergency Funds, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

4-17 NOC_PILGRAM_Prov_Emergency.pdf (OF 30,558)

13.p) Ratification of Approval of Professional Services Agreement, Asbestos Control Testing, Inc., Abatement Services during Kitchen Project, Dolores Huerta Middle School (Fund 13)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Asbestos Control Testing, Inc. for Abatement Services during Kitchen Project at Dolores Huerta Middle School, effective April 1, 2025 through June 30, 2025, not to exceed $48,250 (130-53100-0-00000-37000-6250-749-0000) Emergency Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

4-17_Ratif_Asbestos_Huerta_Fund 13.pdf (OF 30,559)

13.q) Ratification of University Agreement- University of Massachusetts Global

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and the University of Massachusetts Global to provide Educational field experience, effective July 1, 2024 through until terminated five (5) years on July 1, 2029, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of University Agreement- University of Massachusetts Global.pdf (OF 30,560)

13.r) Personnel Report 24-25-18

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-18, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.

Personnel Report 24-25-18.pdf (OF 30,561)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) REPORTS FROM BOARD MEMBERS

14.a) Reports from Board Members

Board of Education members reported on items within the jurisdiction of the Board.

President Aghakhanian reads the retirees:
Josefina Silva, since 2003
Henry Alexander, since 2000
Jerome Mullady, since 2000
Naomi Lewis, since 2024
Ismael Lopez, since 2025
Gail Ricotta, since 2025

Member Weisberg sends a big thank you to the student mental health Board. Would like to adjourn this weeks meeting in honor of the young lives taken at the Florida State University shooting.

Member Cano went to the Armenian Genocide Memorial and she says it was very interesting and made some great connections.

Clerk Tabet attended Jazz night at Burbank High and enjoyed their night. She also attended an instrumental fundraiser and thanks everyone for the opportunity to enjoy live music. Also attended the PTA Gala at Deluxe Banquet Hall and the food was amazing and thanks the PTA for honoring all of our wonderful volunteers.

Vice President Pontzer Kamkar says she went to John Muir with Dr. Macias and it was great to see all the amazing things happening there. She attended Burbank Council PTA talking about enrollment, also attended the Chamber to talk generally about what a parcel tax would look like. Also attended PTA and congratulates all the awards recipients. Lastly, she mentions that last Friday the Masons gave out their awards for student essays and for teachers.

15) ADJOURNMENT

Meeting adjourned at 9:19 p.m., in honor of the lives lost at Florida State University.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

May 1, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Oscar Macias, Assistant Superintendent, Instructional Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources Employee Organization:California School Employees Association (CSEA) Chapter 674

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

3.d) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (d)(1) (OF 30,562)

Final Settlement Agreement: Jane Doe (#7034 v. Burbank Unified School District)

3.e) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (d)(1) (OF 30,563)

Final Settlement Agreement: Center for American Liberty (LASC Case No. 24STCP02384 v. Burbank Unified School District)

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Melania Akopyan from Burbank High Skills USA, to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Item 3d, moved by Vice President Pontzer Kamkar, seconded by Clerk Tabet. Ayes 5-0.
Item 3e, moved by Vice President Pontzer Kamkar, seconded by Member Weisberg. Ayes 5-0.

6) ADJUSTMENTS TO THE AGENDA

Superintendent, Dr. John Paramo, requests two adjustments to be placed right before item 8A. First is a performance from our Dolores Huerta Choir. Second is for recognition for some of our new Admin positions.
Item 9c moved

7) ITEMS FOR FUTURE AGENDAS

Vice President Pontzer Kamkar requests to bring back the High School Mobile Phone policy and along with that some data as to how things have gone this year with the new policy. She also requests a study session to look at enrollment. Start out as Superintendent's committee and can bring a presentation to the Board. Member Weisberg and Vice President Pontzer Kamkar volunteer to be on that committee.

Member Weisberg requests to take a look at all the contracting out we do, especially in Special Ed. Have a conversation about cost and etc.

8) PRESENTATIONS / RECOGNITIONS

8.a) Recognition of SkillsUSA Participants of 2025

Oscar Macias, Assistant Superintendent, Instructional Services, in collaboration with Peggy Flynn, Director, Arts and CTE programs, will recognize the SkillsUSA participants of 2025, as presented.

Assistant Superintendent of Instruction, Dr. Oscar Macias, invites Peggy Flynn, Director of Arts and Career Technical Education, to give presentation and recognition of Skills USA program.

8.b) Recognition of the 2024-2025 Student Board Members

Armond Aghakhanian, President, Board of Education, will recognize the 2024-2025 Student Board Members: Rose Ilangesyan, Burbank High School; Lauren Nestor, John Burroughs High School; and Hayk Smbatyan, Monterey High School.

Board Members take turns thanking and congratulating the Student Board Members for their service.

Superintendent, Dr. John Paramo, gives the Student Board members their plaques and thanks them for their professionalism.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Rose Ilangesyan, Burbank High School; Hayk Smbatyan, Monterey High School and Lala Nestor, John Burroughs High School report on activities at their respective schools.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Laura Flosi, Co-President of BASA, approaches podium and reports that Susie Dunn, Operations Coordinator in Food Services, was awarded the Active Service Award.

9.c) Reports from the Superintendent

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

Item 9c moved
Superintendent, Dr. John Paramo, invites Rebecca Harris to the podium.

Rebecca Harris, Director of Elementary Education, introduces three new Administrators. Emilie Coyne, new Assistant Principal at Miller elementary, Jennifer Griffith, new Assistant Principal at Jefferson Elementary, and Lucy Bowers, new Principal at Bret Harte elementary.

Oscar Macias, Assistant Superintendent of Instruction, introduces Narineh Barzegar as the new Director of Student Services. Dr. Macias congratulates Rebecca Harris, Director of Elementary Education, for having earned her Ed.D.

Superintendent Paramo and Board members take turns congratulating all new Admins at Burbank Unified.

9.c) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, invites Assistant Superintendent of Instruction, Dr. Oscar Macias, to the podium to acknowledge School Principals on National School Principals Day.

Superintendent, Dr. John Paramo, speaks regarding the athletic trainers at JBHS and BHS. He says he knows how valuable trainers are. He addresses transfer requests and declining enrollment.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Juan Carlos, student from John Burroughs High School, speaks regarding athletic trainers. Thanks Superintendent Paramo for his comments and states he answered all of their questions.

Calli, fifth grader at Roosevelt elementary, speaks regarding her denial to transfer to Luther Middle School. She says she was under the impression that her transfer would be no issue, therefore she attended all the incoming sixth grader activities. She urges Board to give it more thought and allow her transfer.

Jeremy, parent of Roosevelt elementary student, speaks regarding the intra district permit requests. He would like a better explanation as to why his daughter was denied transfer to Luther. This has now become a disruption to our lives instead of a school preference. He understands the need to balance schools, and would like more information to understand that the process treats Roosevelt families fairly.

Parent of football player at John Burroughs, speaks regarding the concern of practices and injuries that occur during the summer. Asks what can we do to have someone there in case of a medical emergency.

Beth Shrode, parent from JBHS, speaks in support of Ms. G, the athletic trainer at Burroughs. She has always been there for her students, mentally and emotionally as well. She truly goes above and beyond and losing her would be detrimental to our school.

Jacob Flores, Counselor at Burbank High School, speaks about Rima Armiyants in being selected Classified Employee of the Year, among other staff members at Burbank High School. Also gives praise to Narineh Barzegar and wishes her well in her new crucial role. Lastly recognizes Anna Page and Jennifer Griffith for their roles and their commitment.

Karina Bussee, parent at Roosevelt Elementary, speaks regarding transfer denials to Luther Middle School from Roosevelt Elementary School. Appreciates the time they are taking to address this issue.

Elizabeth Woodword, community member, speaks in support of Ms. Gallow. Over the last four years, her son has been under the trust and care of Ms. G. Her help and guidance helped him heal and get back to the classroom. She provides priceless hands on guidance and she is here to urge the Board to keep her employed.

Arthur Moy, student at Roosevelt, speaks regarding transfer process for Roosevelt. He says he does not want to be split us when he graduates fifth grade. His mother approaches podium to continue. Her understanding was that there was more flexibility for intra district transfers.

Jerry Mullady, speaks in memory of Jennifer Thompson's passing. He thanks Dr. Weisberg for correcting his name at the last meeting. He shares some thoughts on programs that can attract more enrollment to our District. Says attracting new teachers will be a problem, there were thirty two retirees. Suggests having teacher interns, a twelve month paycheck and other incentives. Lastly, says grading should be more meaningful and not just based on points.

Vladimir Hovhannisian, student at Burbank High School, speaks regarding his club, Global Unity, and how they are willing to share information. He spoke with Mr. Farber about adding a new class to our school, Armenian 101, as a college class. He says that class would attract a lot of students and help relieve the tasks of Counselors. There are many AP classes that are not full, maybe about ten students. So this will be more beneficial.

10.b) Superintendent's Comments

John Paramo, Superintendent, responded to public comment.

Superintendent, Dr. John Paramo, corrects that we have two athletic trainers and one conditioning coach. He has never signaled that they are not going to continue working. If there are practices in the summer on BUSD property, then he will speak with Dr. Macias in getting someone hired. He doesn't know how to explain the problem with transfers we are facing. There is still a decline in enrollment and it is affecting this community. He says he is hoping to make this work by hopefully having incoming students from other cities come in and take spots at Huerta.

10.c) Board Members' Responses

Board Members responded to public comment.

Member Weisberg starts of by addressing the students and parents from Roosevelt elementary. She would like to acknowledge that we need to do a better job in communicating. She also states that we have declining enrollment due to the fact that the families can't afford to live in Burbank. Mentions that Huerta is an amazing school to take your kids. Encourages the kids to advocate for things that they want. She addresses the athletic students and states that they should always reach out and let the Board know what is going on. She tells Jerry it was great to see him and appreciates his thoughts and ideas.

Member Cano speaks in support of our athletic trainers. As for the Roosevelt students and parents, she understands as she had to apply for an intra district permit. It just needs to be understood that there is always an issue and its never a sure thing. She says she understand the family that is formed and there are always going to be changes and will end up making new friends. Asks Ms. Hatch if we can make some compensations for the students who did not attend

the incoming sixth grade activities. Thanks Mr. Flores for his kind words and congratulates Mr. Mullady on his retirement.

Clerk Tabet adds to Member Weisberg's comments on declining enrollment. It also includes a decline in birthrate and families are not having as many kids now. Our staff is being very diligent as to how money is being spent to keep programs alive. She addresses the speakers that were told, we will try, and she can't ask for more as a Board member. She congratulates Mr. Mullady on his retirement and welcomes him to come back to speak in the future. Thanks Vladimir for coming back and sharing his thoughts.

Vice President Pontzer Kamkar thanks Mr. Mullady for his retirement. Appreciates Vlad for stepping up and will continue to reach out via emails. She thanks Mr. Flores for coming and advocating about his fellow colleagues. She mentions she is confident that Dr. Paramo will make sure that our students have someone on the field to make sure they are safe. She addresses the Roosevelt parents and owns that our processes are not crystal clear and they are not always the same year after year. She says we need to over communicate our expectations and policies.

President Aghakhanian addresses Mr. Mullady and apologizes about the mispronunciation of his last name. Thanks him for coming and congratulates him on his retirement. He thanks the Roosevelt students for coming and is certain that Dr. Paramo will work on this issue. He also addresses the decline in enrollment due to cost of living and low birth rates. He appreciates Mr. Flores for coming forward and speaking kindly about his colleagues and always comes talking about positive issues. Lastly, he addresses Mr. Vlad and appreciates what he is doing and says it’s important to bring people like him up.

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

11.a) Public Disclosure of the 2024-2027 Negotiated Successor to the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB 1200 (Chapter 12/13/Statutes 1991), AB 2756 (Chapter52/Statutes 2004), GC 3547.5

The Board of Education will hold a Public Hearing, in compliance with provisions AB 1200 (Chapter 12/13/ Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GB 3547.5 to allow the public an opportunity to comment regarding the 2024-2027 Successor to the Current Collective Bargaining Agreement between the Burbank Unified School District and the California School Employees Association, Chapter 674, as presented.

Public Hearing AB1200 CSEA.pdf (OF 30,564)

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Approval of the 2024-2027 Negotiated Successor to the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA) in Accordance with AB 1200 (Chapter 12/13/Statutes 1991), AB 2756 (Chapter 52.Statutes 2004), GC 3547.5

That the Board of Education approve the negotiated 2024-2027 Negotiated Successor Agreement between the Burbank Unified School District and the California School

Employees Association (CSEA), in Accordance with AB 1200 (Chapter 12/13/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

Approval AB 1200 CSEA.pdf (OF 30,565)

It was moved by Charlene Tabet, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.b) Adoption of Resolution 39 Implementing Certificated Layoffs

That the Board of Education adopt Resolution 39 Implementing Certificated Layoffs, as presented.

Adoption of Resolution 39 Implementing Certificated Layoffs.pdf AMENDED (OF 30,566)

It was moved by Charlene Tabet, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, approaches podium to present on Resolutions 39 through 41.

12.c) Adoption of Resolution 40 Implementing Certificated Children's Center Position Layoffs

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 40 Implementing Certificated Children's Center Position Layoffs, as presented.

Adoption of Resolution 40 Implementing Certificated Childrens' Center Position Layoffs.pdf (OF 30,567)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.d) Adoption of Resolution 41 Implementing Classified Layoffs

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 41 Implementing Classified Layoffs, as presented.

Adoption of Resoluton 41 Implementing Classified Layoffs.pdf (OF 30,568)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.e) Approval of Resolution 42 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2025-2026 School Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Resolution 42 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2025-2026 School Year, as presented.

Approval of Resolution 42 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2025-2026 School Year.pdf AMENDED (OF 30,569)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.f) Approval of Board Policy and Administrative Regulation 6200 Adult Education

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6200 Adult Education, as presented.

Adult Education Board Policy and Administrative Regulation 6200 5.1.25.pdf (OF 30,570)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.g) Approval of Board Policy and Administrative Regulation 6178 Career Technical Education

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6178 Career Technical Education, as presented.

Career Technical Education Board Policy and Administrative Regulation 6178- 5.1.25.pdf (OF 30,571)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.h) Approval of Variable Waver Request-Certificated Staff

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Variable Waiver Request for Certificated Staff for school year 2025-2026, as presented.

Approval of Variable Waiver Request- Certificated Staff.pdf (OF 30,572)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.i) Approval Agreement of Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Dr. Bhavini Bhakta to provide services as a Training Associate not to exceed $5,000.00 (010.0-00000.0-00000-72000-5850-7552000), effective May 2, 2025 and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Approval Agreement for Professional Services (Human Resources).pdf (OF 30,573)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.j) Approval of Expanded Learning Opportunities Program Plan

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Expanded Learning Opportunities Program Plan effective July 1, 2024, through June 30, 2025, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

ELOP Plan 2024-2025.pdf (OF 30 30,574)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.k) Approval of Addition of Assistant Principal, Alternative Education on the Certificated Management Salary Schedule A

That the Board of Education approve the addition of Assistant Principal, Alternative Education on the Certificated Management Salary Schedule A, as presented.

Approval of Addition of Assistant Principal, Alternative Education on the Certificated Management Salary Schedule A.pdf (OF 30,575)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.l) Approval of Employment Contract for Andrew Cantwell for Chief Administrative Officer

That the Board of Education approve the Employment Contract for Andrew Cantwell for Chief Administrative Officer, effective July 1, 2025, as amended.

Approval of Employment Contract For Andrew Cantwell for the Chief Administrative Officer.pdf AMENDED (OF 30,576)

It was moved by Charlene Tabet, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Superintendent, Dr. John Paramo, explains that 12l and 12m are two contracts are a reconfiguration of how we are managing responsibilities at the district level. This way Andy can be freed up to take on more of our legal cases. This is 100% cost neutral and is not an increase in FTE. The new responsibilities for Mr. Cantwell would warrant a 5% raise but we will adjust the amount of days he receives. It will not cost us any money.

12.m) Approval of Employment Contract for Mariam Abdelhamid for the Assistant Superintendent of Business Services

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education Approve the Employment Contract for Mariam Abdelhamid for the Assistant Superintendent of Business Services, as amended.

Approval of Employment Contract for Mariam Abdelhamid for the Assistant Superintendent of Business Services.pdf AMENDED (OF 30,577)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Superintendent, Dr. John Paramo, praises Dr. Abdelhamid for being so impressive all year long. She has made so much advancements at such a short period of time.

Assistant Superintendent of Business Services, Dr. Mariam Abdelhamid, approaches the podium to thank District leadership and Board for this opportunity.

12.n) Approval of Job Description for the Assistant Superintendent of Business Services and the Chief Administrative Officer and Salary Schedule for Classified Superintendent's Schedule E

That the Board of Education approve the Job Descriptions for the Assistant Superintendent of Business Services and the Chief Administrative Officer and Salary Schedule for Classified Assistant Superintendent's Schedule E, as presented.

Approval of Job Description for Assistant Superintendent of Business Services and Chief Administrative Officer and Salary Schedule for Classified Superinendent's Schedule E.pdf (OF 30,578)

It was moved by Abigail Pontzer Kamkar, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.o) Announcement of the Expiration of Terms of Office on the School Facilities Oversight Committee (SFOC) and Reappointment of Members

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the expiration of six (6) terms on the SFOC and recommends that the Board of Education reappoint Carolyn Bisson, Shaun Hasas, Dakota Hughes, Geovanna Waters, and Greg Wylie to a two-year term effective June 1, 2025 through May 31, 2027 or until completion of Measure S Bond activities, as presented.

SFOC Expiration of Terms_050125.pdf (OF 30,579)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) CONSENT AGENDA

13.a) Approval of Minutes

Minutes 1.18.24_UNOFFICIAL.pdf (OF 30,580)

13.b) Approval of School Site and Department Software License with Edmentum, Inc.

Robyn Anders, Director of Instructional Technology & Accountability, recommends that the Board of Education approve the District Software Licenses for the 2025-2026 and 2026-2027 school years, as presented.

Approval of School Site & Dept Software Lic Edmentum.pdf (OF 30,581)

13.c) Ratification of the K-12 Strong Workforce Grants 2024-2025 (Round 7)

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education ratify the K-12 Strong Workforce Grant, supporting career pathways and dual enrollment opportunities, effective January 1, 2025 through June 30, 2027, and authorize execution of the agreement in accordance with BUSD-AR 3314, as presented.

Ratification of K12 Strong Workforce Grant 050125.pdf (OF 30,582)

13.d) Approval of Contract for California for Department of Rehabilitation Services

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the contract between Burbank Unified School District and the State of California Department of Rehabilitation Services for the purpose of work experience, workplace readiness training, and job exploration counseling for identified students in the "Transition Partnership Program" for estimated total funding for fiscal years 2025-26, 2026-27 and 2027-28 of $581.7k per year effective July 1, 2025 through June 30, 2028, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Approval of Contract for DOR Svcs.pdf (OF 30,583)

Member Weisberg asks for clarification on the budget change.

Lori Shleinkofer, Program Specialist at Burbank Unified, approaches podium to explain further. In terms of funding we used to be on a We Can Work contract. The TPP (transitional partnership program), involves a certified time match and includes a larger contract. This is a broader contract and more money for the kids. A lot of this money will also support the FACTS program.

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.e) Approval of Award of Contract, Rose Brand, Furnish and Install Stage Curtains, Burbank High School (Fund 14)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Rose Brand, to Replace Furnish and Install Stage Curtains at Burbank High School, effective May 2, 2025 to May 1, 2026, not to exceed $40,597.14 (14.0-00000-0-00000-85000-6250-752-0000) Fund 14, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 AOC_RoseBrand_BHS_Fund 14.pdf (OF 30,584)

13.f) Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, Walt Disney Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at Walt Disney Elementary School, PO# 25002852, not to exceed $98,962.00 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial Roof_Disney_Emergency.pdf (OF 30,585)

13.g) Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, John Burroughs High School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at John Burroughs High School, PO# 25002850, not to exceed $195,310 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial Roof_JBHS_Emergency.pdf (OF 30,586)

13.h) Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, Joaquin Miller Elementary School (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at Joaquin Miller Elementary School, PO# 25002853, not to exceed $124,834 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial Roof_Miller_Emergency.pdf (OF 30,587)

13.i) Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Demolition, Thomas Edison Elementary (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at Thomas Edison Elementary, PO# 25002760, not to exceed $218,880 (01.0-00000-0-0000-72001-6231-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial_Edison_Emergency Demo.pdf (OF 30,588)

13.j) Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Replacement, Thomas Edison Elementary (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Replacement at Thomas Edison Elementary, PO# 25002811, not to exceed $626,110 (01.0-00000-0-0000-72001-6231-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial_Edison_Replacement_Emergency.pdf (OF 30,589)

13.k) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants Consent 050125.pdf (OF 30,590)

13.l) Approval of Instructional Consultant Services

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

Approval of Instructional Consultant Svcs 050125.pdf (OF 30,591)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and PRIDE Learning Co. for Special Education Student 960029710, for a total not to exceed of $1,890 (01.0-65360.0-57602-11900-5850-7440000), effective May 1, 2025 through October 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029710 PRIDE Learning_Ratification.pdf (OF 30,592)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend mileage reimbursement to the parents of Special Education Student 960030413 to transport student from home to school, per IEP, not to exceed $630.00, effective March 3, 2025 through April 4, 2025, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960030413_Parent Reimbursement_Amendment.pdf (OF 30,593)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $110,432 (01.0-65000.0-57602-11901-5850-7440000), effective August 5, 2024 through July 10, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was September 5, 2024 for a total not to exceed $100,640. Due to additional needs through extended school year, we are extending the date of this agreement which adds an additional cost of $9,792 for a total not to exceed $110,432.

SPED Professional Services Gary Stromberg & Assoc_COTA_Amendment.pdf (OF 30,594)

13.p) Approval of Personnel Report Number 24-25-19

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-19, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.

Personnel Report 24-25-19.pdf (OF 30,595)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13a -13c and 13e-13p as presented.
13d pulled for further discussion.

14) REPORTS FROM BOARD MEMBERS

14.a) Reports from Board Members

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

Member Weisberg thanks Providencia and Bret Harte for their work on Open House. Shouts out Alyson Edge for having her on Mock Interviews.

Vice President Pontzer Kamkar went to the Disney Open House and it was a success. Asks if we will have a presentation for Providencia's recognition as a distinguished school. She says she attended a Green Schools Symposium hosted by LACOE.

Member Cano attended the Stevenson Elementary Open House. There was a science activity going on before and was very inspiring.

President Aghakhanian acknowledges Dr. Weisberg for joining him at the Armenian Genocide Commemoration. Thanks everyone for attending. He also attended John Muir and would like to thank the History teachers for their Armenian Genocide event.

President Aghakhanian read the retirees:
Bridget Highfill, since 1995
Ana Moen, since 1999
Martha Walter, since 2006
Anna Anguino, since 2006
Julie Arbogast
Juan Carlos Celis, since 2011
Amy McGuire, since 1993
Josefina Silva, since 2003

15) ADJOURNMENT

Meeting adjourned at 9:51 p.m., in memory of Jennifer Thompson.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

May 15, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet
Laurette Cano

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Action on Student Expulsion (OF 30,596)

The Board of Education will take action in closed session pursuant to Education Code Sections 48900(a)(1), 48900(2), 48900(b), and 48915(a)(1) on the expulsion recommendation by the Administrative Hearing Panel for Student 960034058, as presented.

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

3.c) Public Employee Discipline/Dismissal/Release Pursuant to Government Code §54957 (OF 30,597)

3.d) Expelled Students for Readmittance in the Burbank Unified School District, as per Board Policy 5144 and Education Code 48917 (OF 30,598)

The Board of Education will meet in Closed Session pursuant to Board Policy 5144 and Education Code 48917 to consider the readmittance recommendation report from the District Transfer Review Committee for Student 960043800, 960021597, 960033615, and 960030231, as presented.

3.e) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,599)

Final Settlement Agreement for Special Education Student 960022536

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Katherine Colvin Marvin to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Item 3a, expulsion of student 960034058. Motion by Vice President Pontzer Kamkar, seconded by Clerk Tabet. AYES 5-0.
Item 3c, acceptance of written determination and decision regarding employee CT185-24. Motion by Vice President Pontzer Kamkar, seconded by Member Weisberg. AYES 5-0.
Item 3c, separation agreement, Motion by Vice President Pontzer Kamkar, seconded by Member Weisberg. AYES 5-0.
Item 3d, readmittance of student #:
960043800 Motion by Vice President Pontzer Kamkar, seconded by Member Weisberg. AYES 5-0.
960033615 Motion by Vice President Pontzer Kamkar, seconded by President Aghakhanian. AYES 5-0.
960021597 Motion by Member Weisberg, seconded by Vice President Pontzer Kamkar. AYES 5-0.
960030231 Motion by Member Weisberg, seconded by Vice President Pontzer Kamkar. AYES 5-0.

6) ADJUSTMENTS TO THE AGENDA

Remove Item 15.

Member Weisberg requests to pull 12f and bring back for next meeting.

7) ITEMS FOR FUTURE AGENDAS

Member Weisberg requests an ETA about the positions contracted out for Special Ed.

Clerk Tabet asks for the information to be brought to the Board from the Architecture committee meeting. Also asks in August to have a Board Report on the Kids Community Dental Clinic.

Member Cano requests what accountability is included in Member Weisberg's request.

8) PRESENTATIONS / RECOGNITIONS

8.a) Recognition of the 2025 California Distinguished School Recipient

Rebecca Harris, Director, Elementary Education, will facilitate the recognition and introduce Providencia Elementary School as a recipient of the 2025 California Distinguished School Award. The Distinguished Schools Program honors California's most exemplary and inspiring schools. Schools selected for this award demonstrate significant gains in narrowing the achievement gap.

Director of Elementary Education, Dr. Rebecca Harris, approaches podium to announce Providencia Elementary's recognition of the 2025 California's Distinguished School Award.

8.b) Recognition of the 2025 Burbank Unified School District Teachers of the Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education recognize the 2025 Burbank Unified School District Teachers of the Year, as presented.

Recognition of the 2025 Burbank Unified School District Teachers of the Year.pdf (OF 30,600)

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, approaches podium to speak about the 2025 Burbank Unified teachers of the year.

8.c) Report on Volunteer Hours from Burbank Council PTA

John Paramo, Superintendent, will introduce Charlene Walters, Burbank Council PTA President who will report on the volunteer hours from Burbank Council PTA, as presented.

Superintendent, Dr. John Paramo, invites members of the Burbank Council PTA to report. The total volunteer hours from BCPTA for the 2024/2025 school year has been reported to be 79,090 hours. The estimated savings to Burbank Unified is around $3,174,672.60.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, BTA President, thanks everyone in the District for working with her for the past two years. She states she will now be the Vice President of the BTA and welcomes Sarah Schwartz on her first year as President.

9.b) Reports from the Superintendent

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

Superintendent, Dr. John Paramo, expresses his gratitude to Nicole. He tells her she has brought so much kindness to this role and is an amazing partner. He relinquishes the rest of his time to Dr. Sarah Rudchenko.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, approaches podium to introduce Mr. Adam Devore as the new Assistant Principal at Huerta Middle School.

Mr. Devore approaches podium accepting his role in excitement and thanks the District for this opportunity.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Erik Haack, Board Director President for the Burbank Community Band, speaks regarding the Burbank Community Band events. Their final show for the 24/25 season will be later this month he says. On May 26, they will perform at McCambridge park, performing music honoring those who have served this country.

Jacob Flores, Counselor at Burbank High School, speaks on the WASC program and mentions that in the Fall he will be at Luther Burbank Middle School. States that the Hanover report is very important at today's Board meeting.

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, thanks Mr. Haack for coming and for everything he does for the community. Also thanks Mr. Flores for voicing his concerns.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg thanks Mr. Haack and Mr. Flores for taking the time to come out and share information.

Member Cano thanks Nicole and welcomes Mr. Devore on his new role. Also, thanks Mr. Haack and says she will try to attend the show. Addresses Mr. Flores and thanks him for coming as well as thanking all the teachers of the year winners.

Clerk Tabet thanks Nicole for her years of service and says it has been fun getting to know her. She thanks Mr. Flores for his words and thoughts and that its great listening to people who work day to day with students. Lastly, she thanks all the winners for the teacher of the year.

Vice President Pontzer Kamkar thanks the Burbank Council PTA and welcome Kirsten as the upcoming President. She addresses Nicole and tells her that she had a lot to do with the passing of the bond and gives her much credit for all she does behind the scenes. She welcomes Mr. Devore to the Burbank Unified family. She thanks Mr. Haack for bringing the Community Band events to their attention. Lastly, she thanks Mr. Flores for coming and bringing ideas with possible solutions and congratulates Providencia for their recognition.

President Aghakhanian begins by thanking the Burbank Council PTA. He thanks Nicole for her help and hopes to see her soon. Also thanks all the teachers of the year and especially Ms. Clark for her win. Addresses Mr. Flores and thanks him for coming. He congratulates Mr. Devore and wishes him all the best in his new role. Lastly, he thanks Mr. Haack and says it's always good to see him.

Superintendent, Dr. John Paramo, asks to speak. He thanks Mr. Devore and welcomes him and looks forward to working with him.

11) REPORTS TO THE BOARD

11.a) Report on Student Care Centers – Executive Summary from Hanover Research

Robyn Anders, Director of Instructional Technology & Accountability introduced Tiffany from Hanover Research staff to present to the Board of Education on BUSD Student Care Centers, as presented.

Board Report on BUSD Student Care Centers - Hanover Research Executive Summary.pdf (OF 30,601)

Director or Instructional Technology and Accountability, Dr. Robyn Anders, approaches podium to introduce Tiffany with Hanover Research, to report on our student care centers.

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Adoption of Resolution 46 in Support of Pride Month, June, 2025

That the Board of Education adopt Resolution 46 in Support of Pride Month, June, 2025, as presented.

Resolution_46_Pride Month 2025.pdf (OF 30,602)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.b) Adoption of Resolution 47 – Proclaiming May 22, 2025 as Harvey Milk Day

That the Board of Education adopt Resolution 47 - Proclaiming May 22, 2025 as Harvey Milk Day, as presented.

Harvey Milk Day Proclamation 5 15 25.pdf (OF 30,603)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.c) Adoption of Resolution 48 – Proclaiming the May as the Burbank Unified School District's Asian American and Pacific Islander Heritage Month

That the Board of Education adopt Resolution 48 – Proclaiming May 2025 as the Burbank Unified School District's Asian American and Pacific Islander Heritage Month, as presented.

Asian American Heritage Month 2025 5 15 25.pdf (OF 30,604)

It was moved by Abby Pontzer Kamkar, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Instructional Services, Dr. Oscar Macias, approaches podium to introduce the recommended books from the Library Coordinators.

12.d) Adoption of Resolution 49 Proclaiming May 18, 2025 through May 24, 2025 as Classified Employee Week

That the Board of Education adopt Resolution 49 Proclaiming May 18, 2025 through May 24, 2025 as Classified Employee Week, as presented.

Adoption of Resolution 49 Proclaiming May 18 2025 through May 24 2025 as Classified Employee Week.pdf (OF 30,605)

It was moved by Char Tabet, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.e) Approval of Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures

That the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures, as presented.

Approval of Board Policy Uniform Complaint Procedures.pdf (OF 30,606)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.f) Approval of 3% Fee Increase for Around the Bell for 2025-2026 PULLED

That the Board of Education approve the proposed rate increases, as indicated in the Board action item above for the Around the Bell Program, effective July 1, 2025, as presented.

ATB Fee Increase 5 .15. 25.pdf PULLED

12.g) Approval of 2025-26 Instructional Continuity Plan

That the Board of Education adopt the 2025-26 Instructional Continuity Plan, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

Approval of 2025-2026 Instructional Continuity Plan 5.15.25.pdf (OF 30,607)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) CONSENT AGENDA

13.a) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960022536, total not to exceed $85,000, (01.0-65000.0-50010-36000-5813-7440000), August 2024 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960022536 Settlement Agreement.pdf (OF 30,608)

13.b) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through April 21, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,609)

13.c) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through April 07, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,610)

13.d) Ratification of Agreement between the Burbank Unified School District (Burbank Adult School) and Ultimate Care RX Corp

Oscar Macias, Assistant Superintendent, Educational Services, recommends that the Board of Education ratify the agreement between the Burbank Unified School District (Burbank Adult School) and Ultimate Care RX Corp, as presented.

BAS Ultimate Care RX Corp Agreement 5 15 25.pdf (OF 30,611)

13.e) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 051525.pdf (OF 30,612)

13.f) Ratification of Agreement for Instructional Consultant Services

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

Ratifiation of Instructional Consultants Consent 051525.pdf (OF 30,613)

13.g) Acceptance of Notice of Completion, AMB Group Inc., Bid 2324-035-99, Kitchen Infrastructure at Various Sites (KIT Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Kitchen Infrastructure upgrades at Various Sites, PO# 25002424, not to exceed $851,000 (01.0-81500.0-00000-85000-6250-3100000) KIT Fund 2022, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_AMB Group_Varisous Sites_KIT.pdf (OF 30,614)

13.h) Acceptance of Notice of Completion, Genesis Floor Covering Inc., Replacement of Flooring, Thomas Edison Elementary School (Emergency Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Replacement of flooring at Thomas Edison Elementary, PO# 25003065, not to exceed $24,173 (010-00000-0-00000-72001-6230-000-0000) Emergency Funds, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

5 15 NOC_Genesis_Edison_Emergency.pdf (OF 30,615)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Nurturing Nests Therapy Center, Inc., to provide a Functional Behavior Assessment/SCIA (IEE) and attend an IEP for Special Education Student 960033899, not to exceed $1,800 (01.0-65000.0-57602-11900-5850-7440000), effective April 21, 2025 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960033899 Nurturing Nests_Ratification.pdf (OF 30,616)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a speech and language pathologist, at no additional cost to the District (01.0-65000.0-57601-11804-5810-7440000), effective April 28, 2025 through July 10, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was August 1, 2024 for a total not to exceed $407,925. The second amendment adds one additional special education teacher, for a total of four special education teachers, with an increase of $118,335. The new not to exceed amount is $526,260. This amendment adds a speech and language pathologist.

SPED Professional Services Aya Healthcare_Amendment.pdf (OF 30,617)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and B.I.G. Solutions, LLC, to provide a specialized support for Special Education Student 960034998, not to exceed $110,280 (01.0-65000.0-57602-11900-5850-7440000), effective April 23, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034998 B.I.G. Solutions_Ratification.pdf (OF 30,618)

13.l) Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify the Master Contract for special education students, to be provided by Club Xcite, effective July 1, 2024 through June 30, 2025 (01.0-65000.0-57500- 11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2024 through June 30, 2025, was approved by the Board of Education May 2, 2024.

SPED Master Contract Amendment.pdf (OF 30,619)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Emit Learning LLC to provide a credentialed special education teacher, not to exceed $15,960 (01.0-65000.0-57601-11804-5810-7440000), effective April 28, 2025 through May 22, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Emit Learning LLC_Ratification.pdf (OF 30,620)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve the agreement between Burbank Unified School District (BUSD) and San Joaquin County Office of Education (SJCOE), to provide professional services, effective July 1, 2025 through June 30, 2028, not to exceed $4,732 (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 SJCOE.pdf (OF 30,621)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Palafox Psychological Corporation (dba Meaningful Growth), to provide a Transitional Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960013740, not to exceed $3,000 (01.0-65000.0-57602-11900-5850-7440000), effective April 28, 2025 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960013740 Palafox Psychological Corporation_Ratification.pdf (OF 30,622)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Tracy M. Glen to provide IEP training and staff support, not to exceed $60,000 (01.0-65000.0-57601-11804-5810-7440000), effective April 29, 2025 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Tracy M. Glen_Ratification.pdf (OF 30,623)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Piedmont Global Language Solutions, to provide interpreting and translation for Burbank students, not to exceed $50,000 (01.0-65000.0-57602-11901-5850-7440000), effective May 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Piedmont Global Language Solutions_Ratification.pdf (OF 30,624)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $500,000 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Adams Silva & McNally.pdf (OF 30,625)

13.s) Burbank High School Cheer Teams (Overnight) Field Trip

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Burbank High School Cheer Teams (Overnight) Field Trip request to participate in the USA Spirit 2025 Showtime Cheer Camp in La Quinta, CA from Thursday, June 26, 2025 through Sunday, June 29, 2025, as presented.

BHS cheer Team Overnight Field Trip 5 15 25.pdf (OF 30,626)

13.t) Approval of Personnel Report Number 24-25-20

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report Number 24-25-20, covering Certificated and Classified personnel, and consisting of Pages 1 to 8 as inclusive, as presented.

Personnel Report 24-25-20.pdf (OF 30,627)

It was moved by Abby Pontzer Kamkar, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) REPORTS FROM BOARD MEMBERS

14.a) Reports from Board Members

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

Member Weisberg thanks Nicole Drabecki and her vital role in getting the bond passed. Also, a huge shout out to Principal Celeste and Providencia. She sends a huge appreciation to all staff for their hard work during the end of the school year. She thanks BTA for their retirement celebration that she attended. She highlights the public libraries for holding pride art contests during the month of June. Another event is a craft with pride event at the libraries.

Member Cano thanks BCPTA and all the parents. She also attended the Boys and Girls Club Gala, and it was a great night. She says she is very excited for all the graduations coming up and wishes all the students the best future.

Clerk Tabet thanks BCPTA for inviting her to the wonderful luncheon, she had a great time and congratulates all the new incoming members. She congratulates all of our graduating seniors and scholarship winners. She points out the difficult work that is creating the yearbook and she thanks all the yearbook advisors. She attended the swearing in of Burbank's new Police Chief Quintero.

Vice President Pontzer Kamkar says she also attended the swearing in ceremony for the new Police Chief. She is looking forward to all the graduations coming up.

President Aghakhanian attended the Boys and Girls Club Gala and it was a beautiful event. He also says he attended the new Police Chief swearing in and he looks forward in working with him. Lastly, he says this graduation is very important for him as the President of the Board.

President Aghakhanian reads the retirees:
James DeKay, since 2005

15) REQUESTS TO ADDRESS THE BOARD

16) ADJOURNMENT

Meeting adjourned at 9:15 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

June 4, 2025

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Ave.
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Abby Pontzer Kamkar
Laurette Cano

MEMBERS ABSENT:
Armond Aghakhanian
Charlene Tabet

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items

2.b) Board Members' Responses

Adjourned to Closed Session at 6:06 p.m.

3) CLOSED SESSION

3.a) Public Employee Performance Evaluation Pursuant to Government Code §54957

Title: Superintendent of Schools

3.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code §54957 (OF 30,628)

4) RECONVENE IN PUBLIC SESSION AND ADJOURNMENT

5) REPORTING ON CLOSED SESSION

6) ADJOURNMENT

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

June 5, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Laurette Cano

MEMBERS ABSENT:
Charlene Tabet

Also present were Oscar Macias, Acting Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

3.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code §54957 (OF 30,629)

3.c) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,630)

Final Settlement Agreement for Special Education Students 960012279, 960032205 and 96004316

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Ms. Warren to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Item 3a - No action.
Item 3b - Motion by Vice President Pontzer Kamkar, seconded by Member Cano. AYES 4-0 (Tabet Absent). To accept Dr. John Paramo's resignation.
Motion by Vice President Pontzer Kamkar, seconded by Member Weisberg. AYES 4-0 (Tabet Absent). To appoint Dr. Oscar Macias as Acting Superintendent.
Item 3c - No action.

President Aghakhanian refers any information relevant to this investigation, to contact Detective John Voorhis at Burbank PD. His email is jvoorhis@burbankca.gov. Phone contact is (818) 238-3278. All media inquiries can be directed to media@burbankusd.org. Staff report to Dr. Sarah Rudchenko in any personal matter to aide in the investigation.

6) ADJUSTMENTS TO THE AGENDA

Vice President Pontzer Kamkar requests to remove item 14x.

Mr. Cantwell requests to move 8a, 11b, 11c, 13c, 14h, 14i, 14j, 14m, and 14t to a future meeting.

7) ITEMS FOR FUTURE AGENDAS

Vice President Pontzer Kamkar requests to agendize an additional regular meeting, proposing Wednesday, June 18th. Would also like to call for a Special Meeting for a censure resolution for Board member Tabet.

Member Weisberg would like to agendize a conflict of interest district policy, including internal protocols for evaluating potential vendor conflicts. Would also like a report back on what protocols deemed effective and will be put into place moving forward.

President Aghakhanian would like to take a second look at our bylaws.

Acting Superintendent, Dr. Oscar Macias, lets the Board know they will compare the bylaws with CSBA before bringing it to the Board.

8) PRESENTATIONS / RECOGNITIONS

8.a) Recognition for the 2025 Burbank Unified School District Administrators of the Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education recognize the 2025 Burbank Unified School District Administrators of the year, as presented.

Recognition for the 2025 Burbank Unified School Dsitrict Administrators of the Year.pdf
PULLED

9) REPORTS FROM THE BOARD AND STAFF

9.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

9.b) Reports from the Superintendent

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

Assistant Superintendent of Administrative Services, Andrew Cantwell, requested to share some comments prior to Acting Superintendent, Dr. Oscar Macias. He speaks regarding the situation, the district and Dr. Paramo. He mentions the district will move forward during this difficult time and he speaks in support of the new Acting Superintendent, Dr. Oscar Macias.

Acting Superintendent, Dr. Oscar Macias, says he currently does not have the words to convey his feelings about Dr. John Paramo. He has known him for twenty five years and is a good man who has done amazing things for Burbank Unified. He says he is deeply honored to serve as Acting Superintendent. States that he believes in this District and thanks the Board for trusting him with in this role.

Member Weisberg requests to fly the pride flag a little earlier, maybe mid-May, so the students and parents can enjoy them.

Vice President Pontzer Kamkar asks to get the calendar for all of the heritage and celebration months that we do over the course of the year.

President Aghakhanian thanks the Admin team and his colleagues for their strength and support during the last difficult few days.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Michael Paul, a TK through 1st grade music teacher at Bret Harte, Washington and Emerson elementaries approaches podium. He says he is currently teaching over four hundred students. He is here to say he loves what he does not want to lose his job.

Jessica Dolbear (virtual speaker), parent of incoming Kindergartner at Disney, spoke on LAUSD's experience with ICE agents. Nervous about her Spanish speaking student and what will the District's response be when ICE shows up and what are the written policies or protocols.

Paul McNiff, English teacher at Burbank High school, speaks regarding the continuation of naming the library after Dave Thompson. He expresses that Mr. Thompson is a model teacher and mentor.

Jason Lewis, community member, came to express his extreme disappointment having been a phone banker for the election. He's angry about the situation on item 3b and is upset that this information is not on the website.

10.b) Superintendent's Comments

Oscar Macias, Acting Superintendent, will respond to public comment.

Acting Superintendent, Dr. Oscar Macias, addresses Ms. Dolbear and assures her that we will review our protocols and policies. Thanks Mr. Paul for sharing his concerns and lets him know he can always contact Human Resources for further assistance. Thanks Mr. McNiff for voicing his support for the library and lastly, he addresses Mr. Lewis. He says he is understanding of his concerns and we are all disappointed and have an active investigation going.

Assistant Superintendent of Administrative Services, Mr. Andrew Cantwell, spoke on the timeline of the incident on item 3b including the investigation and the reporting to the police and with the acceptance of Dr. Paramo's resignation. He assures that we will share all information and only redact what is necessary. We understand the level of frustration, violation and mistrust and that we have a long road ahead.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg thanks Ms. Dolbear for her concern about ICE, and she points out resources we have on the BUSD website. She ensures that each campus has a single point of entry and shares processes and safety protocols at sites. She thanks Mr. McNiff and team for advocating for the renaming of the library in honor of Dave Thompson. Addresses Mr. Lewis regarding his concerns. She says that the work done in the past six days are not seen and says that we are doing everything we can and will be as transparent as we can until we can speak more on it.

Member Cano addresses Ms. Dolbear and reiterates that BUSD is ahead and shared with the District she works for all that Burbank has done. Have lots of safeguards in place. Everyone in this district is easy to get to and feel free to reach out. Thanks Mr. McNiff for his support and also thanks Mr. Lewis for coming and voicing his concerns. She reminds him that there is due process and legally are not able to share too much.

Vice President Pontzer Kamkar welcomes Ms. Dolbear to the Disney family. She assures her that their DEI program is excellent and has been very active on this particular subject. She invites her to join the PTA and to say hi at drop off. She thanks Mr. Paul and says she wasn't aware of his situation and encourages him to reach out to HR. Also, thanks Mr. McNiff for advocating for his colleague and addresses Mr. Lewis saying we were hoping not going to speak on this other than

the statement. She is also angry and knows what she believes is true. The decision that was made was to accept the resignation and to talk to law enforcement and there will be no settlement package. We believe that when the third party investigation is released, it will show that this is relegated to a small few and is not systemic.

President Aghakhanian thanks Ms. Dolbear and shares that the protocols were started early at Burbank Unified. Thanks Mr. McNiff for coming and speaks regarding the libraries being targeted. Addresses Mr. Lewis stating his colleagues covered information in terms of what can be said. He reminds anyone that has information that may be relevant to contact the detective.

11) REPORTS TO THE BOARD

11.a) Report on School Facility Naming Committee for the Burbank High School Library

Oscar Macias, Acting Superintendent, will report on the School Facility Naming Committee meeting for the Burbank High School library, as presented.

BHS Library Renaming 2025.pdf (OF 30,631)

Acting Superintendent, Dr. Oscar Macias, approaches podium for a formal consideration to rename the Burbank High library in honor of Mr. Dave Thompson. There is no fiscal impact.

11.b) Surplus Property Procedure Update – Subject to the Board of Education's Acceptance of the Surplus Property (7-11) Advisory Committee Report

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

Surplus Property Procedure Update 060525.pdf PULLED

11.c) Report on BUSD Academic Performance Metrics

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

Report on BUSD Academic Performance Metrics 060525.pdf PULLED

12) PUBLIC HEARING - Approximately 7:30 p.m.

12.a) Public Hearing on the 2025-2026 Local Control and Accountability Plan (LCAP) and Budget

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's 2025-2026 Local Control and Accountability Plan

(LCAP) and Budget which have been made available for public review prior to the Board meeting per Education Code Section 42103 and 52062, as presented.

LCAP Proposed Budget 2025-26 Public Hearing 060525.pdf (OF 30,632)

12.b) First Reading of the 2025-2026 Proposed Budget

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

Proposed Budget 2025-26 060525 reduced.pdf (OF 30,633)

Assistant Superintendent of Administrative Services, Mr. Andrew Cantwell, invites Director of Fiscal Services, Dr. Mariam Abdelhamid, to the podium to present on the proposed budget.

12.c) Report on Excess Reserves

Andrew Cantwell, Assistant Superintendent of Administrative Services, will report on the Ending Fund Balance in Excess of reserve for economic uncertainties (REU), as presented.

Excess Reserves - Ending Fund Balance 060525.pdf (OF 30,634)

Assistant Superintendent of Administrative Services, Mr. Andrew Cantwell, say that the State passed a law that prohibits a district to holding onto more than 10% of salary.

12.d) Report on the Education Protection Account (EPA) 2025-26

Andrew Cantwell, Assistant Superintendent of Administrative Services, will report on the Education Protection Account (EPA) 2025-26, as presented.

Report EPA 2025-26 060525.pdf (OF 30,635)

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

Peter Knapik, Assistant Superintendent, Educational Services, and Robyn Anders, Director of Instructional Technology & Accountability, will report on the 2025-2026 Burbank Unified School District's Local Control and Accountability Plan (LCAP), as presented.

First Reading LCAP 2025-2026.pdf (OF 30,636)

Assistant Superintendent of Educational Services, Dr. Peter Knapik, invites Director of Instructional Technology and Accountability, Dr. Robyn Anders, who presents the first reading of the LCAP.

13) NEW AND/OR UNFINISHED BUSINESS

13.a) Adoption of Resolution 51 Regarding the Education Protection Account (EPA) 2025-2026

Andrew Cantwell, Assistant Superintendent of Administrative Services, recommends that the Board of Education adopt Resolution 51 regarding the Education Protection Account (EPA) 2025-2026 for the portion of the state aid (Local Control Funding Formula (LCFF) Funds) identified as the EPA, be spent on the current costs of certificated teacher salaries and benefits, as presented.

Resolution 51 - EPA 2025-26 060525.pdf (OF 30,637)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.b) Approval of 100% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Around the Bell and Boys and Girls Club of Burbank, from July 1, 2025, through June 30, 2026

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 100% reduction in fees for unduplicated students and the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $1,900,000.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2025 through June 30, 2026, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

Boys and Girls Club 100% Contract 2025-26_6 5 25.pdf (OF 30,638)

Assistant Superintendent of Educational Services, Dr. Peter Knapik, invites Shanna Warren to the podium to discuss the Boys and Girls Club contract.

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.c) Acceptance of the Surplus Property Advisory (7-11) Committee Report

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

Acceptance of Surplus Advisory 7-11 Committee Report 060525.pdf PULLED

13.d) Approval of the 2024-2025 Negotiated Amendment to the Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the 2024-2025 Negotiated Amendment to the Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), as presented.

Approval of the 2024-2025 Negotiated Agreements between Burbank Unified School District and BTA.pdf (OF 30,639)

Assistant Superintendent of Human Resournces, Dr. Sarah Rudchenko, clarifies that these are the articles we came to an agreement on with BTA.

Assistant Superintendent of Administrative Services, Andrew Cantwell, expresses his appreciation and gratitude to the BTA negotiation team as well as the District.

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.e) Ratification of Award of Contract, Engie Services U.S. Inc., Removal and Re-Installation of Rooftop Solar Panels, John Muir Middle School (Bond Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an award of contract between Burbank Unified School District and Engie Services U.S Inc., for the Removal and Re-Installation of the Solar Panels at John Muir Middle School, effective May 27, 2025 through May 26, 2026, not to exceed $166,804.99 (21.0-00000.0-00000-85000-6230-322-00000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-5 Ratif_Engie_Muir_Bond.pdf (OF 30,640)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Administrative Services, Andrew Cantwell, clarifies that this is the cost to remove the solar at John Muir for the roof project this summer.

13.f) Acceptance of Notice of Completion, E-Rate Technology Network Electronics, NTT America Solutions, Inc. (Bond Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: E-Rate Technology Network Electronics, by NTT America Solutions, Inc. (21.3-00000.0-93000-85000-6249/6440/6449-7730000), PO 25002464, not to exceed $439,773.55, as presented.

NOC_NTT_ERate Network Electronics_060525.pdf (OF 30,641)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.g) Acceptance of Notice of Completion, Data Center Refresh, AMS.NET (Bond Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Data Center

Refresh, by AMS.NET (21.3-00000.0-93000-85000-6249/6440/6449-7730000), PO 25000859, not to exceed $569,608.96, as presented.

NOC_AMS_Data Center Refresh_060525.pdf (OF 30,642)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) CONSENT AGENDA

14.a) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through May 12, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,643)

14.b) Approval of Warrants

Mariam Abdelhamid, Director of Fiscal Services, recommends that the Board of Education approve commercial warrants in the total amount of $82,519,844.02, issued July 1, 2024 through April 30, 2025, as presented.

Warrants 060525.pdf (OF 30,644)

14.c) Second Amendment of Agreement for Consultant Services with Quest Therapy Group

Julie Markussen, Director, Student Services, recommends that the Board of Education amend the agreement for consultant services between the Burbank Unified School District and Quest Therapy Group to provide other health services on an "as needed" basis when other qualified staff are not available effective August 12, 2024 through June 30, 2025, not to exceed $140,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo-Quest 24-25 - 2nd AMENDED.pdf (OF 30,645)

14.d) Approval of Personnel Report 24-25-21

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-21, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.

Personnel Report 24-25-21.pdf AMENDED (OF 30,646)

14.e) Approval of University Agreement- Loyola Marymount University

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to approve the University agreement between the Burbank Unified School District and Loyola Marymount University to provide educational field experience, effective June 6, 2025 through until terminated three (3) years on June 6, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD-- AR 3314, as presented.

Approval of University Agreement-Loyola Marymount University.pdf (OF 30,647)

14.f) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 060525.pdf (OF 30,648)

14.g) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants Consent 060525.pdf (OF 30,649)

14.h) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960012279, at no cost to the district, (01.0-65000.0-50010-36000-5813-7440000), June 6, 2025 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012279 Settlement Agreement.pdf PULLED

14.i) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960032205, at no cost to the district, (01.0-65000.0-50010-36000-5813-7440000), May 14, 2025 through May 9, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032205 Settlement Agreement.pdf PULLED

14.j) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960046316, at no cost to the district, (01.0-65000.0-50010-36000-5813-7440000), May 12, 2025 through September 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960046316 Settlement Agreement.pdf PULLED

14.k) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Karen Kambourian, to provide a related service provider to support individualized education plan mandated counseling services and assessment, not to exceed $80,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Karen Kambourian.pdf (OF 30,650)

14.l) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Tracy M. Glen to provide IEP training and staff support, not to exceed $60,000 (01.0-65000.0-57601-11804-5810-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Tracy M. Glen.pdf (OF 30,651)

14.m) Approval of Master Contract Renewal for Nonpublic, Nonsectarian Schools and Agencies

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

SPED Professional Services Master Contract Renewal.pdf PULLED

14.n) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Inclusive Learning Partners LLC, to provide behavior intervention

support, not to exceed $7,000 (01.0-65000.0-57602-11901-5850-7440000), effective June 2. 2025 through August 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Inclusive Learning Partners_Ratification.pdf (OF 30,652)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide interpreting and translation for Burbank students, not to exceed $200,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Sign Up Interpreting.pdf (OF 30,653)

14.p) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Renee Miller, to provide support for individualized education plan mandated counseling services and assessment, not to exceed $20,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through May 22, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Renee Miller.pdf (OF 30,654)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and LRA Interpreters, Inc., to provide interpreting and translation services for Burbank special education students, not to exceed $200,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was July 25, 2024 for a total not to exceed $150,000. Due to the increased need, this amendment adds an additional $50,000. The new not to exceed amount is $200,000.

SPED Professional Services LRA Interpreters_Amendment.pdf (OF 30,655)

14.r) Ratification of Professional Services Agreement, Edgeworth Monitoring, LLC, Intrusion Alarm Monitoring Services, District-Wide (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify a professional services agreement between Burbank Unified School District and Edgeworth Monitoring, LLC for District-Wide Intrusion

Alarm Monitoring Services, effective July 1, 2024 through June 30, 2029, not to exceed $7,198.20 annually (01.0-00100.0-00000-83000-5850-752-1000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

6-5 Ratif_Edgeworth_General.pdf (OF 30,656)

14.s) Approval of Award of Contract, Commercial Door of Los Angeles County Inc., Furnish and Install Two (2) New Roll-up Doors, Staff Parking Lot, Joaquin Miller Elementary School (Routine Restricted Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the contract between Burbank Unified School District and Commercial Door of Los Angeles County Inc., for the Furnish and Install of Two (2) New Roll-up Doors in the Staff Parking Lot at Joaquin Miller Elementary School, effective June 6, 2025 through June 5, 2026, not to exceed $34,403.42 (01.0-81500-0-00000-81100-6250-752-3100) Routine Restricted Maintenance, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

6-5 AOC_CommercialDoor_Miller_RRM.pdf (OF 30,657)

14.t) Approval of Purchase, Ken Grody Fleet Department, Vehicle for Technology Department (Routine Restricted Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase between Burbank Unified School District and Ken Grody Fleet Department for a 2025 Ford Maverick Vehicle for the Technology Department, not to exceed $30,398.33 (01.0-00000.0-00000-77001-6410-773-0000-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-5 AOP Ken Gordy_Tech Vehicle_RRM.pdf PULLED

14.u) Ratification of Agreement for Professional Services (Administrative Services)

Andrew Cantwell, Assistant Superintendent of Administrative Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Randy Ogawa to provide temporary support for the Maintenance and Operations Department during the summer months, not to exceed $31,200 (01.0-00000.0-00000-81000-5850-7520000), effective May 28, 2025 through August 29, 2025 and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Professional Services R Ogawa 060525_Redacted.pdf (OF 30,658)

14.v) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Total Education Solutions, Inc., to provide an occupational

IEE for Special Education Student 960006163, not to exceed $1,900 (01.0-65000.0-57602-11900-5850-7440000), effective June 6, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960006163 Total Education Solutions.pdf (OF 30,659)

14.w) Ratified Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Haynes Family of Programs, to provide specialized academic instruction for Special Education Student 960012279, not to exceed $29,400 (01.0-65000.0-57602-11900-5850-7440000), effective May 20, 2025 through June 30, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012279 Professional Services Haynes Family of Programs.pdf (OF 30,660)

14.x) Approval of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Clerical Specialized, to provide clerical support as needed, not to exceed $45,000 (01.0-00000.0-00000-72000-5850-7402000), effective July 1, 2025 through January 31, 2026 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Clerical Specialized Support.pdf PULLED

14.y) Approval of Renewal of Agreement for Professional Services with CSM Consulting, Inc., for E-Rate Consulting

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the renewal of the agreement between Burbank Unified School District and CSM Consulting, Inc., to provide E-Rate consultation services, not to exceed $28,500 (40.0-00000.0-00000-81000-5850-7500000), effective July 1, 2025, through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Approval_Renewal Agreement_CSM ERate_060525.pdf (OF 30,661)

Motion to approve items 14a-14c, 14e-14g, 14k, 14l, 14n-14s, 14u-14w and 14y as presented. Item 14d as amended.

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

15) REPORTS FROM BOARD MEMBERS

15.a) Reports from Board Members

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

Member Weisberg wishes a happy pride month to those that celebrate.

Vice President Pontzer Kamkar mentions the graduations were delightful and we hope that being there let the community know we support and celebrate you.

Member Cano agrees that the graduations are so rejuvenating. She also wishes the kids starting summer school a good time.

President Aghakhanian reads the retirees:
Stephen Hollis, since 2008
Lara Messian, since 1991
Timothy Wells, since 2012
Victoria Diaz, since 1989
Pedro Gutierrez, since 2020
Suzanne Lane Larmouth, since 1996
Jose Rodriguez, since 2007
Gina Segura, since 2015
Maritza Silva, since 2002

16) ADJOURNMENT

Meeting adjourned at 8:39 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, ACTING SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

June 11, 2025

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

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Laurette Cano

MEMBERS ABSENT:
Charlene Tabet

Also present were Oscar Macias, Acting Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Aghakhanian invites Mr. Huerta to lead in the Pledge of Allegiance.

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items

2.b) Board Members' Responses

3) CLOSED SESSION

3.a) Government Code section 54957 Public Employee Appointment/Employment

Title: Acting/Interim Superintendent

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

4) RECONVENE IN PUBLIC SESSION AND ADJOURNMENT

5) REPORTING ON CLOSED SESSION

6) REQUESTS TO ADDRESS THE BOARD

6a)

Jeff Vander Borght, a fifty year Burbank resident and has two grandchildren in the Burbank School District, expresses his outrage by Member Tabets unethical and perhaps criminal wrongdoing. He is upset with the Board in total, they had all agreed to the contract. He is also asking about who is in charge of the Budget and asks if Andrew Cantwell who found this error, is not capable of managing the bond money.

Joel Schlossman, community member, approaches podium to speak against Dr. Macias and he says he does not condemn law breakers. He says Clerk Tabet should be here to be able to defend herself. Also asks why Member Cano's picture is not downstairs or on the website.

Rebekah Burcham, parent and employee of the Burbank Unified School District, speaks on where the accountability is for what has occurred. District keeps failing us and she is very sad because of this. States that Clerk Tabet is currently traveling with BUSD High School students. Her child is on that trip and it is unacceptable for her to be involved while she is being actively investigated.

Brenda Etterbeek, a parent of a BUSD student, is here to express deep concern regarding findings on Resolution 52 for trustee Tabet. She says the timing is not good. There were people who lost their jobs while a $90K contract was approved.

Kate Spencer, a parent of two students in this District, has also volunteered. She says she is very supportive of the censure and immediate resignation of Board Member Tabet. There is also a loss of trust that may not be fixed after the Matt Hill debacle.

Amanda Stagg, a parent and active PTA member, thanks the Board for their swift transparency and honesty with this situation. She is calling for an immediate resignation of Clerk Tabet and is upset she is not present today. She doesn't understand why minutes would cost $90K. She would like the Superintendent position flown to the public.

Elizabeth Shipp, parent and employee of the Burbank School District and heavily involved in volunteering, says she wants us to succeed as a District. She appreciates that this was not swept under the rug and that the Board was transparent. She has a message to Clerk Tabet, that she has betrayed us at the wrong time. She needs to resign and is doing active damage by staying on this Board.

Tara Waugh, a Burbank Unified parent and an educator in the private sector, suggests that there needs to be a watchdog so the Board can stop and slow down. She is trying to understand how this contract was given without an EID number and there is no business license and basic information was withheld. She asks what is the protocol for a case like this. The public should know the federal id number for consultants. As a special needs parent she has to provide all that information. Clerk Tabet may not resign, and if so what are our options if that happens.

Tara Trudel, parent of two Burbank Unified students, speaks on the 7,814.5 hours that the Roosevelt PTA put in to help get funds for supplies at Roosevelt. People are doing everything to make sure kids get everything to excel. She agrees with others that Clerk Tabet must resign. They have a petition going around and she says we need better budget accountability.

Lali Cola, has raised four kids in Burbank and is proud of how they were taught and also she was a teacher of twenty seven years at John Muir Middle School. The only question she has is why the Board would need Specialized Services. She says the Secretary should have completed it, or they should have made more time to complete them. Doesn't understand why BUSD employs consultants in the first place. District has enough educated employees to help and not get consultants.

Jason Lewis, a parent of two Burbank Unified students, begins by asking why is there no outside auditor for every transaction. Why was each check not looked into. Every consultant should be given to current District employees. Trust has been broken by all the Board members.

Ever Huerta, former student school Board member and sibling to current students, speaks on the censure of Clerk Tabet. He says this is not the first time we have had financial mishaps and finds this unacceptable and as a community member collaboration is key. Thanks Dr. Macias for answering questions during this hard time. Also, thanks Board for the help with undocumented immigration processes.

Kathy Sessignhaus, retired Director of Food Services, speaks that her position and experience got worse over the years she was here. Debbie Kukta was her boss at the time and the best supervisor she has ever had. Sarah Niemann and Matt Hill were the reason she retired early. She's asking for the Board to talk to employees for more information. She praises Dr. Macias and asks to investigate Mr. Andrew Cantwell.

Arno Dionsyan, a former Burbank High School student, says due process is extremely important. The law is not all that matters and would like to censure Board member Tabet. He addresses his concern that the Board issued a contract to a company that does not exist. How did the LLC get paid when it doesn't exist. He also shows his appreciation to District staff for being professional.

6) REQUESTS TO ADDRESS THE BOARD

6b) Superintendents comments

Acting Superintendent, Dr. Oscar Macias, thanks everyone for speaking, and as Acting Superintendent, he hears everyone. He takes to heart everything about ethical leadership, it is very deep and meaningful for him. He openly acknowledges that confidence and trust has been broken and says his approach has always been about listening and approaching. He would like to go on record that his parents name and his name and how it is pronounced makes a big difference. He will do whatever it takes to help this District heal.

6c) Board Members Comments

Emily Weisberg is making sure all of our students and families remain safe. Thanks everyone for all the emails, calls and texts. She wants to share her appreciation for District staff who came up with the internal investigation so quickly. There is a third party investigation that will be available and also a criminal investigation by the BPD. She wants to keep the focus on instruction. Education is the most important thing right now. Once criminal investigation is completed, that is when more information will be available. She says Tabet is not on an official BUSD trip, even though there are BUSD students on the trip and the BPD is aware of her travel plans. The length of time left on a Board Members remaining time, will dictate how the steps can be taken.

Censuring is what we are able to do. She wants to encourage members to join the meetings that we have, like SFOC and LCAP. There are ways to get involved and feel informed. When we hire employees, you put your trust in them and every Board agenda is read. States Dr. Abdelhamid gives a quarterly report and we get audited every year and does not believed what happened was a failure of systems. Looking forward to seeing what are more controls we can put in place. Addresses Ms. Sessinghaus and says please encourage people to talk to us. We can't do anything unless we know. Just thanks everyone for coming and please reach out and suggestions are extremely helpful. Shows her appreciation to Dr. Macias and couldn't imagine anyone else who would be better. Our community needs to believe the next Superintendent is elected with everyone's input.

Member Cano says she is still learning, and has been on the Board since December. She ran because her grandson is a BUSD student. We need parents and staff to be strong and keep having the strong desire for success. Keep talking to us, we do look at agendas a week ahead. Speakers have come up with great suggestions. She suggests having a user friendly report from Dr. Abdelhamid. We can work together to share a collective growth.

Vice President Pontzer Kamkar thanks everyone for coming out. She mentions she has started drafting this resolution last week. She was sure there was a large ethical breach and wishes Tabet was here so she could have resigned. She states that as elected official, they don't get to choose who we work with at this level, we just need to hold each other accountable. She can't apologize for believing someone she trusts and works with and clarifies that a board members family is not allowed to reap benefits. In another world we could have pressed pause and figured things out but we have to keep going as we have school starting in two months.

President Aghakhanian mentions colleagues covered most points. He states that the number one rule of an elected official is conflict of interest. For our colleague to not disclose this, that is shameful and he calls on Tabet to resign immediately. As a parent he is also concerned and sees what the schools do for our kids. Thanks everyone for coming.

7) NEW AND/OR UNFINISHED BUSINESS

7.a) Adoption of Resolution 52 Censure of Trustee Charlene Tabet

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education discuss and consider Resolution 52 to Censure Trustee Charlene Tabet, as presented

Resolution 52 - Tabet Censure Final.pdf AMENDED (OF 30,662)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

8) ADJOURNMENT

Meeting adjourned at 8:07 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, ACTING SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

June 18, 2025

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Abby Pontzer Kamkar
Emily Weisberg
Laurette Cano

MEMBERS ABSENT:
Armond Aghakhanian
Charlene Tabet

Also present were Oscar Macias, Acting Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

Joel Schlossman, community member, speaks on the absence of Mr. Cantwell and the Districts spending habits.

2.b) Staff Responses

2.c) Board Members' Responses

Board Members will respond to public comment.

Meeting adjourns to closed session at 5:07 p.m.

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Employee Organization: Burbank Teachers Association (BTA)

3.b) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization:California School Employees Association (CSEA) Chapter 674

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

3.d) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,663)

Final Settlement Agreement for Special Education Students 960012279, 960026513, 960032205 and 960046316

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

Vice President Pontzer Kamkar invites Mr. Robinson to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Member Weisberg would like to pull 12h, also would like to move 10c to the end of New and/or Unfinished Business.

Vice President Pontzer Kamkar would like to pull 13u and 13c until the following meeting.

7) ITEMS FOR FUTURE AGENDAS

Vice President Pontzer Kamkar would like to appoint a Board Clerk at the next meeting.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.b) Reports from the Superintendent

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

Acting Superintendent, Dr. Oscar Macias, lets the community know that the Police Department is still investigating and we also have a third party investigator as well. Internally, we are in deep conversations about our processes and have been in constant meetings.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Elizabeth (virtual speaker), parent and Burbank resident, is concerned about the art teacher at Dolores Huerta Middle being transferred. There will no longer be an art class offered there. She is calling in favor of teacher Ms. Zecena-Rubio and is upset there is zero Visual Arts instruction.

Leigh (virtual speaker), parent of two at Huerta and Disney, speaks on her experience with summer school inequities. She is not from Burbank and she understands teachers have a workload and would like them to offer it for more than four days a week. They are opening on a Wednesday and would like more information provided for our kids and on what is being offered.

Anita Schackmann, a fourty eight year Burbank resident and former Asst. Superintendent of HR, speaks following what has been happening at BUSD. The lack of oversight and responsibility is from Andy Cantwell. It was the follow up payments and lack of invoicing that should have been noticed. His promotion on July 1st, means he is to oversee our millions of Bond money. Also asks the Board to pause Mr. Cantwell's new contract.

Miles Collins, parent of Burbank Unified students, was hoping that Ms. Tabet would have resigned by now. He is wondering what is happening with BUSD field space. He always sensed that Ms. Tabet had conflict of interest in the Vikings where she was in the finance committee. She has reserved BHS fields and charged premium fees to non Viking teams. Her organization was always taking priority over others. He urges ongoing investigation for this issue and would like to recognize BUSD's transparency.

Joel Schlossman, community member, would like to talk about last meeting when he mispronounced the Superintendent's name, and Dr. Macias was upset. He was not happy about that. He is upset that Ms. Pontzer Kamkar and Ms. Weisberg will not talk to him. Regarding the third party investigation, he asks how much is this costing. States that the minutes are not that complicated and how was it authorized to be charged $3,800 a meeting for this purpose. He asks where Mr. Cantwell is, does he still work here and is there another censure coming.

Ms. Sampona, parent of Burbank Unified Students, speaks about the accelerated math program during summer school. It is too expensive to book and then cancel. She found the responses to be non responsive, and the standards are arbitrary and requirements are conclusionary.

9.b) Superintendent's Comments

Oscar Macias, Acting Superintendent, will respond to public comment.

Acting Superintendent, Dr. Oscar Macias, thanks our virtual speaks and members speaking and those watching from home. Feedback on summer school is much appreciated and we will take on the suggestions and will reflect on this. We have deep conversations with school sites and math departments. He thanks Mr. Collins and responds to the use of facilities and it is something we are already having internal conversations about. Thanks Mr. Schlossman, and mentions the Sobel group will be a cost and is currently being covered by our insurance, and we are seeking restitution of the fund and any legal fees incurred. We will update the community as we get them. Dr. Macias asks Dr. Rudchenko to speak on the dissolve of the art program at Dolores Huerta. Dr.

Rudchenko states that due to the decline in enrollment, there needed to be some electives moved around. Lastly, Dr. Macias thanks Anita Schackmann for coming.

9.c) Board Members' Responses

Member Weisberg thanks Elizabeth for bringing up the art program at Huerta and thanks Ms. Stenberg about the DI program and summer school. She says we will explore and appreciates her suggestion. In regards to childcare, we need to communicate with the City more and will follow up. Dr. Rudchenko clarifies the unions select who is on the committee and parents are chosen through PTA Council. She thanks Ms. Schackmann and appreciates her investment in our District. She thanks Mr. Collins for sharing and would like him to call detective Voorhis with all his concerns as our third party investigation is also investigating how we initially did our investigation. Thanks Chantall for bringing up the math program and agrees summer registration should come sooner. She addresses Public Comments during meetings and having them three times was too long for people to wait to talk about an agenda item. She cares about the feedback she receives from the District and encourages to continue giving. There may be more to censure and Ms. Tabets relationship with the Vikings, while being a board member at the same time, is alarming. Lastly, she addresses Mr. Scholssman, and welcomes him to continue sending emails and will do her best to answer. Thanks Ms. Schackmann for bringing forward her concerns.

Member Cano thanks Elizabeth for her feedback and also thanks Ms. Stenberg for her suggestions with summer school. She thanks Ms. Schackmann for coming and lets community know she reads every email and to keep communicating.

Vice President Pontzer Kamkar address Ms. Stenberg and Ms. Sampona. She sees the importance of working parents and having summer school and after school activities that make sense. She says she agrees with the idea of having summer school for five days a week and will look into it. Thanks Mr. Collins for coming and providing information that is vital. Lastly, she lets Mr. Schlossman know he is welcome to continue sending her email and thanks Ms. Schackmann for bringing her concerns forward.

10) REPORTS TO THE BOARD

10.a) Report on Temporary Inter-fund Cash Borrowing 2025-2026

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

Temporary Interfund Cash Borrowing Report 25-26 061825.pdf (OF 30,664)

Director of Fiscal Services, Dr. Mariam Abdelhamid, clarifies this is an annual Resolution put forward. This resolution states if our cash flow declined, temporary borrowing can apply the next year. Currently we don't have a cash flow problem, but it’s prudent not to submit this annual resolution.

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

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los

Angeles County Treasurer 2024-2025, as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Temporary Transfers County Treasurer Report 25-26 061825.pdf (OF 30,665)

Director of Fiscal Services, Dr. Mariam Abdelhamid, clarifies this is essentially the same resolution, but saying if we couldn't internally borrow, we would borrow from LA County. Short pay back window.

10.c) Ratification of Agreement with California Education Partners

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

Item 10c was moved to New and or Unfinished Business and renumbered as 12m

Ratification of Agreement with California Education Partners 061825.pdf (OF 30,680)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.d) Surplus Property Procedure Update – Subject to the Board of Education's Acceptance of the Surplus Property (7-11) Advisory Committee Report

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

Surplus Property Procedure Update 061825.pdf (OF 30,666)

Director of Fiscal Services, Dr. Mariam Abdelhamid, clarifies that in November we had a surplus property committee in place. She introduces Ms. Schwindt who will give a presentation.

10.e) Report on BUSD Academic Performance Metrics

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

Report on Academic Performance Metrics 061825.pdf (OF 30,667)

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

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

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

Temporary Inter-Fund Cash Borrowing - Public Hearing 25-26 061825.pdf (OF 30,668)

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

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

Temporary Transfers County Treasury - Public Hearing 25-26 061825.pdf (OF 30,669)

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Approval of Status of Local Indicators (OF 30,670)

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

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.b) Second Reading and Adoption of Proposed Budget

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

Second Reading and Adoption_25-26 Budget 061825 reduced.pdf (OF 30,671)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

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

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

recommends that the Board of Education approve the 2025-2026 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), as presented.

LCAP 2025-2026 Second Reading 6-18-25.pdf (OF 30,672)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.d) Adoption of Resolution 53 for Fiscal Stabilization Plan

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

Resolution 53 - Fiscal Stabilization 061825.pdf (OF 30,673)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.e) Adoption of Resolution 54 Authorizing Temporary Inter-fund Cash Borrowing 2025-2026

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

Resolution 54 Temporary Interfund Cash Borrowing 25-26 061825.pdf (OF 30,674)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.f) Approval of the 2025-2026 Consolidated Application for Categorical Programs

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

2025-2026 Consolidated App Approval 6 18 25.pdf (OF 30,675)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.g) Adoption of Resolution 55 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2025-2026

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

Resolution 55 - Temp Transfer School Pool Fund LA County Treasurer 25-26 061825.pdf (OF 30,676)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.h) Approval of Board Policy 5131.8 Mobile Communication Devices PULLED

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

Board Policy 5131.8 Mobile Communication Devices.pdf PULLED

12.i) Acceptance of Notice of Completion, Dave Bang & Associates Inc., Furnish and Install Rubber Surfacing in Playground Areas, William McKinley Elementary School and Robert Stevenson Elementary School (Bond Fund)

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

NOC_Dave Bang_Mck_Stev_Bond.pdf (OF 30,677)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.j) Approval of Revised Board Policies and Administrative Regulations

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

Board Policies and Administrative Regulations 6.18.25.pdf (OF 30,678)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.k) Acceptance of the Surplus Property Advisory (7-11) Committee Report

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

Surplus Property Procedure Update 061825.pdf PULLED

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

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

Approval of Job Description for Program Specialist II Workability on Certificated Supervisors and Management Salary Schedule A, Range HH.pdf (OF 30,679)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) CONSENT AGENDA

13a-13b, 13d-13t, 13w-13aa, 13ac-13an as presented. 13v and 13ab as amended.

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for DHH students, not to exceed $750,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 6, 2024 for a total not to exceed $150,000. There was a second amendment on December 12, 2024 which increased the agreement to $300,000. The second amendment added an additional $400,000 which increased the agreement to $700,000. Due to increased need, this amendment adds an additional $50,000 for a new not to exceed amount of $750,000.

SPED Professional Services Alpha Interpreting_Amendment.pdf (OF 30,681)

13.b) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960032205, at a cost not to exceed $22,966, (01.0-65000.0-50010-36000-5813-7440000), May 14, 2025 through May 29, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032205 Settlement Agreement.pdf (OF 30,682)

13.c) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960046316, not to exceed $36,216, (01.0-65000.0-50010-36000-5813-7440000), May 12, 2025 through September 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960046316 Settlement Agreement.pdf PULLED

13.d) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960012279, not to exceed $29,400, (01.0-65000.0-50010-36000-5813-7440000), May 20, 2025 through June 20, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012279 Settlement Agreement.pdf (OF 30,683)

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

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

SPED Nonpublic, Nonsectarian Schools and Agencies.pdf (OF 30,684)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $586,260, to the District (01.0-65000.0-57601-11804-5810-7440000), effective April 28, 2025 through July 10, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was August 1, 2024 for a total not to exceed $407,925. The second amendment adds one additional special education teacher, for a total of four special education teachers, with an increase of $118,335 for a total not to exceed $526,260. This amendment extends the assignment of a credentialed teacher to assist in

assessments and report writing for special education students with an increase of $60,000 for a total not to exceed $586,260.

SPED Professional Services Aya Healthcare_Amendment.pdf (OF 30,685)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Kids Physical Therapy, Inc., to provide physical therapy services for Burbank special education students, not to exceed $184,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Kids Physical Therapy.pdf (OF 30,686)

13.h) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants Consent 061825.pdf (OF 30,687)

13.i) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 061825.pdf (OF 30,688)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and LRA Interpreters, Inc., to provide interpreting and translation services for Burbank special education students, not to exceed $200,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services LRA Interpreters.pdf (OF 30,689)

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

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

SPED Professional Services Dr. Al Melaragno.pdf (OF 30,690)

13.l) Ratification of Reimbursement to Parent for Transportation (Special Education)

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

SPED Student 960032256 Parent Reimbursement_Ratified.pdf (OF 30,691)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Sarah Knauff Speech-Language Pathology, Inc., to provide a Speech-Language Pathologist (SLP), not to exceed $202,450 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Sarah Knauff.pdf (OF 30,692)

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

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

SPED Professional Services Gary D Stromberg_COTA.pdf (OF 30,693)

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

Jennifer Nicholson, Director of Special Education and Psychological Services recommends that the Board of Education approve an agreement between the Burbank Unified School District and Linguabee LLC, to provide interpreting and translation for Burbank students, not to exceed $175,000 (01.0-65000.0-57602-11901-5850-

7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Linguabee.pdf (OF 30,694)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2025 through June 30, 2026, not to exceed $50,000 (01.0-65000.0-57602-11900-5850-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3313, as presented.

SPED Professional Services Hatch & Cesario.pdf (OF 30,695)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and SpedEx Consulting, to provide consultative services and Credentialed Teachers, not to exceed $25,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services SpedEx.pdf (OF 30,696)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for DHH students, not to exceed $700,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Alpha Interpreting.pdf (OF 30,697)

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

Jennifer Nicholson, Director of Special Education and Psychological Services recommends that the Board of Education approve an agreement between the Burbank Unified School District and Sorenson Communications, LLC, to provide interpreting and translation for Burbank students, not to exceed $75,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Sorenson Communications.pdf (OF 30,698)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and West Shield Adolescent Services, to escort and transport special education students to out of or in state residential facilities, not to exceed $10,000 (01.0-07240.0-50010-36000-5812-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services West Shield.pdf (OF 30,699)

13.u) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960026513, total not to exceed $83,250, (01.0-65000.0-50010-36000-5813-7440000), July 31, 2023 through July 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026513 Settlement Agreement.pdf PULLED

13.v) Approval of the Classified School Employee Association (CSEA) Reclassifications on Classified Monthly Salary Schedule B and Salary Range Allocations

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

Approval of the Classified School Employee Association (CSEA) Reclassifications on Classified Monthly Salary Schedule B and Salary Allocations.pdf AMENDED (OF 30,700)

13.w) Approval of Designation of High School Representatives

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

Designation_of_High_School_CIF_Representatives_2025_26.pdf (OF 30,701)

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

Oscar Macias, Acting Superintendent, recommends that the Board of Education approve the Agreement between Burbank Unified School District and the Motor Vehicle Network not to exceed $8550.00, (11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850- 5330000, 11.0-63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000), effective July 27, 2025 through July 26, 2026, as presented.

BAS MVN 6 18 25.pdf (OF 30,702)

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

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

BAS- Agreement AABC TV 6 18 25.pdf (OF 30,703)

13.z) Approval of District Memberships 2025-2026

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

District Memberships 061825.pdf (OF 30,704)

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

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

OSS Contracts 2025-26-All Elementary Schools..pdf (OF 30,705)

13.ab) Approval of Authorization of Signatures

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

Approval of Signatures 25-26 061825.pdf AMENDED (OF 30,706)

13.ac) Approval of Los Angeles County Office of Education (LACOE) BEST Advantage and HRS System Maintenance and Support Contract 2025-2030

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

LACOE Best Contract 2025-2030 061825.pdf (OF 30,707)

13.ad) Amendment to Los Angeles County Office of Education (LACOE) Human Resources System (HRS) and PeopleSoft Financial Systems (PSFS) License Contract 2024-2029

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Los Angeles County Office of Education (LACOE) for District use of Software PC Products for Human Resources System and/or Peoplesoft Financial System Services Data, not to exceed $15,300 for fiscal year 2025-26 (01.0-00000.0-00000-72000-5890-0000000), effective July 1, 2024 through June 30, 2029, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented. Note: The contract was originally approved on May 16, 2024 for a total not to exceed $15,012. This amendment includes the updated price schedule for the 2025-26 fiscal year. The new not to exceed amount is $15,300.

LACOE-PeopleSoft Amended 061825.pdf (OF 30,708)

13.ae) Approval of Agreement for Professional Services, Los Angeles County Office of Education (LACOE) Medi-Cal Administrative Activities Program (MAA)

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

LACOE - MAA PROGRAM 2025-2028 061825.pdf (OF 30,709)

13.af) Approval of Agreement Renewal for Professional Services, Amtech Elevator Services, District-Wide Elevator Inspection and Maintenance (Restricted Routine Maintenance)

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

Renewal_Amtech_DistrictWide_RRM.pdf (OF 30,710)

13.ag) Approval of Professional Services Agreement, Taller Dos Flores, Architectural and Engineering Services, Two (2) Relocatable Classrooms, Adult School Annex (Adult Education Fund)

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

AoA_Taller Dos Flores_Adult School_BAS.pdf (OF 30,711)

13.ah) Approval of Agreement Renewal, Intercom Clock & Signal Service (ICS), District-Wide Cellular Monitoring Services, Various Sites (General Fund)

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

Renewal_ICS_Various Sites_General.pdf (OF 30,712)

13.ai) Notice of Completion, Square Signs LLC DBA Front Signs, CUPCCAA Bid 2425-013 for Variable Message Signage, Burbank Adult School (Capital Outlay)

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

NOC_Square Sign_BAS_Capital.pdf (OF 30,713)

13.aj) Approval of Professional Services Agreement Renewal, Cintas, District-Wide Dust Mop Cleaning Treatment (General Fund)

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

AOA_Cintas_Various Sites.pdf (OF 30,714)

13.ak) Approval of University Agreement- Pacific Oaks College

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

Approval of University Agreement-Pacific Oaks College.pdf (OF 30,715)

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

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

Approval_School Site and Department Software Licenses and Memberships for 2025-2026_061825.pdf (OF 30,716)

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

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

Personnel Report 24-25-22.pdf (OF 30,716-1)

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

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank

Unified School District and the University of Massachusetts Global, to provide educational field experience for school psychologist and counselor interns effective from July 1, 2025 through July 1, 2028, or until terminated until thirty (3) days written notice and that authority to sign the Agreement be exercised pursuant BUSD--AR 3314, as presented.

Approval of University Agreement- University of Massachusetts Global.pdf (OF 30,717)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) REPORTS FROM BOARD MEMBERS

14.a) Reports from Board Members

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

Member Weisberg wishes everyone a meaningful Juneteenth.

Member Cano reminds everyone that if you have summer school, it is closed tomorrow.

Vice President Pontzer Kamkar also reminds everyone that the District offices are closed tomorrow.

Vice President Pontzer Kamkar reads the retirees:
Nina Werchowsky, since 2004
Fidel Valdez, since 2004
Aurora Montero, since 1989
Fidel Valles, since 2012

15) ADJOURNMENT

Meeting adjourned at 10:03 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, ACTING SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

September 18, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Abby Pontzer Kamkar
Emily Weisberg
Laurette Cano

Also present were Oscar Macias, Interim Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources; Peter Knapik, Assistant Superintendent, Educational Services and Mariam Abdelhamid, Assistant Superintendent, Business Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code 54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

3.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957

3.c) Public Employee Performance Evaluation Pursuant to Government Code 54957

Title: Interim Superintendent of Schools

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Eric Haack to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Clerk Weisberg requests to move Resolutions 13a and 13b up, to immediately follow 9b. Also, would like to move items 13k and 13l up to the top of New and Unfinished Business. Lastly, she would like to pull 14n.

7) ITEMS FOR FUTURE AGENDAS

Vice President Pontzer Kamkar requests that the GATE Master Plan be revisited. She would also like a higher level vision of what our Art program looks like now that we have incorporated our Prop 28 Funding. Also, would like a report on traffic, especially around our secondary schools. Lastly, she would like to agendize a meeting for what we would want our budget committee to look like.

8) OATH OF OFFICE

8.a) Administration of the Oath of Office for Student Board Members

Armond Aghakhanian, President, Board of Education, administered the Oath of Office to Student Board Members, Hayk Smbatyan, representing Monterey High School, Haily Hoang, representing John Burroughs High School, and Natalie Garibyan, representing Burbank High School, who will serve as Student Board Members for the 2025-2026 school year.

Hayk Smbatyan, Monterey High School Student Board Member
Haily Hoang, John Burroughs High School Student Board Member
Natalie Garibyan, Burbank High School Student Board Member

Student Board Members approach podium to take Oath of Office administered by President Aghakhanian.

9) PRESENTATIONS / RECOGNITIONS

9.a) Recognition of Elementary Students with perfect California Assessment of Student Performance and Progress (CAASPP) scores

Robyn Anders, Director of Instructional Technology & Accountability, will recognize elementary students with perfect California Assessment of Student Performance and Progress (CAASPP) Scores from the 2024-2025 school year.

9.b) Recognition of a 2024-2025 Los Angeles County Teacher of the Year, Teri Vargas

That the Board of Education recognize Teri Vargas as a 2024-2025 Los Angeles County Teacher of the Year, as presented.

Recognition of a 2024-2025 Los Angeles Teacher of the Year, Teri Vargas.pdf 1

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, approaches podium and introduces Teri Vargas.

Teri Vargas approaches podium and gives thanks to the District and is honored to have received this award.

Board Members and Interim Superintendent, take turns congratulating Ms. Vargas on her achievement.

10) REPORTS FROM THE BOARD AND STAFF

10.a) Student Representatives

Hayk Smbatyan, Monterey High School, Natalie Garibyan, Burbank High School and Haily Hoang, John Burroughs High School, report on activities at their respective schools.

10.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

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

Amy Fuhr, Middle School Director for the BTA, approaches podium to give praise for Teri Vargas. She addresses the recent immigration order for Southern California and asks District leadership to be prepared to provide a safe environment for our students. She urges District staff to adopt strategies to support our students and staff in the situation of an immigration enforcement.

10.c) Reports from the Superintendent

Oscar Macias, Interim Superintendent, reported on items of interest to the Board of Education and the community.

Interim Superintendent, Dr. Oscar Macias, reaffirms to our community that we are a safe and welcoming school District. States we have protocols and policies in place, however he welcomes suggestions. He clarifies that we do not ask immigration status and lets community know we are here for support. He also welcomes our new Student Board members and would like to hear more from BUSD students. Gives a shout out to UME for their continued partnership and lastly, he thanks the District Office and all the staff for their support.

13) NEW AND/OR UNFINISHED BUSINESS

13.a) Adoption of Resolution 5 -Proclaiming September 15 - October 15 as the Burbank Unified School District s Hispanic Heritage Month

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 5 - Proclaiming September 15, 2025, to October 15, 2025, as the Burbank Unified School District s Hispanic Heritage Month, as presented.

Hispanic Heritage Month Resolution 5 9 18 25.pdf 2

It was moved by Laurette Cano, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Director of Secondary Education and DEI, Julie Markussen, approaches podium to review recommended books.

13.b) Adoption of Resolution 6 - Proclaiming September as Burbank Unified School District s Deaf Awareness Month

That the Board of Education adopt Resolution 6 Proclaiming the month of September 2025 as Burbank Unified School District s Deaf Awareness Month, as presented.

Deaf awareness Resolution 6 9 18 25.pdf 3

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Director of Secondary Education and DEI, Julie Markussen, approaches podium to give the recommendations for books that highlight the diverse experiences within the deaf community.

13.c) Resolution 7 - Declaring the Intent to Fill Board Seat Vacancy by Provisional Appointment

That the Board of Education Adopt Resolution 7, Declaring the intent to fill board seat vacancy by provisional appointment, effective within the 60-day requirement, as presented.

Resolution 7.pdf 9

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.d) Approval of Board Policy and Administrative Regulation 5131.8 Mobile Communication Devices

That the Board of Education approve the proposed revision to Board Policy 5131.8 Mobile Communication Devices, as presented.

Board Policy 5131.8 Mobile Communication Devices 9 18 25.pdf 10

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.e) Approval of Revised Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements

That the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements, as Amended.

Board Policy High School Graduation Requirements 9 18 25.pdf AMENDED 11

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.f) Ratification of Agreement for Professional Services (Human Resources)

That the Board of Education ratify the Professional Services Agreement between the Burbank Unified School District and Quadient Leasing, to provide a rental agreement for a postage meter to assist in mail, effective April 19, 2022 through April 17, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

PULLED

Ratification of Agreement for Professional Services (Human Resources).pdf PULLED 12

13.g) Approval of List of Selected Firms for On-Call Mechanical, Electrical, and Plumbing (MEP) Services for the ABC Bond Program and Other District Projects

That the Board of Education approve the award of the firms listed in Exhibit A to provide on-call Mechanical, Electrical, and Plumbing services for the ABC Bond Program and other projects throughout the District, as presented.

Approval On-Call MEP 091825.pdf 12

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.h) Approval of Amended Teacher Assignments for the 2025-2026 School Year per Education Codes, Education Code 44258.3(a), Education Code 44258.7(b), Education Code 44258.7(c), Education Code 44258.7(d), Education Code 44263, and Education Code 44865

That the Board of Education approve the amended Teacher Assignments for 2025-2026, as described per Education Codes 44258.3(a), 44258.7 (b), (c) & (d), 44263 and 44865, as Amended.

Approval of Amended Teacher Assignments 2025-2026.pdf 13

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.i) Amendment of Professional Services Agreement, Greg Powell dba Architecture Plus Inc., DSA Certification, Various Sites (Bond Fund)

That the Board of Education amend the Professional Services Agreement between Burbank Unified School District and Greg Powell dba Architecture Plus Inc., for DSA Certification at Various Sites, not to exceed $49,840 (21.3-00000.0-91008-85000-6282-752-00000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented. Note: The original agreement was amended to remove the Roosevelt project that was closed prior to these services and to correct the total number of PM hours which was listed as 126 but should have read 96 after the removal of Roosevelt. The corrections were made and the total was decreased by $7,680 for a revised total of $49,840, which includes $7,000 for reimbursables.

Amend_Greg Powell_ architect plus_various sites_Bond.pdf 14

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.j) Approval of Grant Award and Agreement with The Chuck Lorre Family Foundation (TCLFF)

That the Board of Education approve the Chuck Lorre Family Foundation Expansion of the Young Sheldon Grant in the amount of $1,073,250, effective September 19, 2025 through June 30, 2028, as presented.

The Chuck Lorre FF Grants 2025 Young Sheldon Initiative 9 18 25.pdf 15

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.k) Adoption of School Facilities (Bond) Oversight Committee Amended Bylaws (SFOC)

Oscar Macias, Interim Superintendent, recommends that the Board of Education adopt the School Facilities (Bond) Oversight Committee Amended Bylaws, as presented.

Bylaws Governing the Measure ABC- 9-18-25.pdf AMENDED 7

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.l) Recommendations for the Selection of Members to the School Facilities Oversight Committee (SFOC) for Measure ABC Bond

Oscar Macias, Interim Superintendent, facilitated the recommendation of potential members and alternates for the Measure ABC Bond School Facilities Oversight

Committee (SFOC) and the identification of the group that each of these members would represent, as presented.

Jason Clark SFOC - Business Organization
(Vice President Pontzer Kamkar motioned, Clerk Weisberg seconded) 4-0
Diana Abasta SFOC - Senior Citizen's Organization
(President Aghakhanian motioned, Vice President Pontzer Kamkar seconded) 4-0
Matt Benson SFOC -Taxpayer's Group
(Vice President Pontzer Kamkar motioned, Clerk Weisberg seconded) 4-0
Preston Joseph SFOC - Parent Group
(Vice President Pontzer Kamkar motioned, Clerk Weisberg seconded) 3-1
Kirsten Morris SFOC - Parent Active in PTA/SSC
(President Aghakhanian motioned, Vice President Pontzer Kamkar seconded) 4-0
Diana Simon SFOC - At-Large
(Clerk Weisberg motioned, Vice President Pontzer Kamkar seconded) 4-0
Ari Altman SFOC - At-Large
(Clerk Weisberg motioned, Member Cano seconded) 4-0
Julie Grair SFOC - Alternate
(Clerk Weisberg motioned, Vice President Pontzer Kamkar seconded) 4-0
Victor Taraceha SFOC - Alternate
(Vice President Pontzer Kamkar motioned, President Aghakhanian seconded) 4-0
Bilyana Decker SFOC - Alternate
(Member Cano motioned, Vice President Pontzer Kamkar seconded) 4-0

SFOC Measure ABC Selection w redacted 9-18-25.pdf 8

11) REQUESTS TO ADDRESS THE BOARD

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

Jordan Acevedo, student at Burbank High School, speaks regarding his desire to attend Burbank High School. He said that he was disenrolled today and that he does not want to attend John Burroughs High School as he does not feel safe. He asks Board and staff for help with this matter.

Alyssa Rouel, Burbank High School Student, says that she is a member of several clubs. She spoke about their club Model Congress and said that Model Congress has shown her that there is hope for current situations in the world. She said that she wishes to spread awareness and wants the club to be fun.

Daniel Bagumyan, President of the Model Congress club at Burbank High School, speaks regarding building a relationship between this Board and his club. Their club has grown to over twenty members and are currently working on a campaign to spread the word on their club.

Anna Badalyan, Vice President of Burbank Model Congress, invites the Board Members and staff to attend their events and become public speakers.

Linda Walmsley, speaks regarding the FCMAT report. She asks about the section about internal controls and asks about the ethics training that the Board members should take.

Karla St. Germain, speaks regarding the troubling reports she has read in the last few months. Expresses her concerns around the situation she has been reading about. She says that during the BAEF event, parents were sharing similar concerns.

Jeff Vander Borght, thanks the BAEF for the event they put together last night. He says that Mr. Cantwell was given the CFO position and asks what was the reason why Mr. Cantwell was going to be paid by Bond Funds. He states that they did not approve the Personnel Report this evening which reflects that there is a person on administrative leave, which matches the same range and step as Mr. Cantwell.

Eric Haack, President of the Burbank Community Band Board of Directors, speaks about the free Halloween concert. He invites everyone to the event and invites the Board and staff to attend their rehearsal. Asks for a notice about this concert to be posted.

Mildred Zamora, parent of Jordan Acevedo, thanks Dr. Weisberg, Ms. Pontzer Kamkar and Dr. Macias for responding to her email. She is here to speak in support of her son who was disenrolled from Burbank High. She submitted an appeal and was denied and asks that the Board and Administration reconsider his situation.

Les Cohen, speaks regarding the board minutes. He says that for more than two and a half years, the district has struggled to keep current with the approval of minutes. He quotes Board Policy and says that the minutes are months or years old. He asks that Board minutes of the last meeting be approved while working on past minutes. He mentioned that Member Cano should recuse herself from approving the older minutes even though it doesn't violate the Brown Act.

Larry Applebaum, sixty-six-year resident of Burbank, speaks regarding the SFOC Committee. He mentions the various duties of the committee members. He says that it's important that people selected have a high bar and that they have a responsibility and that everything is done according to plan.

11.b) Superintendent's Comments

Oscar Macias, Interim Superintendent, will respond to public comment.

Interim Superintendent, Dr. Oscar Macias, thanks the speakers for coming. He addresses Jordan and his mother and says that he intends to make sure they sit down and discuss her concerns thoroughly. He thanks the students from Model Congress and looks forward to connecting with their group. He thanks the remaining speakers and mentions the funding sources for Mr. Cantwell were incorrect and are in the process of correcting. Mentions that is the reason the Personnel Report is being pulled.

11.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg addresses Ms. Fuhr and assures her that the District also has the same concerns and wants community to know they have had a comprehensive plan in place since last year. She would like the District staff to meet with BTA and CSEA leadership to see if there may be any areas we may have missed. Addresses Jordan and mother and is confident that meeting with Dr. Macias will help provide better understanding. Thanks the Model Congress students and

says she will visit. Addresses the speakers and thanks them for coming with their concerns and suggestions. She addresses the meeting minutes and it's a personal preference of the elected if they choose to approve minutes that they were not a part of. Lastly, she mentions that community does not have to wait until a Board meeting to reach out and they can always email for questions or concerns.

Member Cano addresses Ms. Fuhr and thanks her for her good ideas. She thanks Model Congress and asks how this can be shared with other schools. To Ms. Walmsley, Mr. Vander Borght, Mr. Cohen and Dr. St. Germain, she says we are listening and appreciates their concerns. She thanks Mr. Haack and says we will try to make it.

Vice President Pontzer Kamkar tells Mr. Cohen his idea of getting current minutes done as well as the back log is a great suggestion. She tells Mr. Applebaum that we will review our bylaws. To Ms. Zamora and Jordan, she is confident that meeting with Dr. Macias will clear the processes that need to be taken. She addresses Ms. Walmsley and lets her know she did take the ethics training. She speaks on the bond fund and Mr. Cantwell's salary. That report was pulled after the incorrect funding was noticed. She lets Mr. Haack know that she will try to attend with her kids and lastly thanks Model Congress for everything they have done.

President Aghakhanian speaks on his frustration of the funding error for Mr. Cantwell's job position. Clarifies that bond funds are not intended for salary usage. Also, he states that he would like to have tonight's minutes on the next agenda and then we can catch up. He appreciates Mr. Acevedo for coming and also thanks Mr. Haack for coming and sharing information on the band. He welcomes the Student Board members and thanks his colleagues for moving some of the resolutions up during the meeting.

12) REPORTS TO THE BOARD

12.a) Report on 2024-2025 Academic Performance

Robyn Anders, Director of Instructional Technology and Accountability, Rebecca Harris, Director of Elementary Education and DEI, and Julie Markussen, Director of Secondary Education and DEI, will report to the Board of Education on 2024-2025 Academic Performance, as presented.

Board Report on Academic Performance 24-25 9 18 25.pdf 4

Dr. Robyn Anders, Director of Instructional Technology and Accountability along with Dr. Rebecca Harris, Director of Elementary Education and DEI, approach podium to give presentation.

12.b) Enrollment Update

Narineh Barzegar, Director of Student Services, will report on the District s current and projected enrollment numbers as presented.

Board Report 9.18.25 - Enrollment Update.pdf 5

Narineh Barzegar, Director of Student Services, approaches podium to give a presentation of our current enrollment.

12.c) Update on the Changes Implemented Based on the Fiscal Crisis & Management Assistance Team (FCMAT) Study Recommendations

Mariam Abdelhamid, Assistant Superintendent of Business Services, will report to the Board of Education on the changes implemented based on the Fiscal Crisis & Management Assistance Team (FCMAT) study recommendations, as presented.

FCMAT Action Plan Update 091825.pdf 6

Assistant Superintendent of Business Services, Dr. Mariam Abdelhamid, approaches podium to give presentation on FCMAT findings and action.

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) CONSENT AGENDA

Vice President Pontzer Kamkar would like to move 14a-14i.
Motion by Vice President Pontzer Kamkar, seconded by Member Weisberg.
3-1 (Member Cano abstain).

Vice President Pontzer Kamkar would like to move 14j-14m and 14o-14v.
Motion by Vice President Pontzer Kamkar, seconded by Member Weisberg.
4-0

14n PULLED

14.a) Approval of Minutes

Minutes 6.20.24 UNOFFICIAL AM.pdf

14.b) Approval of Minutes

Minutes 7.25.24 UNOFFICIAL AM.pdf

14.c) Approval of Minutes

Minutes 8.1.24 UNOFFICIAL AM.pdf

14.d) Approval of Minutes

Minutes 8.15.24 UNOFFICIAL AM.pdf

14.e) Approval of Minutes

Minutes 9.5.24 UNOFFICAL AM.pdf

14.f) Approval of Minutes

Minutes 9.19.24 UNOFFICIAL AM.pdf

14.g) Approval of Minutes

Minutes 10.3.24 UNOFFICIAL AM.pdf

14.h) Approval of Minutes

Minutes 10.17.24 UNOFFICIAL AM.pdf

14.i) Approval of Minutes

Minutes 11.7.24 UNOFFICIAL AM.pdf

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

14.j) Approval of Warrants

Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that the Board of Education approve commercial warrants in the total amount of $10,033,950.22, issued August 1, 2025 through August 31, 2025, as presented.

Approval of Warrants.pdf

14.k) Approval of the 2025-2026 Purchase Order Report

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through August 25, 2025, as presented.

2025-2026 PURCHASE ORDER REPORT.pdf

14.l) Approval of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement between Burbank Unified School District and Leo Rosenblum & Associates dba LRA Interpreters, Inc., to provide interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective September 19, 2025 through June 30, 2026, not to exceed $3,000 (01.0-00000.0-00000-72000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Board Memo - LRA 25.26 signed.pdf

14.m) Approval of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective September 19, 2025 through June 30, 2026, not to exceed $180,000 (01.0-00000-11100-10000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo - Amergis 25.26 signed.pdf

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

14.n) Approval of Personnel Report Number 25-26-06

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-06, covering Certificated and Classified personnel, and consisting of Pages 1 to 26 inclusive, as presented.

Personnel Report 25-26-06.pdf PULLED

14.o) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 091825.pdf

14.p) Ratification of Agreement for Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Ratification of Agreement for Inst Consultant Svcs 091825.pdf

14.q) Ratification of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratifies the agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide ASL interpreters for parents during conferences, hearings, meetings and events on an as needed basis, effective August 5, 2025 through June 30, 2026, not to exceed $2,000 (01.0-00000.0-00000-72000-5810-745000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Board Memo - Sign Up 25.26 signed.pdf

14.r) Approval of 2024-2025 Arts & Music in Schools, Prop 28 Annual Report

Peter Knapik, Assistant Superintendent, Educational Services, in collaboration with Peggy Flynn, Coordinator for Arts and CTE programs, recommend approval of the 2024-2025 Arts and Music in Schools Funding Annual Report , as presented.

Approval of 2024-2025 Arts & Music in Schools Prop 28 Annual Report 091825.pdf

14.s) Approval of Additional Budget - Unrestricted General Fund Carryover

Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that the Board of Education approve budget additions to the 2025-26 approved budget for the Unrestricted General Fund Carryover, as presented.

Additional Budget - Unrestricted General Fund Carryover.pdf

14.t) Approval of Additive Change Order No.2, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)

The Administrative Services Department recommends that the Board of Education approve additive change order No.2 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed $3,404,639.87 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented. Note: The $45,859.20 increase, bringing the not to exceed to $3,404,639.87, is to add the furnish and install of Spectrum Aquatics Xcellerator dual post platforms (racing platforms) required to meet competition guidelines and aquatic standards that were not included in the original design and specifications for the Aquatic Pool contract with Hart Build Design.

ADD CO2_Hart_BHS Pool_Capital Outlay.pdf

14.u) Approval of Notice of Completion, Commercial Door of Los Angeles County Inc., Furnish and Install Two (2) New Roll-up Doors, Staff Parking Lot, Joaquin Miller Elementary School (Routine Restricted Maintenance)

The Administrative Services Department recommends that the Board of Education accept the following as completed: Furnish and Install Two (2) New Roll-up Doors in the Staff Parking Lot at Joaquin Miller Elementary School, PO #25004453 not to exceed $34,403.42 (01.0-81500-0-00000-81100-6250-752-3100) Routine Restricted Maintenance, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

NOC_CommercialDoor_Miller_RRM.pdf

14.v) Approval of Notice of Completion, Genesis Floor Covering Inc., Remove and Replace Epoxy Floor in Kitchen and Serving Areas, John Burroughs High School (Fund 13 – Cafeteria Fund)

The Administrative Services Department recommends that the Board of Education accept the following as completed: Remove and Replace Epoxy Floor in Kitchen and Serving Areas at John Burroughs High School, PO #25002174, not to exceed $96,051 (13.0-53100.0-00000-37000-5631-7490000) Fund 13 – Cafeteria Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

NOC_Genesis_JBHS_Fund 13 FS.pdf

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

15) REPORTS FROM BOARD MEMBERS

15.a) Reports from Board Members

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

16) ADJOURNMENT

Meeting adjourned at 11:28 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

10/9/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25000144	ULINE - Attn: ACCOUNTS RECEIVABLES	CARRYOVER PO; 2024-25 BLANKET ORDER; PRINTING SUPPLIES; DISTRICT PIRNT SHOP FUNDS	FACILITIES SERVICES	010	$1,059.58
25000146	GRIMCO, INC.	CARRYOVER PO; 2024-25 BLANKET ORDER; PRINTING SUPPLIES; DISTRICT PRINT SHOP FUNDS	WAREHOUSE	010	$498.76
25000587	LOZANO SMITH	CARRYOVER PO; BOARD APPROVED 12/12/24; PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES; GENERAL AND SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/16/24	FISCAL SERVICES	010	$147,713.03
25001094	SIGN UP INTERPRETING SERVICES, LLC	CARRYOVER PO; CONSULTANT AGREEMENT; INTERPRETING SERVICES; BOARD APPROVED 8/15/24	Student Services	010	$1,770.00
25001545	FAMILY SERVICE AGENCY OF BURBANK	CARRYOVER PO; CONSULTANT AGREEMENT; HIGH SCHOOL STUDENT CARE CENTERS; TITLE IV STUDENT SUPPORT AND ACADEMIC ENRICHMENT FUNDS; BOARD APPROVED 7/25/24 AND 8/1/24	INSTRUCTIONAL SERVICES	010	$20,000.00
25002844	AME BUILDERS INC.	CARRYOVER PO; 2425-024-02; EMERGECNY ROOF REPAIR AT DISTRICT OFFICE; EMERGENCY FUNDS; BOARD APPROVED 2/6/25	FACILITIES SERVICES	010	$8,415.00
25002873	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	EDISON ELEMENTARY	010	$231.92
25003285	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MILLER ELEMENTARY	010	$26.98
25003342	MASSADI ENTERPRISES	CARRYOVER PO; PROFESSIONAL SERVICES AGREEMENT; INSPECTOR OF RECORD; COMMUNITY REDEVELOPMENT FUNDS; BOARD APPROVED 1/16/25	FACILITIES SERVICES	400	$131,600.00
25003574	BEST CONTRACTING SERVICES, INC.	CARRYOVER PO; 2425-022-01: SUMMER 2025 ROOFING AT BURBANK HIGH SCHOOL; BOND FUNDS; BOARD APPROVED 3/6/25	BURBANK HIGH SCHOOL	210	$598,422.12
25003577	BEST CONTRACTING SERVICES, INC.	CARRYOVER PO; 2425-022-02: SUMMER 2025 ROOFING AT JOHN BURROUGHS HIGH SCHOOL; BOND FUNDS; BOARD APPROVED 3/6/25	JOHN BURROUGHS HIGH SCHOOL	210	$474,543.42
25003580	BEST CONTRACTING SERVICES, INC.	CARRYOVER PO; 2425-022-05: SUMMER 2025 ROOFING AT LUTHER BURBANK MIDDLE SCHOOL; BOND FUNDS; BOARD APPROVED 3/6/25	LUTHER BURBANK MIDDLE SCHOOL	210	$1,026,666.60
25003593	BEST CONTRACTING SERVICES, INC.	CARRYOVER PO; 2425-022-07: SUMMER 2025 ROOFING AT MILLER ELEMENTARY; BOND FUNDS; BOARD APPROVED 3/6/25	MILLER ELEMENTARY	210	$383,837.94
25003596	BEST CONTRACTING SERVICES, INC.	CARRYOVER PO; 2425-022-09: SUMMER 2025 ROOFING AT EMERSON ELEMENTARY; BOND FUNDS; BOARD APPROVED 3/6/25	EMERSON ELEMENTARY	210	$434,512.38

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25003610	BEST CONTRACTING SERVICES, INC.	CARRYOVER PO; 2425-022-10: SUMMER 2025 ROOFING AT JEFFERSON ELEMENTARY; BOND FUNDS; BOARD APPROVED 3/6/25	JEFFERSON ELEMENTARY	210	$273,659.98
25003617	AME BUILDERS INC.	CARRYOVER PO; 2425-022-04: SUMMER 2025 ROOFING AT MAGNOLIA PARK SCHOOL; BOND FUNDS; BOARD APPROVED 3/6/25	MAGNOLIA PARK	210	$19,621.40
25003630	R & R ROOFING & WATERPROOFING, INC.	CARRYOVER PO; 2425-022-03: SUMER 2025 ROOFING AT MONTEREY HIGH SCHOOL; BOND FUNDS; BOARD APPROVED 3/6/25	MONTEREY HIGH SCHOOL	210	$277,743.46
25003651	CONVERSE CONSULTANTS	CARRYOVER PO; PROFESSIONAL SERVICES AGREEMENT: GEOTECHNICAL OBSERVATION AND TESTING; COMMUNITY REDEVELOPMENT FUNDS; BOARD APPROVED 3/6/25	FACILITIES SERVICES	400	$76,850.00
25003657	R & R ROOFING & WATERPROOFING, INC.	CARRYOVER PO; 2425-022-08: SUMMER 2025 ROOFING AT WASHINGTON ELEMENTARY; BOND FUNDS; BOARD APPROVED 3/6/25	WASHINGTON ELEMENTARY	210	$542,202.01
25003875	ASBESTOS CONTROL TESTING, INC.	CARRYOVER PO; FC 2425-033: ASBESTOS ABATEMENT AT DOLORES HUERTA MIDDLE SCHOOL; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 4/17/25	FACILITIES SERVICES	130	$2,412.50
25003924	ELESCO	CARRYOVER PO; FC 2425-035: EMERGENCY LIGHTING BATTERY SERVICE AT JBHS AUDITORIUM; DEFERRED MAINTENANCE FUNDS; BOARD APPROVED 3/27/25	FACILITIES SERVICES	140	$27,586.38
25004321	ROSE BRAND	CARRYOVER PO; FC 2425-038; REPLACE STAGE CURTAINS AT BURBANK HIGH SCHOOL; DEFERRED MAINTENANCE FUNDS	FACILITIES SERVICES	140	$40,597.14
25004552	GREG POWELL, ARCHITECT, A CORPORATION	CARRYOVER PO; PROFESSIONAL SERVICES; ARCHITECTURAL SERVICES FOR DSA CLOSEOUT; BOND FUNDS; BOARD APPROVED 3/27/25	FACILITIES SERVICES	213	$45,270.00
25004556	PRODIGAL INVESTMENT GROUP, LLC	CARRYOVER PO; PROFESSIONAL SERVICES: DSA INSPECTION; BOND FUNDS; BOARD APPROVED 3/27/25	FACILITIES SERVICES	213	$48,480.00
25004594	OPTERRA ENERGY SERVICES, LLC	CARRYOVER PO; 2425-040: REMOVE AND RE-INSTALL ROOFTOP SOLAR SYSTEM AT MUIR MIDDLE SCHOOL; BOND FUNDS; BOARD APPROVED 6/5/25	FACILITIES SERVICES	210	$166,804.99
25004612	MUSCO CORPORATION	CARRYOVER PO; REPLACE BALLAST ENCLOSURE - BHS POOL PROJECT; COMMUNITY REDEVELPOMENT FUNDS	FACILITIES SERVICES	400	$6,024.88

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000055	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $4,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	EDISON ELEMENTARY	010	$6,000.00
26000059	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: INCREASE BY $500.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	BRET HARTE ELEMENTARY	010	$8,000.00
26000166	ALEXANDER JR, HENRY WALLACE	C/O 1: INCREASE BY $6,834.00; 2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,916.00
26000695	SPECIAL EDUCATION PARENTS	C/O 1: INCREASE BY $3,500.00; REIMBURSEMENT TO PARENTS FOR SERVICES FOR STUDENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/7/25	SPECIAL EDUCATION	010	$20,435.00
26000805	CSBA CALIFORNIA SCHOOL BOARDS ASSOC	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	SUPERINTENDENT 'S OFFICE	010	$9,700.00
26000806	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$610.51
26000807	AMTECH ELEVATOR SERVICES	EQUIPMENT REPAIR BY VENDOR, ON-GOING AND MAJOR MAINTENANCE FUNDS	ROOSEVELT ELEMENTARY	010	$382.50
26000808	SIGNAL HILL AUTO ENTERPRISES, INC.	WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,700.67
26000809	JPMORGAN CHASE BANK	REFIRGERATOR FOR WORKABILITY; SPED WORKABILITY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$1,381.50
26000810	TIME AND ALARM SYSTEMS	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,611.16
26000811	TURF STAR, INC.	GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS.	FACILITIES SERVICES	010	$226.28
26000812	AMAZON CAPITAL SERVICES	OFFICE FURNITURE AND EQUIPMENT	EDISON ELEMENTARY	010	$3,664.04
26000813	AMAZON CAPITAL SERVICES	FURNITURE; PERKINS GRANT	MUIR MIDDLE SCHOOL	010	$188.93
26000814	GORDY'S WELDING SUPPLY	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$114.92
26000815	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CTE - UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$315.46
26000816	BARZEGAR, NARINEH	REIMBURSEMENT TO DIRECTOR OF STUDENT SERVICES FOR CONFERENCE	Student Services	010	$741.49
26000817	TAYLOR, EDWIN	REIMBURSEMENT T PRINCIPAL FOR FOOD FOR EVENT; FILM LA FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$417.81
26000818	NJP SPORTS INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,679.60
26000819	CORWIN PRESS, INC.	BOOKS	JEFFERSON ELEMENTARY	010	$92.71
26000820	EVERWAY HOLDCO LLC	SOFTWARE LICENSE; MAA FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$36,910.25
26000821	GRIFFITH, JENNIFER	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$60.49

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000822	TEACHERS' CURRICULUM INSTITUTE LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS	EDISON ELEMENTARY	010	$406.64
26000823	JACQUELINE MORRISON	CONSULTANT AGREEMENT; FACE PAINTING; CHILD DEVELOPMENT FUNDS; BOARD APPROVED 7/24/25	CHILD DEVELOPMENT SERVICES	120	$900.00
26000824	YOUNG, RON	REIMBURSEMENT TO PRINCIPAL FOR CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$96.27
26000825	JPMORGAN CHASE BANK	FURNITURE; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$291.38
26000826	COUNTY OF LOS ANGELES PUBLIC HEALTH	ENVIRONMENTAL HEALTH PERMIT AND LATE FEE FOR JBHS SWIMMING POOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$840.00
26000827	LINGUISTIC INC.	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 6/18/25	BURBANK ADULT SCHOOL	110	$56,000.00
26000828	SCHOOL ZONE TRANSPORTATION, INC	CARRYOVER PO 24003117; STUDENT TRANSPORTATION; MUSIC CENTER; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$1,300.00
26000829	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR COMPENSATORY EDUCATION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 12/12/24	SPECIAL EDUCATION	010	$10,186.04
26000830	AMAZON CAPITAL SERVICES	BOOKS; STUDENT SUPPORT BLOCK GRANT	INSTRUCTIONAL SERVICES	010	$543.00
26000831	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CTE FUNDS	BURBANK HIGH SCHOOL	010	$146.95
26000832	SCHOOL ZONE TRANSPORTATION, INC	CARRYOVER PO 24000318; STUDENT TRANSPORTATION; WALT DISNEY CONCERT HALL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$1,300.00
26000833	SOUTH COAST AQMD	AIR QUALITY MANAGEMENT FEES; ON-GOING AND MAJOR MAINTENANCE FEES	FACILITIES SERVICES	010	$736.57
26000834	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$150.06
26000835	HIGH TRAILS INC.	DEPOSIT FOR OUTDOOR SCIENCE; HIGH TRAILS; BOARD APPROVED 6/18/25	EMERSON ELEMENTARY	010	$500.00
26000836	ACCO ENGINEERED SYSTEMS	CHILLER REPAIR AND MAINTENANCE AT WASHINGTON ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$8,143.00
26000837	BERNIER REFRIGERATION GENERATIONS, INC.	2526-005: WALK IN COOLER REPAIR AT LUTHER MIDDLE SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$19,850.00
26000838	SAN JOAQUIN COUNTY OFFICE OF EDUCATION	2025-26 MEMBERSHIP RENEWAL; BOARD APPROVED 8/21/25	PERSONNEL SERVICES	010	$4,299.00
26000839	KLEIN, JENNIFER	REIMBURSEMENT TO LIBRARIAN FOR LIBRARY SUPPLIES	PROVIDENCIA ELEMENTARY	010	$41.46
26000840	BURBANK IRRIGATION SUPPLY	2025-26 BLANKET ORDER; SUPPLIES AND REPAIRS FOR FACILITIES GROUNDS; UNRESTRICTED AND ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000841	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MONTEREY HIGH SCHOOL	010	$70.70
26000842	GREAT LAKES SPORTS	CARRYOVER PO 25004290; CLASSROOM SUPPLIES	DISNEY ELEMENTARY	010	$231.98
26000843	BEACON SALES ACQUISITION, INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	DISNEY ELEMENTARY	010	$664.81
26000844	ACCO ENGINEERED SYSTEMS	EQUIPMENT REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	EMERSON ELEMENTARY	010	$892.00
26000845	RELIABLE FLOOR COVERING, INC	FLOORING AT DOLORES HUERTA PRINICIPAL OFFICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,292.00
26000846	ICS SERVICE CO.	UPDATE IP ADDRESSES FOR FIRE ALARM PANELS AT ALL SITES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,320.00
26000847	GREENFIELD LANDSCAPING & MAINTENANCE, INC.	TREE REMOVAL AND STUMP GRINDING AT VARIOUS SITES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$14,600.00
26000848	IXL LEARNING	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/26	SPECIAL EDUCATION	010	$2,593.75
26000849	US AIR CONDITIONING DISTRIBUTORS	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,210.10
26000850	US AIR CONDITIONING DISTRIBUTORS	C/O 1: CANCEL ORDER; HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,210.10
26000851	THE STEM ACADEMY, INC.	SOFTWARE LICENSE; CTEIG FUNDS; BOARD APPROVED 8/21/25	INSTRUCTIONAL SERVICES	010	$3,980.00
26000852	TEACHER SYNERGY LLC	CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$106.08
26000853	SCHOOL SPECIALTY, INC	CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$46.71
26000854	NEW PRECISION TECHNOLOGY, LLC	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN'S CENTER	010	$349.02
26000855	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	Student Services	010	$3,000.00
26000856	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	WASHINGTON ELEMENTARY	010	$276.49
26000857	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	WASHINGTON ELEMENTARY	010	$700.00
26000858	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	EDISON ELEMENTARY	010	$550.75
26000859	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	INSTRUCTIONAL SERVICES	010	$139.20
26000860	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$4,851.85
26000861	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$5,000.00

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000862	LAURA VINYARD - IMPREST ACCT	REIMBURSEMENT TO PRINCIPAL FOR FOOD FOR EVENT	WASHINGTON ELEMENTARY	010	$518.53
26000863	NAGAEVA, DARYA	REIMBURSEMENT TO BEHAVIOR INTERVENTIONIST FOR CLASSROOM SUPPLIES; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$148.15
26000864	AMAZON CAPITAL SERVICES	FURNITURE; MEDI-CAL FUNDS	STEVENSON ELEMENTARY	010	$497.24
26000865	JPMORGAN CHASE BANK	GROUNDS EQUIPMENT; PERKINS GRANT	INSTRUCTIONAL SERVICES	010	$611.07
26000866	DEVORE, ADAM	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT	DOLORES HUERTA MIDDLE SCHOOL	010	$38.85
26000867	BRIGHT WHITE PAPER CO	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$211.38
26000868	EMS LINQ INC	SOFTWARE LICENSE; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 7/10/25	FOOD SERVICES	130	$58,010.55
26000869	CURRICULUM ASSOCIATES INC	CLASSROOM SUPPLIES; TITILE I FUNDS	MILLER ELEMENTARY	010	$631.18
26000870	JOHNSON, JILL	REIMBURSEMENT TO PRINCIPAL FOR FOOD FOR EVENT	STEVENSON ELEMENTARY	010	$119.48
26000871	RENAISSANCE LEARNING	SOFTWARE LICENSE; LCAP FUNDS; BOARD APPROVED 6/18/25	EDISON ELEMENTARY	010	$5,700.00
26000872	CDW-G - COMPUTER DISCOUNT WHSE	COMPUTER EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$546.98
26000873	PACIFIC COACHWAYS CHARTER SERVICES INC	STUDENT TRANSPORTATION; OSS; CAMP CEDAR CREST; GIFT FUNDS	STEVENSON ELEMENTARY	010	$7,639.00
26000874	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPED - IDEA MENTAL HEALTH FUNDS	BURBANK ADULT SCHOOL	010	$966.76
26000875	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPED - IDEA MENTAL HEALTH FUNDS	BURBANK ADULT SCHOOL	010	$204.66
26000876	HERFF JONES, INC.	GRADUATION SUPPLIES	BURBANK HIGH SCHOOL	010	$120.40
26000877	ADORAMA CAMERA	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$1,949.60
26000878	OPTERRA ENERGY SERVICES, LLC	ANNUAL FEES; ENERGY SERVICES CONTRACT; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 11/2/23	FISCAL SERVICES	010	$28,679.00
26000881	DEPARTMENT OF INDUSTRIAL RELATIONS	CONVEYANCE INSPECTION FEES FOR PROVIDENCIA ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$125.00
26000882	LOS ANGELES COUNTY FIRE DEPARTMENT	HAZARDOUS WASTE GENERATOR PROGRAM FEES; DSC; BHS & JBHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,231.00
26000883	BARNES AND NOBLE INC	BOOKS; STUDENT SUPPORT BLOCK GRANT	VARIOUS SITES	010	$4,411.49
26000884	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/25	DISNEY ELEMENTARY	010	$5,008.80
26000885	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	ROOSEVELT ELEMENTARY	010	$700.00
26000886	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	ROOSEVELT ELEMENTARY	010	$5,000.00

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000887	RENAISSANCE LEARNING	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	JEFFERSON ELEMENTARY	010	$5,147.10
26000888	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	BRET HARTE ELEMENTARY	010	$700.00
26000889	JOHNSTONE SUPPLY	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$12,762.68
26000890	PITSCO EDUCATION	CLASSROOM SUPPLIES; CTE - UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$3,942.31
26000891	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	PROFESSIONAL SERVICES AGREEMENT; LEGAL ADVICE; BOARD APPROVED 3/6/25	FISCAL SERVICES	010	$545,000.00
26000892	AV PARTY RENTAL INC	RENTAL EQUIPMENT; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$2,073.80
26000893	RYDIN	SALES TAX ON PARKING TAGS	BURBANK HIGH SCHOOL	010	$42.32
26000894	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JEFFERSON ELEMENTARY	010	$64.28
26000895	LABYRINTH LEARNING	BOOKS; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,060.27
26000896	LAKESHORE CURRICULUM MATERIAL	FURNITURE; SPECIAL EDUCATION FUNDS	JEFFERSON ELEMENTARY	010	$88.38
26000897	AMAZON CAPITAL SERVICES	FURNITURE; SPECIAL EDUCATION FUNDS	BURBANK ADULT SCHOOL	010	$331.48
26000898	RENAISSANCE LEARNING	SOFTWARE LICENSE; BOARD APPROVED 6/18/25 & 8/21/25	STEVENSON ELEMENTARY	010	$5,630.00
26000899	YOUNG, RON	REIMBURSEMENT TO PRINCIPAL FOR SOFTWARE LICENSE; BOARD APPROVED 6/18/25	JEFFERSON ELEMENTARY	010	$179.00
26000900	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	$275.00
26000901	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; AMS FUNDS	WAREHOUSE	010	$4,822.29
26000902	COAST TO COAST GLASS CORPORATION	TEMPERED GLASS ENTRY SECURITY AT DISTRICT OFFICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$14,755.00
26000903	ACCO ENGINEERED SYSTEMS	CHILLER LEAK REPAIR AT WASHINGTON ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$7,373.00
26000904	ICS SERVICE CO.	INSTALL NEW CELLULAR DIALER ON FIRE PANEL AT BURROUGHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,779.68
26000905	AMPLIFY EDUCATION INC.	SOFTWARE LICENSE; BOARD APPROVED 8/11/25	INSTRUCTIONAL SERVICES	010	$54,362.48
26000906	PLUMBING WHOLESALE OUTLET INC	PLUMBING EQUIPMENT; ON-GOING AND MAJOR MAINTENCE FUNDS	FACILITIES SERVICES	010	$889.50
26000907	IMAGINE LEARNING LLC	SOFTWARE LICENSE; TITLE III IMMIGRANT EDUCATION FUNDS; BOARD APPROVED 6/18/25	INSTRUCTIONAL SERVICES	010	$25,000.00
26000908	RENAISSANCE LEARNING	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/18/25	DISNEY ELEMENTARY	010	$13,398.00
26000909	ATTAINMENT COMPANY INC	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$449.30

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000910	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; BOOKS; STUDENT SUPPORT BLOCK GRANT	INSTRUCTIONAL SERVICES	010	$450.00
26000911	ZOO-PHONICS INC	CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$476.94
26000912	IMAGINE LEARNING LLC	INSTRUCTIONAL MATERIALS AND ONSITE TRAINING; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$98,458.63
26000913	RUSSELL SIGLER INC	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$7,088.58
26000914	CORRAL, CHRISTOPHER	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	BURBANK HIGH SCHOOL	010	$107.40
26000915	SCHOOL OUTFITTERS	FURNITURE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$3,122.51
26000916	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	WASHINGTON ELEMENTARY	010	$1,255.50
26000917	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	PROVIDENCIA ELEMENTARY	010	$1,514.96
26000918	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	MC KINLEY ELEMENTARY	010	$1,514.96
26000919	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	JEFFERSON ELEMENTARY	010	$1,514.96
26000920	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	EMERSON ELEMENTARY	010	$1,545.23
26000921	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	EDISON ELEMENTARY	010	$1,728.77
26000922	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$1,200.00
26000923	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	BUSINESS OFFICE	010	$92.46
26000924	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$421.59
26000925	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	WASHINGTON ELEMENTARY	010	$1,138.37
26000926	JUNIOR LIBRARY GUILD	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$1,631.00
26000927	HERFF JONES, INC.	GRADUATION SUPPLIES	BURBANK HIGH SCHOOL	010	$29.23
26000928	STOCKTON, STEPHANIE	REIMBURSEMENT TO FRC TREASURER FOR OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$263.80
26000929	J.W. PEPPER & SONS, INC	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$110.93
26000930	LAGUNA CLAY CO	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$1,124.69
26000931	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$568.08
26000932	PRO-ED	TESTING MATERIALS	SPECIAL EDUCATION	010	$536.23
26000933	ACADEMIC THERAPY PUBLICATIONS	TESTING MATERIALS	SPECIAL EDUCATION	010	$185.64
26000934	MARANDO, SHANNON	REIMBURSEMENT TO CAREER TECH FOR COUNSELOR CONFERENCE	BURBANK HIGH SCHOOL	010	$117.88

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000936	GLENDALE BUILDER'S SUPPLIES	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	VARIOUS SITES	010	$81.48
26000937	SUNBELT CONTROLS INC	FACILITY REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS.	MUIR MIDDLE SCHOOL	010	$557.00
26000938	SOUTHPAW ENTERPRISES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	HORACE MANN CENTER	010	$404.63
26000939	AMAZON CAPITAL SERVICES	PLAYGROUND EQUIPMENT; MEDI-CAL FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$93.91
26000940	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; BURBANK ARTS AND EDUCATION FOUNDATION FUNDS	PROVIDENCIA ELEMENTARY	010	$2,240.16
26000941	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$209.43
26000942	ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS	2025-26 MEMBERSHIP RENEWAL	SUPERINTENDENT 'S OFFICE	010	$1,549.68
26000943	EDPUZZLE, INC.	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/18/25	LUTHER BURBANK MIDDLE SCHOOL	010	$3,050.00
26000944	LEONIS ADOBE MUSEUM	FIELD TRIP ADMISSION; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$1,320.00
26000945	BAILEY POTTERY EQUIPMENT CORP	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$35.86
26000946	QUEST THERAPY GROUP, LLC	CONSULTANT AGREEMEN; HEALTH SERVICES; BOARD APPROVED 9/4/25	Student Services	010	$140,000.00
26000947	AJNS INC.	CUSTOM SUPPLIES AND T-SHIRTS	JOHN BURROUGHS HIGH SCHOOL	010	$7,367.04
26000948	IN-HOUSE SOUND, LLC	RENTAL EQUIPMENT; FRC FUNDS	JEFFERSON ELEMENTARY	010	$1,500.00
26000949	ULINE - Attn: ACCOUNTS RECEIVABLES	GROUND AND OFFICE FURNITURE	DOLORES HUERTA MIDDLE SCHOOL	010	$4,660.89
26000950	VIRCO MFG CO.	FURNITURE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$7,394.93
26000951	BURBANK IRRIGATION SUPPLY	GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$212.16
26000952	SCHOOL SPECIALTY, INC	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$87.41
26000953	MICHAELS STORES INC & SUBS	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$55.25
26000954	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$25.34
26000955	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$519.65
26000956	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	ROOSEVELT ELEMENTARY	010	$679.85
26000957	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$401.83
26000958	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$768.91
26000959	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$576.63
26000960	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$136.63

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000961	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$601.45
26000962	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$601.45
26000963	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$556.92
26000964	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	DISNEY ELEMENTARY	010	$471.12
26000965	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$582.11
26000966	ALPHA INTERPRETING AGENCY, CORP.	CONSULTANT AGREEMENT; DHH INTERPRETING SERVICES; BOARD APPROVED 8/21/25	PERSONNEL SERVICES	010	$90,000.00
26000967	COVELO GROUP INC.	CONSULTANT AGREEMENT; HEALTH SERVICES; BOARD APPROVED 9/4/25	Student Services	010	$90,000.00
26000968	PACIFIC COACHWAYS CHARTER SERVICES INC	STUDENT TRANSPORTATION; THOUSAND PINES; FCC FUNDS	WASHINGTON ELEMENTARY	010	$3,591.26
26000969	J.W. PEPPER & SONS, INC	DIGITAL SHEET MUSIC; FRC FUNDS	JEFFERSON ELEMENTARY	010	$192.00
26000970	SIGNAL HILL AUTO ENTERPRISES, INC.	WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,139.79
26000971	INFINITY BACKFLOW & PLUMBING SERVICE	BACKFLOW DEVICE TESTING AND CERTIFICATION; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$10,761.15
26000972	NASCO WEST	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$175.03
26000973	HAL LEONARD LLC	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$30.33
26000974	BARNES AND NOBLE INC	BOOKS; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$6,886.80
26000975	AMAZON CAPITAL SERVICES	FURNITURE; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$185.96
26000976	SOUTHPAW ENTERPRISES	CLASSROOM EQUIPMENT; MEDI-CAL FUNDS	STEVENSON ELEMENTARY	010	$870.26
26000977	SOUTHPAW ENTERPRISES	CLASSROOM EQUIPMENT; MEDI-CAL FUNDS	MILLER ELEMENTARY	010	$870.26
26000978	SOUTHPAW ENTERPRISES	CLASSROOM EQUIPMENT; MEDI-CAL FUNDS	PROVIDENCIA ELEMENTARY	010	$870.26
26000979	SOUTHPAW ENTERPRISES	CLASSROOM EQUIPMENT; MEDI-CAL FUNDS	MC KINLEY ELEMENTARY	010	$596.36
26000980	SOUTHPAW ENTERPRISES	CLASSROOM EQUIPMENT; MEDI-CAL FUNDS	JEFFERSON ELEMENTARY	010	$596.36
26000981	JPMORGAN CHASE BANK	EVENT SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$461.07
26000983	AMAZON CAPITAL SERVICES	FURNITURE AND CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$143.61
26000984	AMAZON CAPITAL SERVICES	OUTDOOR FURNITURE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$3,180.18
26000985	CITY OF BURBANK	FACILITY INSPECTION - EMERSON; ON-GOING AND MAJOR MAINTENANCE FUNDS	EMERSON ELEMENTARY	010	$62.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 08/26/2025 & 09/15/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000986	ULINE - Attn: ACCOUNTS RECEIVABLES	FURNITURE AND OFFICE SUPPLIES; GENERAL AND ACCOUNTS RECEIVABLE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$679.44
26000987	JPMORGAN CHASE BANK	OVENS FOR CULINARY CLASSROOMS; PERKINS GRANT FUNDS	BURBANK HIGH SCHOOL	010	$4,221.06
26000988	IHEARTMEDIA + ENTERTAINMENT, INC.	CONSULTANT AGREEMENT; MARKETING SERVICE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 9/4/25	BURBANK ADULT SCHOOL	110	$4,988.43
26000989	ACADEMIC THERAPY PUBLICATIONS	TESTING MATERIALS	SPECIAL EDUCATION	010	$247.52
26000990	JPMORGAN CHASE BANK	GAS RANGE AND SHELVING FOR CULINARY CLASS; PERKINS GRANT FUNDS	BURBANK HIGH SCHOOL	010	$2,298.34
26000991	PRO-ED	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,103.67
26000992	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$2,820.46
26000993	GLOBAL EQUIPMENT COMPANY INC	OUTDOOR FURNITURE; CHUCK LORRE FAMILY GRANT	ROOSEVELT ELEMENTARY	010	$1,247.53
26000994	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; PROP 28 FUNDS	MUIR MIDDLE SCHOOL	010	$734.65
26000995	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; ATHLETICS	BURBANK HIGH SCHOOL	010	$1,150.00
26000996	LITTLE BEE SPEECH CO.	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$239.98
26000997	TURNER, JULIE	REIMBURSEMENT TO FRC CHAIR FOR FOOD AND EVENT SUPPLIES; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$158.23
26000998	HILLSIDES	PROFESSIONAL SERVICES AGREEMENT; EDUCATIONAL SUPPORT SYSTEM FOR STUDENTS; STATE MENTAL HEALTH RELATED SERVICES FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$75,000.00
26000999	HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES	PROFESSIONAL SERVICES AGREEMENT; MENTAL HEALTH SERVICES; STATE MENTAL HEALTH RELATED SERVICES FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$478,860.00
26001000	SMARDAN SUPPLY BURBANK	PLUMBING EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,764.75
26001001	SMARDAN SUPPLY BURBANK	BOTTLE FILLING STATION: ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,934.11
		PO Count:	**223**	**Total:**	**$6,947,711.60**

Printed between 08/26/2025 & 09/15/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	194	$2,225,869.75
110	Adult Education Fund	8	$84,180.10
120	Child Development Fund	1	$900.00
130	Cafeteria Fund	2	$60,423.05
140	Deferred Maintenance Fund	2	$68,183.52
210	Building Fund	10	$4,198,014.30
213	Building Fund - 3rd Issuance	2	$93,750.00
400	Special Res./for Cap. Outlay	3	$214,474.88
670	Self Insurance Fund	1	$1,916.00
		Total:	**$6,947,711.60**

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000053
Show this number on invoices, packages and correspondence.

Vendor# 0000000206

AMAZON CAPITAL SERVICES

VENDOR
AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
LUTHER BURBANK MIDDLE SCHOOL
3700 W. JEFFRIES AVE.
BURBANK, CA 91505-1896

For: LUTHER BURBANK MIDDLE SCHOOL
SAL J.

PO Date: 06/02/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000084

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $900.00 FOR A REVISED TOTAL OF $8900.00 AS PER R0000847 TO MAKE MORE PURCHASES **********	900.00	900.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $8000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO LUTHER BURBANK MIDDLE SCHOOL ATTN: SAL JIMENEZ 3700 WEST JEFFRIES AVE BURBANK, CA 91505 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26000053 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, COMPLETE A RECEIVING REPORT AND SUBMIT TO ACCOUNTS PAYABLE. IF YOU DO NOT LOCATE A PACKING LIST, PLEASE GO TO THE	8,000.00	8,000.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-320-0000-0000	$8,900.00

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

Final Payment ( )

SUB TOTAL	$ 8,900.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 8,900.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

ACCOUNTS PAYABLE

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000053
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR
AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
LUTHER BURBANK MIDDLE SCHOOL
3700 W. JEFFRIES AVE.
BURBANK, CA 91505-1896

For: LUTHER BURBANK MIDDLE SCHOOL
SAL J.

PO Date: 06/02/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000084

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			VENDOR'S WEBSITE AND BRING UP THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT AND SEND IT TO ACCOUNTS PAYABLE. THE VENDOR WILL NOT BE PAID FOR EACH SHIPMENT UNTIL WE HAVE RECEIVED YOUR APPROVAL.		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-320-0000-0000	$8,900.00

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

Final Payment ( )

SUB TOTAL	$ 8,900.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 8,900.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

ACCOUNTS PAYABLE

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000055
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR
AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 Fax:

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
EDISON ELEMENTARY
2110 W. CHESTNUT ST.
BURBANK, CA 91506-1520

For: EDISON ELEMENTARY
A. GETZ/OFFICE SUPPLIES

PO Date: 06/02/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000123

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $$4000.00 FOR A REVISED TOTAL OF $6000.00 TO PLACE MORE ORDERS **********	4,000.00	4,000.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $2000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO EDISON ELEMENTARY ATTN: ALICIA GETZ 2110 W CHESTNUT ST BURBANK, CA 91506 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO26000055 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, COMPLETE A RECEIVING REPORT AND SUBMIT TO ACCOUNTS PAYABLE. IF YOU DO NOT LOCATE A PACKING LIST, PLEASE GO TO THE	2,000.00	2,000.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-202-0000-0000	$6,000.00

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

SUB TOTAL	$ 6,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 6,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000055
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
EDISON ELEMENTARY
2110 W. CHESTNUT ST.
BURBANK, CA 91506-1520

For: EDISON ELEMENTARY
A. GETZ/OFFICE SUPPLIES

PO Date: 06/02/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000123

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			VENDOR'S WEBSITE AND BRING UP THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT AND SEND IT TO ACCOUNTS PAYABLE. THE VENDOR WILL NOT BE PAID FOR EACH SHIPMENT UNTIL WE HAVE RECEIVED YOUR APPROVAL.		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-202-0000-0000	$6,000.00

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

SUB TOTAL	$ 6,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 6,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000059
Show this number on invoices, packages and correspondence.

SOUTHWEST SCHOOL & OFFICE

Vendor# 001592

VENDOR
SOUTHWEST SCHOOL & OFFICE SUPPLY
805 N BARRINGTON AVE
ONTARIO,

Phone: (800) 227-7159 **Fax:** (909) 980-7159

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
BRET HARTE ELEMENTARY
3200 W. JEFFRIES AVE.
BURBANK, CA 91505-1998

For: BRET HARTE ELEMENTARY
E. DIAZ/MARTHA WALTER

PO Date: 06/02/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000087

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $500.00 FOR A REVISED TOTAL OF $8,000.00 AS PER R0001159 TO PURCHASE MORE ITEMS **********	500.00	500.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $7,500 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO: BRET HARTE ELEMENTARY ATTN: ERIKA DIAZ 3200 W.JEFFRIES AVENUE BURBANK, CA 91505 ERIKADIAZ@burbankusd.org SITE TO ADHERE TO DISTRICT GUIDELINES FOR MINIMUM ORDER OF $50 AND EVERY OTHER WEEK DELIVERY. SIGNED AND DATED PACKING LISTS TO BE FORWARDED TO ACCOUNTS PAYABLE IN A TIMELY MANNER.	7,500.00	7,500.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-205-0000-0000	$8,000.00

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

SUB TOTAL	$ 8,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 8,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000059
Show this number on invoices, packages and correspondence.

SOUTHWEST SCHOOL & OFFICE

Vendor# 001592

VENDOR
SOUTHWEST SCHOOL & OFFICE SUPPLY
805 N BARRINGTON AVE
ONTARIO,

Phone: (800) 227-7159 **Fax:** (909) 980-7159

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
BRET HARTE ELEMENTARY
3200 W. JEFFRIES AVE.
BURBANK, CA 91505-1998

For: BRET HARTE ELEMENTARY
E. DIAZ/MARTHA WALTER

PO Date: 06/02/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000087

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			IF YOU DO NOT LOCATE A PACKING LIST, PLEASE GO TO THE VENDOR'S WEBSITE AND BRING UP THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT AND SEND IT TO ACCOUNTS PAYABLE. THE VENDOR WILL NOT BE PAID FOR EACH SHIPMENT UNTIL WE HAVE RECEIVED YOUR APPROVAL. *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * VENDOR NOTE: PLEASE SHIP DIRECTLY TO OUR SITE AS INDICATED. PLEASE BE SURE TO INCLUDE OUR PURCHASE ORDER NUMBER ON ALL BOXES AND PACKING SLIPS. ALL DELIVERIES WILL BE RECEIVED BETWEEN THE HOURS OF 8:00AM - 4:00PM. * EQUIPMENT ITEMS WITH A VALUE OF $500.00 OR MORE, INCLUDING TAX AND SHIPPING, MAY NOT BE PURCHASED ON THIS BLANKET ORDER AS THEY ARE CONSIDERED FIXED ASSETS BY THE DISTRICT.		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-205-0000-0000	$8,000.00

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

SUB TOTAL	$ 8,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 8,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000166
Show this number on invoices, packages and correspondence.

Vendor# 405971

ALEXANDER JR, HENRY WALLACE

VENDOR

ALEXANDER JR, HENRY WALLACE
1409 E FERNROCK
CARSON, CA 90746

Phone: (310) 433-4038 **Fax:**

SHIP TO

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

For: FISCAL SERVICES
RETIREE MEDICAL REIMBURSEMENT

PO Date: 06/04/2025 **Requested Delivery:** 06/09/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000293

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			CHANGE ORDER #1: INCREASE BY $6834 FOR A REVISED TOTAL OF $8750.00 AS PER R0000967 DUE TO MISCALCULATION OF PREVIOUS PAYOUT TIME PERIOD PER FISCAL SERVICES		
			**********		
1	1	LOT	2025 - 2026 BLANKET; RETIREE MEDICAL REIMBURSEMENT 11 MONTHS (AUGUST 2025-JUNE 2026)	1,916.00	1,916.00

ACCOUNT NUMBER	AMOUNT
670-00000-0-00000-60000-5810-000-0000-0000	$1,916.00

Retiree

SUB TOTAL	$ 1,916.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,916.00

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

Final Payment ( )

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

ACCOUNTS PAYABLE

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000695
Show this number on invoices, packages and correspondence.

Vendor# 406051

SPECIAL EDUCATION PARENTS

VENDOR
SPECIAL EDUCATION PARENTS
GAUDENZI, FRANK AND HEATHER
409 N FAIRVIEW ST
BURBANK, CA 91505

Phone: (818) 620-4996 **Fax:** (818)

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

For: SPECIAL EDUCATION
SHEARER/PARENT REIMBURSEMENT

PO Date: 08/14/2025 **Requested Delivery:** 07/25/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000576

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $3,500.00 FOR A REVISED TOTAL OF $20,435.00 AS PER R0000842 REASON FOR INCREASE: At the time the settlement was signed, it was more of a rough number. By the time their attorney provided Special Ed/Sandra Shearer with a final out-of-pocket cost, it was an additional $5,535. Per the settlement we were to fund 130 hours of tutoring. At the end, we contracted with PRIDE for the remaining 21 hours. **********	3,500.00	3,500.00
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND _FRANK AND HEATHER GAUDENZI, PARENTS, FOR THE FOLLOWING SERVICES: PER SETTLEMENT AGREEMENT, BUSD WILL REIMBURSE PARENT FOR SERVICES FOR STUDNET 960029710 PARENTS AGREE TO A TOTAL NOT TO EXCEED $16,935. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: _X__ ONE TIME PAYMENT PARENT WILL SUBMIT PAPERWORK AT ONE TIME THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 10/01/2022	16,935.00	16,935.00

ACCOUNT NUMBER	AMOUNT
010-65000-0-50010-36000-5813-744-0000-0000	$20,435.00

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

Final Payment ( )

Settlement

SUB TOTAL	$ 20,435.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 20,435.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

ACCOUNTS PAYABLE

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000695
Show this number on invoices, packages and correspondence.

Vendor# 406051

SPECIAL EDUCATION PARENTS

VENDOR

SPECIAL EDUCATION PARENTS
GAUDENZI, FRANK AND HEATHER
409 N FAIRVIEW ST
BURBANK, CA 91505

Phone: (818) 620-4996 **Fax:** (818)

SHIP TO

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

For: SPECIAL EDUCATION
SHEARER/PARENT REIMBURSEMENT

PO Date: 08/14/2025 **Requested Delivery:** 07/25/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000576

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			THROUGH 06/30/2025. BOARD APPROVAL DATE: 04/17/2025		

ACCOUNT NUMBER	AMOUNT
010-65000-0-50010-36000-5813-744-0000-0000	$20,435.00

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

Final Payment ( )

Settlement

SUB TOTAL	$ 20,435.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 20,435.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

ACCOUNTS PAYABLE

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000850
Show this number on invoices, packages and correspondence.

US AIR CONDITIONING

Vendor# 006778

VENDOR
US AIR CONDITIONING DISTRIBUTORS
16900 CHESTNUT STREET
CITY OF INDUSTRY, CA 91748-1012

Phone: (626) 854-4500 **Fax:** (626) 854-4550

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
WILL CALL

For: FACILITIES SERVICES
HOY/JON PETRIE

PO Date: 08/28/2025 **Requested Delivery:** 09/04/2025 **Buyer Name:** Terri Harvey **Req#** R0000920

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
		CO	CHANGE ORDER #1: CANCEL PURCHASE ORDER. THIS IS A DUPLICATE OF PO 26000849. **********		
1	1	EA	4 TON TWO STAGE COOLING, YORK SINGLE PACKAGED R-410A HEAT PUMP, 16.00 SEER / 12.5 SEER / 8.2 HSPF, LARGE CABINET (45.75" x 51.25") 208/230-1-60, COPPER TUBE/ALUMINUM FIN CONDENSER COIL; MODEL #PHE6B4824 LARGE LX (B) CABINET MANUAL, 0-35% OUTSIDE AIR HOOD PACKAGE; MODEL #OALXL35 CURB ADAPTER; OLD MODEL: DNQ042; NEW MODEL: PHE6B48; TOP BRACE; INSULATED CONDENSER PANEL (WHERE REQUIRED); FULLY INSULATED (1" DUCT LINER R VALUE 3.85) ASSET TAG (WHITE) #: _____ ROOM #: _____ S/N: _____ ********** REFERENCE QUOTE #CS-25-0653 DATED 8/20/25 ***FOR MAGNOLIA PARK MAIN OFFICE*** *** SPECIAL INSTRUCTIONS ***	5,620.00	5,620.00

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4480-752-0000-0000	$6,210.10

General Order

SUB TOTAL	$ 5,620.00
SALES TAX	$ 590.10
SHIPPING	$ 0.00
TOTAL	$ 6,210.10

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

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER
BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000850
Show this number on invoices, packages and correspondence.

US AIR CONDITIONING

Vendor# 006778

VENDOR
US AIR CONDITIONING DISTRIBUTORS
16900 CHESTNUT STREET
CITY OF INDUSTRY, CA 91748-1012

Phone: (626) 854-4500 **Fax:** (626) 854-4550

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
WILL CALL

For: FACILITIES SERVICES
HOY/JON PETRIE

PO Date: 08/28/2025 **Requested Delivery:** 09/04/2025 **Buyer Name:** Terri Harvey **Req#** R0000920

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			* VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * INTERNAL NOTE: FACILITIES, PLEASE SEE ANDREA LAMB TO OBTAIN AN ASSET TAG(S) (SEE PO FOR COLOR) AND ATTACH THE TAG(S) TO THE EQUIPMENT PRIOR TO INSTALLING THEM. RECORD THE TAG NUMBER(S), SERIAL NUMBER(S) AND ROOM NUMBER(S) ON THE RECEIVING COPY. PLEASE SIGN, DATE AND MARK THE RECEIVING COPY AS COMPLETE (ON BOTTOM LEFT HAND SIDE OF RECEIVING COPY) AND EMAIL THE RECEIVING COPY TO THE BUYER.		

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4480-752-0000-0000	$6,210.10

General Order

SUB TOTAL	$ 5,620.00
SALES TAX	$ 590.10
SHIPPING	$ 0.00
TOTAL	$ 6,210.10

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

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent of Business Services
PREPARE BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	October 9, 2025
SUBJECT:	Approval of Agreement for Special Services with School Services of California

Background:

Burbank Unified School District has had an ongoing contract with School Services of California for many years to provide ongoing updated information on state and federal fiscal and budgetary issues, training and professional development at a client-discounted rate, and individualized assistance at the District level for twelve service hours per year. In addition, the District may opt to purchase a CADIE (Comparative Analysis of District Income and Expenditures) and SABRE (Salary and Benefit Reports) report for an additional fee.

Discussion/Issues:

The current agreement with School Services expires on October 31, 2025. The renewal for the next twelve months is $3,280 plus expenses for direct service hours. If the District opts to purchase the CADIE and SABRE reports together, the cost would be $1030 for a savings of $80 over their purchase separately.

Fiscal Impact:

The total cost of the renewal for this agreement is $3,280 annually and would be paid from budgeted unrestricted general funds. If the District opts to purchase the CADIE and/or SABRE reports for use in negotiations, the cost would be up to $1,030. The purchase of these reports is a reimbursable expense under mandated costs for collective bargaining.

Recommendation:

Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and School Services of California, effective November 1, 2025 through June 30, 2026, not to exceed $4,310 (01.0-00000.0-00000-72000-5850-7470000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Docusign Envelope ID: EFE0D635-CFE5-4C03-94BD-5574F7F78E58

School Services of California INC.
An Employee-Owned Company

1121 L Street
•
Suite 1060
•
Sacramento
•
California 95814
•
TEL: 916 . 446 . 7517
•
FAX: 916 . 446 . 2011
•
www.sscal.com

MEMORANDUM

September 8, 2025

TO: Mariam Abdelhamid
Assistant Superintendent
BURBANK USD

FROM: John D. Gray
President/CEO

It has been a pleasure to provide your local educational agency with our Fiscal and Management Information Services during the past year. We value our relationship and appreciate the continued confidence that you and your staff have expressed in School Services of California Inc.

Our current contract expires on October 31, 2025. Anticipating your desire to continue our services, we have enclosed a proposed renewal Agreement. We are in the process of moving all contracts to a July 1 renewal date. The renewal fee is prorated for the number of months between the current renewal date and June 30, 2026. We are also offering the option to include our CADIE (Comparative Analysis of District Income and Expenditures) and SABRE (Salary and Benefit Reports) products as part of this contract. If you wish to include any of these services, please complete and sign the attached Addendum A, indicate the services desired, and return with your contract renewal. Any questions regarding the CADIE or SABRE should be directed to Chloe Lum, Systems Data Specialist (chloel@sscal.com).

To activate our Agreement, please e-sign the contract (and Addendum A, at your discretion) and it will be returned to our office for final processing. So that we may continue to give you the best possible service, it would be helpful if we could have the Agreement returned by October 31, 2025. If you are unable to return it by this date, please call our Accounting Department. Please note that this contract reflects a modest price increase above the current year.

Again, thank you for the opportunity of working with you in the past year. If you have any questions or need additional information, please contact our Accounting Department at (916) 446-7517 or via email at accounting@sscal.com.

Docusign Envelope ID: EFE0D635-CFE5-4C03-94BD-5574F7F78E58

Client Name: BURBANK USD
Client # 3250 / S15 P.O. #

AGREEMENT FOR SPECIAL SERVICES
Fiscal and Management Information Services

This is an Agreement between the **CLIENT**, as defined above, and **SCHOOL SERVICES OF CALIFORNIA INC.,** hereinafter referred to as "Consultant," entered into as of November 1, 2025.

RECITALS

WHEREAS, the Client needs assistance regarding issues of school finance, legislation, school budgeting, general fiscal issues, and the state-mandated program cost claims process; and

WHEREAS, the Consultant is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to perform such duties relating to issues of school finance, including:

   a. Electronic delivery of the *Fiscal Report* containing information on issues of school finance, budgets, or practices and policy issues that impact local educational agency fiscal and education policies.

   b. An analysis of all major school legislation affecting public education and information related to their progress through the California State Legislature and implementing state agencies, if applicable.

   c. Participation at the Consultant's school finance conferences and workshops at the Consultant's client rate.

   d. Up to eight hours of service for the eight-month Agreement as the Client directs on fiscal issues, including analysis of specific local educational agency revenue or expenditure issues, analysis of specific legislative or regulatory issues, and a "quick query" service to provide telephone response to specific fiscal questions of the Client.

Docusign Envelope ID: EFE0D635-CFE5-4C03-94BD-5574F7F78E58

Services for which the base service hours may not be used include Client-specific economy, efficiency, or management consulting services, executive searches, legislative representation or advocacy; appearance as an expert witness; provision of depositions or declarations for local educational agency legal issues; major customized research projects or studies; or on-site speeches or presentations.

2. If the Client is a county office of education, the county office of education agrees that any information received from the Consultant shall be for the use of the county office of education only and shall not be provided by the county office of education to local educational agencies over 500 average daily attendance (ADA). Local educational agencies under 500 ADA are eligible to receive service as deemed appropriate by the county office of education.

3. The Client agrees to pay the Consultant for services rendered under this Agreement:

   a. $ 3,280 for the eight-month Agreement, plus expenses, for the services listed in Item 1 above, upon receipt of billing from the Consultant.

   b. For all requested services in excess of eight direct service hours as indicated in Item 1d above in the eight-month period, the applicable hourly rate for the person(s) performing the services shall apply.

   c. "Hours" are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client's site.

   d. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials.

4. This Agreement shall be for the period of eight months, beginning November 1, 2025 and terminating June 30, 2026 . This Agreement may be terminated prior to June 30, 2026 , by either party on 30 days' written notice. In the event that the Client elects to terminate services at the end of the Agreement, the Client shall give a 30-day written notice of nonrenewal. The Consultant will provide continuing services for 90 days after the expiration date of the Agreement or until the Client provides written notice. The Client is responsible for these accrued charges, and the Consultant may bill these additional days. In the case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation under Item 3 above.

Docusign Envelope ID: EFE0D635-CFE5-4C03-94BD-5574F7F78E58

5. It is expressly understood and agreed to by both parties that the Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

By: _____ Date: _____

Mariam Abdelhamid
Assistant Superintendent
BURBANK USD

By: _____ Date: 9/8/2025

John D. Gray
President/CEO
School Services of California Inc.

Docusign Envelope ID: EFE0D635-CFE5-4C03-94BD-5574F7F78E58

Order CADIE/SABRE: Yes ☐ **No** ☐

Contract period: **to** **P.O. #**_____

ADDENDUM A
TO SPECIAL SERVICES AGREEMENT

As a client of School Services of California Inc., you have the option of purchasing either or both of our **CADIE** and **SABRE** reports at the client rate. The following information describes the **CADIE** and **SABRE** reports, and the form at the bottom of the page to order the reports.

The **C**omparative **A**nalysis of **D**istrict **I**ncome and **E**xpenditures (**CADIE**) is a comprehensive computer-generated report comparing your district's revenues and expenditures to those of 40 other districts *(two reports with 20 districts in each)* of your choice throughout the state. Well over 300 comparisons are made using SACS, CBEDS, and CALPADS data.

The **CADIE** includes comparative graphic data expenditures by ADA, tabular information showing per ADA and percentage distribution of district revenues and expenditures, staffing levels, and tables that show—on an ADA and percentage basis—how your district spent its dollars for the prior three years. The report is comprehensive, yet easy to use.

The **S**alary **A**nd **B**enefits **Re**port (**SABRE**) is generated from the CDE's Certificated Teachers Salary and Benefit data (Form J-90) and provides up to 38 side-by-side comparisons of your district with those of 40 other districts (*two reports with 20 districts in each)* of your choice on certificated salaries, health and welfare benefits, and workdays.

The **SABRE** includes ten graphical displays and 27 comparison tables with side-by-side analysis for certificated non-management. It also includes the actual salary and benefit schedules and other selected data important for compensation evaluation in an easy-to-read format.

The analytical uses of the **CADIE** and **SABRE** reports are unlimited. If these products are needed for negotiations, they may be fully reimbursable as part of your mandated cost claim if you have chosen to file mandate claims for this year.

WITH REPORT PURCHASE, YOU ARE ENTITLED TO TWO CADIES AND TWO SABRES

Please check the appropriate items below: ☐ Current year 2023-24 ☐ Next year 2024-25**

Electronic Version:

___CADIE only $525
___SABRE only $375
___CADIE & SABRE $825

Hardcopy Version:

___CADIE only $630
___SABRE only $480
___CADIE & SABRE $1030

Select either:

___ Use the same districts as last year

OR two of the following:

___ Use districts of similar type and size
___ Use districts geographically close to mine
___ Use districts with similar unduplicated pupil percentage

Reports are a year behind as the data is released by the CDE.
**Next year: SABRE will be released in December 2025, CADIE will be released in March 2026

District Name: _____
Contact Name: _____
Address (no P.O. boxes please):_____
_____
Telephone with extension: _____
Email Address: _____

Signature: _____
Print Name: _____ Date:_____

By completing this Addendum A, and submitting with the contract, the Client agrees to pay for these reports upon receipt of the products and appropriate billing.

TO: Board of Education / Superintendent Consent 10/9/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Change of Assignment	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Mohler, Chez-E-Rae	Teacher	01.0-01500.0-11114-21300-1910-2140000	100	T-006-24+MA		08/08/2025
Vo, Katelyn	Teacher	01.0-00000.0-11100-10000-1110-3220000	100	T-006-03		08/08/2025
Movsessian, Armenia	TOSA	01.0-63870.0-38000-21000-1910-7420000	100	T-006-22 +MA		09/10/2025
Obregon, Gabriel	Teacher	01.0-00000.0-11100-10000-1110-3210000	100	T-003-05		09/01/2025
Torosian, Edna	Teacher CC	12.0-61051.1-11100-10000-1110-2160000	100	J-005-08 + MA + SS		09/01/2025
Van Krieken, Loren	Teacher	01.0-00000.0-11100-10000-1110-3210000	100	T-005-09		09/01/2025

Change of End Date	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Atherton, Debra	Lng Term Sub	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/12/2025 - 08/25/2025
Molina, Cesar	Lng Term Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-10		08/08/2025 - 08/19/2025
Snaer, Serena	Lng Term Sub Couns	01.0-00000.0-00000-31100-1260-7550000	100	T-001-01		08/04/2025 - 10/24/2025
Nolen, Nikki	Lng Term Sub	01.0-65000.0-57602-11100-1160-7440000	100	T-001-01		08/11/2025 - 08/28/2025
Martin, Nancy	Lng Trm Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/14/2025 – 09/21/2025

Election: Substitute	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Abe, Meredith	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/27/2025
Booth, Leah	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/27/2025
Cook, Caroline	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025
Cook, Edward	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025
Hacobian, Aram	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/15/2025
Hu, Robin	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/15/2025
Huerta, Elizabeth	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025
Jackson, Cheryl	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/14/2025
Martin, Robert	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025
Michna, Adam	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/15/2025
Strobl-Engler, Samantha	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/20/2025
Wrobel, Kayla	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025

Change of Class	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END
Chakmakchyan, Vartkes	Teacher	01.0-65000.0-57602-11100-1110-4310000	100	T-004-05		08/08/2025
Felix, Zalma	Teacher	01.0-65000.0-57602-11200-1110-3210000	100	T-003-02		08/08/2025
Tran, Ellyn	Teacher	01.0-00000.0-11100-10000-1110-3200000	100	T-005-01 +MA		08/08/2025

Change of Status	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END
Sivaraman, Rohini	Teacher	01.0-00000.0-11100-10000-1110-4320000	100	T-006-05	Prob	08/08/2025
Hudak Smith, Maria	Teacher	01.0-00000.0-11100-10000-1110-4320000	100	T-006-14	Prob	08/08/2025

Election: Long Term Substitute	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Hu, Robin	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/22/2025 - 10/31/2025
Martin, Nancy	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/14/2025 - 09/12/2025
Martin, Robert	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/21/2025 - 10/08/2025
Rader, Dionne	Lng Term Substitute	01.0-00000.0-00000-31100-1260-7550000	100	T-001-01		09/03/2025 - 10/24/2025
Stoffers, Martha	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/08/2025 - 11/21/2025

TO: Board of Education / Superintendent Consent 10/9/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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.

Weber, Kerri	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	S-001-10		08/14/2025 – 10/10/2025

Election: Prob 1	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Khechoyan, Nazeli	School Nurse	01.0-00000.0-00000-31400-1216-7740000	.40	T-006-01		08/15/2025
Snaer, Serena	Counselor	01.0-00000.0-00000-31100-1121-4310000	100	I-006-01 +MA		08/21/2025
Tran, Ellyn	Teacher	01.0-00000.0-11100-10000-1110-3200000	100	T-004-01 +MA		08/08/2025
Urbina, Briza	Teacher DI	01.0-62660.0-47601-10000-1110-2010000	.61	2-003-01 + BIL		08/27/2025
		01.0-01500.0-11104-10000-1110-2010000	.39			

Election: Prob 1E	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Tait, Holly	Teacher SE	01.0-65000.0-57602-11100-1110-3220000	100	V-001-01		08/08/2025
Whitney, Marilyn	Teacher SE	01.0-65000.0-57602-11100-1110-3220000	100	V-003-01		08/08/2025

Election: Prob 0	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Robertson, Benjamin Connor	Teacher SE	01.0-65000.0-57602-11100-1110-2020000	100	V-001-02		08/25/2025 - 5/29/2026

Leave of Absence	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Del Rio, Erica	Teacher CC	12.0-90602.0-11100-10000-1110-2010000	100	1-005-08	Paid	09/02/2025 - 11/21/2025
Farewell, Rebecca	SLP	01.0-65000.0-57602-11901-1110-7440000	100	T-006-17 +MA	Paid	09/15/2025 - 09/19/2025
Klauder, Lindsey	Teacher	01.0-00000.0-11100-10000-1110-2130000	100	2-003-09	Paid	08/29/2025 - 11/21/2025
CT – 191-25	Teacher	01.0-00000.0-11100-10000-1110-2050000	100	T-005-05+MA	Unpaid/Change End Date	08/08/2025 - 08/19/2025

Resignation	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Clarke, Kelli	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/05/2025
Corbo, Regina	Teacher SE	01.0-65000.0-57602-11200-1130-7440000	100	T-006-17		08/06/2025
Flynn, Claire	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/01/2025

Retirement	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Van Krieken, Loren	SLP	01.0-65000.0-57602-11901-1110-7440000	100	T-006-24	Began Service 09/12/1991	10/03/2025

Salary Correction	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Bommarito, Giana	Teacher	01.0-67700.3-17000-10000-1110-7420000	100	T-004-06		08/08/2025
Hernandez Jr., Joel	Teacher	01.0-00000.0-11100-10000-1110-3200000	80	2-003-05		08/07/2023
		01.0-30100.2-11100-10000-1110-3200000	20			

TO: Board of Education / Superintendent Consent 10/9/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Abernathy, Kristen	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Adams-Mubiru, Katrice	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Adams-Mubiru, Katrice	Adult	Weekly Assignment	Hourly	$60.43	352	08/18/2025 – 12/18/2025
Adelman, Bianca	Adult	Adult Other Hourly	Hourly	$31.03	20	08/01/2025 – 12/20/2025
Adoti, Razaaq	Washington	SpEd Substitute	Daily	$210.00	1	08/26/2025
Aleman, Richere	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
Angulo, Sonia	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Assali, Hayat	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Assali, Hayat	Adult	Weekly Assignment	Hourly	$60.43	168	08/18/2025 – 12/18/2025
Auerbach, Stephanie	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Bagdasarian, Susanna	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Bagramyan, Agavni	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
Baldwin, Jacob	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Baldwin, Jacob	Adult	Weekly Assignment	Hourly	$55.91	69	08/18/2025 – 12/18/2025
Barclay, Jason	Luther	Other Hourly	Hourly	$39.67	12	08/01/2025 – 08/31/2025
Barnes, Dawn	Luther	Other Hourly	Hourly	$39.67	9	08/01/2025 – 05/31/2026
Barzegar, Anayis	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Benedicto, Samantha	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Berich, Erin	JBHS	Add'l .2 FTE	Monthly	$2,089.31	5	08/08/2025 – 12/31/2025
Birnbaum, Courtney	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Birnbaum, Courtney	Adult	Weekly Assignment	Hourly	$55.84	42	08/18/2025 – 12/18/2025
Bixler, Todd	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Bixler, Todd	JBHS	Add'l .2 FTE	Monthly	$2,089.31	5	08/08/2025 – 12/31/2025
Bommarito, Gianna	Health Services	Home Teacher	Hourly	$42.39	50	08/13/2025 – 05/29/2026
Bommarito, Gianna	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Bowne, Shelby	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Branson, Marissa	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Brinton, Joel	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Bruggeman, Maximilian	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Bruggeman, Maximilian	JBHS	Other Hourly	Hourly	$39.67	12	08/24/2025 – 08/25/2025
Bucher, Jessica	Disney	Other Hourly	Hourly	$39.67	4	07/01/2025 – 07/31/2025
Bucher, Jessica	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Burke, Marissa	Edison	Substitute Teacher	Daily	$200.00	1	09/10/2025
Canas, Danielle	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Canas, Danielle	Adult	Weekly Assignment	Hourly	$58.12	91	08/18/2025 – 12/18/2025
Carino, Jeanne	Luther	Department Chair	Stipend	$1,735.00	2	08/01/2025 – 05/31/2026
Carter, Joel Devynn	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Caruso, Christine	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Casper, Jennifer	Muir	Department Chair	Stipend	$1,735.00	1	08/08/2025 – 12/31/2025
Chakmakchyan, Vartkes	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Chavez Nunez, Samantha	Edison	SpEd Substitute	Daily	$210.00	1	08/20/2025 – 08/21/2025
Choi, Woore	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
Chue Torres, Mauricio	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Clark, Gregory	BHS	Add'l .2 FTE	Monthly	$1,943.80	5	08/08/2025 – 12/31/2025
Clark, Kara	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025

TO: Board of Education / Superintendent Consent 10/9/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Cohen, David	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Collins, Chandra	Ed Services	Intervention	Hourly	$53.46	325	08/01/2025 – 12/31/2025
Concidine, Christina	Luther	Department Chair	Stipend	$1,735.00	2	08/01/2025 – 05/31/2026
Concidine, Michael	Luther	ASB Advisor	Stipend	$688.00	4	08/01/2025 – 05/31/2026
Cook, Caroline	Providencia	Substitute	Daily	$200.00	1	08/25/2025
Cook, Edward	Edison	Substitute Teacher	Daily	$200.00	1	09/09/2025
Cook, Jacob	JBHS	Other Hourly	Hourly	$39.67	15.12	08/01/2025 – 08/31/2025
Cooney, Margaret	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Cornejo, Cara	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Coviello, Nicholas	Edison	Substitute Teacher	Daily	$200.00	1	09/10/2025
Coyle, James	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Da Graca, Jennifer	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Dawes, Jacqueline	JBHS	Intervention	Hourly	$53.46	88	09/01/2025 – 12/31/2025
Dawes, Jacqueline	JBHS	Intervention	Hourly	$53.46	23	08/01/2025 – 08/31/2025
De La Torre, Malila	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Desai, Rekha	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Diaz, Lilyana	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Dorsey, Erin	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Eamnarangkool, Alyssa	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Ellingsworth, Brandy	Ed Services	Intervention	Hourly	$53.46	300	08/01/2025 – 12/31/2025
Enokian, Stefanie	Luther	Other Hourly	Hourly	$39.67	9	08/01/2025 – 05/31/2026
Enokian, Stefanie	Luther	Yearbook	Stipend	$521.00	4	08/01/2025 – 05/31/2026
Enokian, Stefanie	Luther	Drama	Stipend	$288.00	4	08/01/2025 – 05/31/2026
Enokian, Stefanie	Luther	CJSF	Stipend	$215.00	4	08/01/2025 – 05/31/2026
Everhart, Gregory	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Ewan, Wendy	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Felix, Zalma	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Fitzgerald, Kyle	JBHS	Add'l .2 FTE	Monthly	$1,943.80	5	08/08/2025 – 12/31/2025
Flores Chavez, Ismael	Edison	SpEd Substitute	Daily	$210.00	1	08/26/2025
Flores, Jacob	Luther	Other Hourly	Hourly	$39.67	4	08/01/2025 – 08/31/2025
Flores, Jessie	Muir	Department Chair	Stipend	$1,735.00	1	08/08/2025 – 12/31/2025
Gallego, Kathryn	Muir	Yearbook	Stipend	$521.00	4	08/08/2025 – 06/30/2026
Gamboa, Patricia	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Garcia, Hilde	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Garcia, Jacqueline	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Garis, Amy	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Gattuso, Lucas	Luther	Newspaper	Stipend	$521.00	4	08/01/2025 – 05/31/2026
Gomez, Yesenia	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Gonzalez, Amanda	Huerta	Other Hourly	Hourly	$39.67	8	08/08/2025 – 08/31/2025
Gonzalez, Glenda	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Gonzalez, Jose	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Grimshaw, Dena	Huerta	Intervention	Hourly	$53.46	200	08/01/2025 – 05/28/2026
Grimshaw, Dena	Huerta	Intervention	Hourly	$53.46	62	07/01/2025 – 08/31/2025
Guba, Aniko	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Guba, Aniko	Adult	Weekly Assignment	Hourly	$55.91	61	08/18/2025 – 12/18/2025

TO: Board of Education / Superintendent Consent 10/9/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Guenther, Kelley	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Gutierrez, Dugaldo	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Hackbardt, Alexandra	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Hacker, Janette	JBHS	Add'l .2 FTE	Monthly	$2,118.07	5	08/08/2025 – 12/31/2025
Haddad, John	Emerson	Substitute Teacher	Daily	$200.00	1	09/11/2025
Hakobian, Tina	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Hakopyan, Olga	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Halligan, Jennifer	Disney	Combo Class	Stipend	$1,000.00	1	01/01/2025 – 05/23/2025
Harney, Dina	Luther	Add'l .2 FTE	Monthly	$2,032.56	5	08/08/2025 – 12/31/2025
Harney, Dina	Luther	Department Chair	Stipend	$1,735.00	2	08/01/2025 – 05/31/2026
Harrison, Lisa	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Hatch, Scott	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Hawthorne, Rickie	Emerson	Substitute Teacher	Daily	$200.00	1	09/11/2025
Hayes, Christine	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Heckel, Stephen	JBHS	CTE Teacher	Hourly	$60.43	748	08/01/2025 – 05/28/2026
Heckel, Stephen	JBHS	CTE Teacher	Hourly	$60.43	374	08/01/2025 – 05/28/2026
Hedin-Abreu, David	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Helgren, Tyler	Luther	Intervention	Hourly	$53.46	16	08/01/2025 – 12/31/2025
Helgren, Tyler	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Herkert, Haley	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Hernandez, Dorothy	Ed Services	Intervention	Hourly	$53.46	325	08/01/2025 – 12/31/2025
Hernandez, Jorge	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Hernandez, Jorge	Adult	Weekly Assignment	Hourly	$60.43	241	08/18/2025 – 12/18/2025
Hernandez Jr., Joel	Luther	Instrumental Music	Stipend	$688.00	4	08/01/2025 – 05/31/2026
Hillegaart, Sandy	Muir	Culinary Arts	Stipend	$521.00	4	08/08/2025 – 06/30/2026
Hillegaart, Sandy	Muir	ROP Teacher	Hourly	$58.13	80	08/08/2025 – 05/30/2026
House, Dorothy	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
House, Dorothy	Adult	Weekly Assignment	Hourly	$65.46	56.25	08/18/2025 – 12/18/2025
Hovakimyan, Gohar	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Hudak Smith, Maria	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Jackson, Anna	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
James, Stephen	Muir	Department Chair	Stipend	$1,735.00	1	08/08/2025 – 12/31/2025
James, Stephen	Muir	Drama	Stipend	$521.00	4	08/08/2025 – 06/30/2026
Jennings, Brendan	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Jennings, Deanna	Adult	Adult Other Hourly	Hourly	$31.03	20	08/01/2025 – 12/20/2025
Jones, Cheukwa	Edison	Substitute Teacher	Daily	$200.00	1	09/10/2025
Junkermeier, Joshua	BHS	Add'l .2 FTE	Monthly	$1,882.71	5	08/08/2025 – 12/31/2025
Kaur, Harjot	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Keeler, Fred	Huerta	Add'l .2 FTE	Monthly	$1,911.47	5	08/08/2025 – 12/31/2025
Keshishian, Romik	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Keshishian, Vergineh	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Keshishian, Vergineh	Adult	Weekly Assignment	Hourly	$51.61	107	08/18/2025 – 12/18/2025
Keshishi, Yvette	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Keshishyan, Dianna	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
Khechoyan, Nazeli	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026

TO: Board of Education / Superintendent Consent 10/9/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Kim, Alexander	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Knoop, Julie	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Knoop, Keith	JBHS	Athletic Coordinator	Stipend	$891.18	11	08/01/2025 – 06/30/2026
Knoop, Keith	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Krikorian, Christine	Edison	Substitute	Daily	$200.00	1	08/20/2025
Kukan, Brian	JBHS	Other Hourly	Hourly	$39.67	253.81	08/01/2025 – 05/31/2026
Kukan, Brian	JBHS	SpEd Substitute	Daily	$210.00	1	08/26/2025
Kwan, Jace	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Kyriacou, Christina	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Ladd, Dwight	JBHS	SpEd Substitute	Daily	$210.00	1	08/22/2025
Lam, Christy	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Landin-White, Theresa	Ed Services	Intervention	Hourly	$53.46	325	08/01/2025 – 12/31/2025
Lawrence, Christopher	Muir	Instrumental Music	Stipend	$521.00	4	08/08/2025 – 06/30/2026
Lee, Frank	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Lee, Lydia	Muir	Vocal Music	Stipend	$521.00	4	08/08/2025 – 06/30/2026
Leman, Julie	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Leyco, Eliza	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
Lohr, Jason	BHS	Add'l .2 FTE	Monthly	$2,003.82	5	08/08/2025 – 12/31/2025
Lozano, Stewart	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Lozano, Stewart	Adult	Weekly Assignment	Hourly	$55.84	300	08/18/2025 – 12/18/2025
Lozano, Stewart	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Lundy, Nicholas	Luther	Department Chair	Stipend	$1,735.00	2	08/01/2025 – 05/31/2026
Macias, Sandra	JBHS	Add'l .2 FTE	Monthly	$1,882.71	5	08/08/2025 – 12/31/2025
Macomber, Joan	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Macomber, Joan	Adult	Weekly Assignment	Hourly	$53.82	204	08/18/2025 – 12/18/2025
Magallon, Matthew	BHS	Add'l .2 FTE	Monthly	$1,449.63	5	08/08/2025 – 12/31/2025
Magallon, Matthew	JBHS	Other Hourly	Hourly	$39.67	606	08/01/2025 – 06/30/2026
Magallon, Matthew	JBHS	Other Hourly	Hourly	$39.67	330	08/01/2025 – 6/30/2026
Magallon, Matthew	ILA	Add'l .2 FTE	Monthly	$1,449.63	1	08/01/2020 – 08/31/2025
Manoukian, Mariam	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
Manoukian, Zare	Luther	Other Hourly	Hourly	$39.67	135	08/01/2025 – 6/30/2026
Mardichian, Margritte	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Marinelli, Jean	Washington	Substitute	Daily	$200.00	2	08/20/2025 – 08/21/2025
Martin, Nancy	Muir	Other Hourly	Hourly	$39.67	21	08/14/2025 – 09/12/2025
Martin, Nancy	Muir	Other Hourly	Hourly	$39.67	5	09/15/2025 – 09/19/2025
Martinez, Lisa	Luther	Department Chair	Stipend	$1,735.00	2	08/01/2025 – 05/31/2026
Martinez, Lisa	Luther	Culinary Arts	Stipend	$521.00	4	08/01/2025 – 05/31/2026
Matson-Fennell, Sandra	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Matson-Fennell, Sandra	Adult	Weekly Assignment	Hourly	$60.43	42	08/18/2025 – 12/18/2025
Matsumoto, Linda	Adult	Adult Other Hourly	Hourly	$31.03	20	08/01/2025 – 12/20/2025
Matsumoto, Linda	Adult	Weekly Assignment	Hourly	$57.76	69.75	08/18/2025 – 12/18/2025
Mayes, Jessica	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Mazhan, Isaeian	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Mazur, Ruby	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
McArthur, April	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025

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Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
McGarry, Paul	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
McKain, Allison	BHS	Athletic Coordinator	Stipend	$873.18	11	08/01/2025 – 06/30/2026
McKelvey, Keely	SpEd	Other Hourly	Hourly	$39.67	6	08/16/2025
McKelvey, Keely	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
McNutt, Kelly	Disney	Other Hourly	Hourly	$39.67	4	07/01/2025 – 07/31/2025
Meberg, Elizabeth	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Medrano, Hector	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Merlo, Oscar	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Meschkat, Ryanne	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Miller, Wendy	BHS	Add'l .2 FTE	Monthly	$2,089.31	5	08/08/2025 – 12/31/2025
Minasyan, Maria	BHS	Add'l .2 FTE	Monthly	$2,003.80	5	08/08/2025 – 12/31/2025
Miranda, Denisse	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Monroy, Alejandra	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Moreno, Virginia	McKinley	Substitute Teacher	Daily	$200.00	1	09/04/2025
Movsessian, Armenia	BHS	Coach Girls Tennis F/S	Stipend	$1,789.66	3	08/01/2025 – 10/31/2025
Miron, Crystal	SpEd	Other Hourly	Hourly	$39.67	6	08/16/2025
Munoz, Angela	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Munoz, Marylou	Emerson	Substitute Teacher	Daily	$200.00	1	09/11/2025
Nahapetyan, Karine	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Nakashima, Karen	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Nalbantian, Jean	Edison	Substitute Teacher	Daily	$200.00	1	09/10/2025
Nicol, Doug	Muir	Department Chair	Stipend	$1,735.00	1	08/08/2025 – 12/31/2025
Nittis, Pascal	SpEd	Intervention	Hourly	$53.46	2	08/13/2025 – 08/14/2025
Nittis, Pascal	SpEd	Add'l Duties	Hourly	$86.07	10	08/12/2025 – 12/12/2025
Nittis, Pascal	Special Ed	Add'l Duties	Hourly	$93.25	30	08/01/2025 – 09/30/2025
Noss, Marianne	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Noss, Marianne	Adult	Weekly Assignment	Hourly	$65.46	51	08/18/2025 – 12/18/2025
Oldroyd, Jennifer	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
Oliver, Yvonne	ILA	Intervention	Hourly	$53.46	228	08/01/2025 – 05/28/2026
Oliver, Yvonne	JBHS	Add'l .2 FTE	Monthly	$1,972.56	5	08/08/2025 – 12/31/2025
Olkowski, Joshua	JBHS	SpEd Substitute	Daily	$210.00	1	08/26/2025
Paguia, Raymond	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Paguia, Raymond	Adult	Weekly Assignment	Hourly	$58.13	48	08/18/2025 – 12/18/2025
Perez-De Loera, Adam	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Perryman Jr., Willie	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Phan, John	BHS	Coach Girls Tennis V	Stipend	$2,199.66	3	08/01/2025 – 10/31/2025
Phan, John	Burbank	Coach, Tennis V Girls	Stipend	$2,199.67	3	08/01/2025 – 10/31/2025
Pisano, Jennifer	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Pisano, Jennifer	SpEd	Other Hourly	Hourly	$39.67	35	08/01/2025 – 05/29/2026
Pisano, Jennifer	SpEd	Add'l Duties	Hourly	$86.91	10	08/12/2025 – 12/12/2025
Pisano, Jennifer	SpEd	Add'l Duties	Hourly	$86.91	3	08/01/2025 – 05/28/2026
Platner, Rebecca	BHS	Add'l .2 FTE	Monthly	$1,708.01	5	08/08/2025 – 12/31/2025
Platner, Rebecca	ILA	Intervention	Hourly	$53.46	228	08/01/2025 – 05/28/2026
Portillo, Alina	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Powell, Jared	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025

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SUBJECT: Certificated Personnel - Report Number 25-26-06. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Powell, Lisa	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Powell, Lisa	Adult	Weekly Assignment	Hourly	$60.43	570	08/18/2025 – 12/18/2025
Pozo, Stephanie	Special Ed	Add'l Duties	Hourly	$54.14	1.5	08/11/2025
Pozo, Stephanie	Muir	Other Hourly	Hourly	$39.67	10	08/08/2025 – 08/29/2025
Prosser Bogh, Mary	Jefferson	SpEd Substitute	Daily	$210.00	1	08/21/2025
Raisbeck, Erica	JBHS	Add'l .2 FTE	Monthly	$1,503.71	5	08/08/2025 – 12/31/2025
Raisbeck, Erica	Special Ed	Home Teacher	Hourly	$42.39	15	08/13/2025 – 08/31/2025
Raisbeck, Erica	Special Ed	Home Teacher	Hourly	$42.39	117	09/01/2025 – 01/31/2026
Ralph, Chuck	McKinley	SpEd Substitute	Daily	$210.00	1	09/04/2025
Rappaport, Ella	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Redman, Anthony	Luther	Vocal Music	Stipend	$688.00	4	08/01/2025 – 05/31/2026
Redman, Anthony	Luther	Drama	Stipend	$288.00	4	08/01/2025 – 05/31/2026
Redman, Anthony	Luther	CJSF	Stipend	$215.00	4	08/01/2025 – 05/31/2026
Redman, Anthony	ILA	Intervention	Hourly	$53.46	228	08/01/2025 – 05/28/2026
Reese-Edwards, Sarah	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Ribaya, Mary	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Riner, Justin	Muir	Department Chair	Stipend	$1,735.00	1	08/08/2025 – 12/31/2025
Rivas, Fredi	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Rivas, Fredi	Adult	Weekly Assignment	Hourly	$60.43	630	08/18/2025 – 12/18/2025
Robertson, Benjamin	SpEd	Other Hourly	Hourly	$39.67	6	08/16/2025
Robertson, Rebecca	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Romero, Victoria	Special Ed	Intervention	Hourly	$53.46	23.25	08/01/2025 – 06/30/2026
Romero, Victoria	Special Ed	Other Hourly	Hourly	$39.67	7.75	08/01/2025 – 06/30/2026
Rubyan Abrahamian, Shake	Adult	Adult Other Hourly	Hourly	$31.03	20	08/01/2025 – 12/20/2025
Rubyan Abrahamian, Shake	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Rubyan Abrahamian, Shake	Adult	Weekly Assignment	Hourly	$55.91	48	08/18/2025 – 12/18/2025
Russon, Robyn	JBHS	Add'l .2 FTE	Monthly	$2,118.07	5	08/08/2025 – 12/31/2025
Russon, Robyn	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Russon, Robyn	ILA	Intervention	Hourly	$53.46	228	08/01/2025 – 05/28/2026
Sajor, Mary Morgen	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Saldana, Reginald	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Saldana, Reginald	Adult	Weekly Assignment	Hourly	$58.13	362.25	08/18/2025 – 12/18/2025
Sanchez, Juliana	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Sardarian, Astghik	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Savala, Cynthia	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Savala, Cynthia	Adult	Weekly Assignment	Hourly	$60.43	341	08/18/2025 – 12/18/2025
Schackne, Jessica	Luther	Add'l .2 FTE	Monthly	$2,032.57	5	08/08/2025 – 12/31/2025
Schackne, Jessica	Luther	Department Chair	Stipend	$1,735.00	2	08/01/2025 – 05/31/2026
Seal, Andrea	Special Ed	Add'l .2 FTE	Monthly	$2,089.31	5	08/08/2025 – 12/31/2025
Setaghian, Natalie	BHS	Add'l .2 FTE	Monthly	$1,972.56	5	08/08/2025 – 12/31/2025
Setaghian, Natalie	Burbank	Coach, Basketball Girls F/S	Stipend	$1,476.33	3	11/01/2025 – 01/31/2026
Sevic, Branko	BHS	Coach Girls Golf	Stipend	$2,068.66	3	08/01/2025 – 10/31/2025
Sevic, Branko	Burbank	Coach Golf V Girls	Stipend	$2,068.66	3	08/01/2025 – 10/31/2025
Sheetz, Carol	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Sheetz, Carol	Adult	Weekly Assignment	Hourly	$60.43	72	08/18/2025 – 12/18/2025

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SUBJECT: Certificated Personnel - Report Number 25-26-06. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Sherman, Tara	Muir	Department Chair	Stipend	$1,735.00	1	08/08/2025 – 12/31/2025
Sinclair, Joy	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Sivaraman, Rohini	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Smith, Johanna	Edison	SpEd Substitute	Daily	$210.00	1	08/26/2025
Snowden-Frost, Dawn	JBHS	Add'l .2 FTE	Monthly	$2,146.83	5	08/08/2025 – 12/31/2025
Sobkowich, Donna	Edison	Substitute Teacher	Daily	$200.00	1	09/09/2025
Solley, Alyson	Adult	Adult Other Hourly	Hourly	$31.03	20	08/01/2025 – 12/20/2025
Solorzano, Carlos	Luther	Add'l .2 FTE	Monthy	$1,681.03	5	08/01/2025 – 12/31/2025
Stewart, Jenna	Burbank	Add'l .2 FTE	Monthly	$1,943.80	4	09/01/2025 – 12/31/2025
Sullivan, Cyrita	SpEd	Other Hourly	Hourly	$39.67	35	08/01/2025 – 05/29/2026
Sullivan, Cyrita	SpEd	Add'l Duties	Hourly	$67.39	10	08/12/2025 – 05/29/2026
Sutton, Dara	Edison	SpEd Substitute	Daily	$210.00	1	08/21/2025
Sutton, Dara	Edison	Substitute Teacher	Daily	$200.00	1	09/09/2025
Swartz, Daniel	Muir	Other Hourly	Hourly	$39.67	25	08/18/2025 – 12/31/2025
Toscano, Judith	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Torosian, Marina	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
Tostado, Andrea	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Tracey, Neal	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Tran, Ellyn	Luther	Intervention	Hourly	$53.46	16	08/01/2025 – 12/31/2025
Tran, Ellyn	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Trigueros Arteaga, Jose Omer	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Turley, Maria	Disney	Intervention	Hourly	$53.46	6	08/01/2025 – 08/31/2025
Turley, Maria	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025
Vadlathala, Pravallika	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Vadlathala, Pravallika	Adult	Weekly Assignment	Hourly	$53.69	84	08/18/2025 – 12/18/2025
Vadlathala, Pravallika	Adult	Weekly Assignment	Hourly	$53.69	362.25	08/18/2025 – 12/18/2025
Valle, Jose	JBHS	Other Hourly	Hourly	$39.67	6	08/05/2025
Valle, Jose	JBHS	Athletic Coordinator	Stipend	$998.55	11	08/01/2025 – 06/30/2026
Vanegas, Jennifer	Adult	Adult Other Hourly	Hourly	$31.03	162.5	08/14/2025 – 12/11/2025
Vanegas, Jennifer	Adult	Adult Other Hourly	Hourly	$31.03	100	08/01/2025 – 12/20/2025
Vanegas, Jennifer	Adult	Weekly Assignment	Hourly	$58.12	45	08/18/2025 – 12/18/2025
VanKooten, Heidi	Luther	Department Chair	Stipend	$1,735.00	2	08/01/2025 – 05/31/2026
Van Loo, Brendhen	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Vargas, Theresa	Muir	Add'l .2 FTE	Monthly	$1,467.53	5	08/08/2025 – 12/31/2025
Vasilescu-Parker, Iuliana	Luther	Other Hourly	Hourly	$39.67	6	08/01/2025 – 08/31/2025
Vasquez, Jose	BHS	CTE Teacher	Hourly	$60.43	225.00	08/01/2025 – 12/31/2025
Vasquez, Jose	BHS	CTE Teacher	Hourly	$60.43	935.00	08/01/2025 – 06/30/2026
Von Halle, Shimon	Edison	SpEd Substitute	Daily	$210.00	1	08/21/2025
Vorachak, Sonlay	Huerta	Add'l .2 FTE	Monthly	$1,867.88	5	08/08/2025 – 12/31/2025
Wahe, Debra	Luther	Other Hourly	Hourly	$39.67	6	08/01/2025 – 08/31/2025
Wahe, Debra	Luther	Department Chair	Stipend	$1,735.00	2	08/01/2025 – 05/31/2026
Wahe, Debra	Luther	Intervention	Hourly	$53.46	16	08/01/2025 – 12/31/2025
Walden, Melissa	Muir	Department Chair	Stipend	$1,735.00	1	08/08/2025 – 12/31/2025
Wander, Bryanna	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Wander, Bryanna	Luther	Intervention	Hourly	$53.46	16	08/01/2025 – 12/31/2025

TO: Board of Education / Superintendent Consent 10/9/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Weber, Rebecca	Health Services	Other Hourly	Hourly	$39.67	10	09/02/2025 – 05/22/2026
Weber, Rebecca	Health Services	Add'l Duties	Hourly	$85.50	2	08/08/2025 – 12/31/2025
Welter, Anabel	Muir	CLAD	Stipend	$500.00	1	08/01/2025
Whitenack, Daisy	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Whitney, Marilyn	Instruction	Other Hourly	Hourly	$39.67	6	08/09/2025
Wills-Sarna, Kathryn	Health Services	Home Teacher	Hourly	$42.39	100	08/13/2025 – 05/29/2026
Winn, Amy	BHS	Add'l .2 FTE	Monthly	$2,032.56	5	08/08/2025 – 12/31/2025
Woo, Misik	BHS	Add'l .2 FTE	Monthly	$2,089.31	5	08/08/2025 – 12/31/2025
Yehia, Silvia	Adult	Adult Other Hourly	Hourly	$31.03	100	08/04/2025 – 12/20/2025
Yehia, Silvia	Adult	Weekly Assignment	Hourly	$53.82	69	08/18/2025 – 12/18/2025
Zecena-Rubio, Debora	Ed Services	Other Hourly	Hourly	$39.67	2	08/01/2025 – 08/31/2025

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
VILLALTA, Jose Roberto	Custodian	01.0-00100.0-00000-82100-2210-3210000	1.0	38-VI	A	08-08-25		Huerta Middle School Began Service 06-11-99
Resignation								
DE LA CRUZ, Johanna	Campus Supervisor	01.0-00000.0-00000-83000-2210-4310000	1.0	36-VI	D	08-26-25		Burbank High School
DORADEA, Manuel	Assistive Technology Technician	01.0-65000.0-50010-27000-2410-7440000	1.0	47-VI	B	09-09-25		Special Education
MARTINEZ, Cinthia	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2110-2060000	.4375	37-IV	D	09-02-25		Jefferson Elementary
PATEL, Dipali	Food Service Assistant	13.0-53100.0-00000-37000-2210-3220000	.4688	37-III	D	09-23-25		Muir Middle School
TABET, Charlene	Board Member	01.0-00000.0-00000-27000-2390-7560000		003-I	A	09-04-25		Superintendent's Office
VASQUEZ, Henry	School Safety & Utility Custodian	01.0-90710.0-00000-83000-2210-7520000	1.0	39-II	A	09-05-25		John Burroughs High School
BOWMAN, Leslie	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-II	D	08-12-25		Special Education
GARGINYAN, Mariam	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2050000	.2813	35-III	D	08-10-25		Bret Harte Elementary
GHADIMI, Hermik	Paraeducator, Special Education (Substitute)	01.0-65000.0-57601-11100-2160-7440000		$19.53	F	08-18-25		Human Resources
LEE, West Hom	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-IV	D	08-08-25		Special Education
ROOBEN BABAKHANIAN, Talin	District Office Receptionist	01.0-00000.0-00000-72000-2410-7550000	1.0	36-VI	A	08-11-25		Human Resources
SERRANO, Sabrina	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2110-2140000	.25	37-IV	D	08-10-25		Roosevelt Elementary
TAIT, Holly	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000	.75	45-VI	D	08-11-25		Burbank Adult School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation (Continued)								
WOLFF, Alexander	Technology Support Specialist I	01.0-00000.0-00000-77000-2410-7730000	1.0	49-I	A	08-22-25		Burbank High School
Leave								
CHRISTENSEN, Rachel	School Office Manager-Continuation	01.0-00000.0-11100-27000-2410-5300000		43-V	B	07-22-25	07-22-26	Monterey High School (Family Medical Leave)
DE LA LOZA, Berlin	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-III	D	09-08-25	11-28-25	Special Education (Child Bonding Leave)
KESHISHYAN, Rafayel	Instructional Technology Media Specialist – Elementary	01.0-00000.0-00000-24200-2230-2060000	.75	43-I	D	09-22-25	12-12-25	Jefferson Elementary (Unpaid Career Advancement)
CL-0087-25	Human Resources	01.0-00000.0-00000-72000-2310-7470000	1.0			09-02-25		Human Resources (Paid Administrative Leave)
Additional Compensation for Longevity								
BARNETT, Hilary	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3210000	.8125	38-VI	D	09-01-25		Huerta Middle School (20 yrs - $284/month)
CABRAL, Marisol	Food Service Assistant	13.0-53100.0-00000-37000-2210-2090000	.4688	35-III	D	09-01-25		McKinley Elementary (10 yrs. - $90.24/month)
JEAN, Lori	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2020000	.75	38-VI	D	09-01-25		Edison Elementary
	Paraeducator – Children's Center 12	12.0-61050.1-11100-10000-2110-2160000	.25	37-VI	A			Washington Elementary (25 yrs. - $330/month)
ROOT, Tiffany	Instructional Technology Media Specialist	01.0-00000.0-00000-24200-2210-2140000	.75	42-VI	D	09-01-25		Roosevelt Elementary (10 yrs. - $192/month)
THOMAS, Jill	Senior Attendance & Data Technician	11.0-00639.0-41100-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5335000	.28 .25 .20 .10 .10 .07	43-VI	B	09-01-25		Burbank Adult School (15 yrs - $229/month)

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Longevity (Continued)								
VELASQUEZ, Maria	Food Service Assistant Food Service Assistant	13.0-53100.0-00000-37000-2210-3220000 13.0-53100.0-00000-37000-2210-3220000	.3438 .25	37-VI	D	09-01-25		Muir Middle School (15 yrs. - $136.26/month)
ALVAREZ B, Luis	Painter	01.0-81500.0-00000-81100-2210-7520000	1.0	52-VI	A	08-01-25		Facilities Services 30 years - $374.00/month
DRECHSLER, Melinda	Student Services & Attendance Specialist	01.0-01500.0-11205-31300-2210-7450000 01.0-30100.2-00000-31300-2210-7450000	.47 .53	57-VI	A	08-01-25		Student Services 10 years - $192.00/month
LINARES, Edgar	Lead Custodian	01.0-00100.0-00000-82100-2210-2030000	1.0	43-V	A	08-01-25		Facilities Services 20 years - $284.00/month
SALEH, Farhad	Technology Support Specialist II	01.0-00000.0-00000-77000-2410-7730000	1.0	60-VI	A	08-01-25		Technology Services 25 years - $330.00/month
Additional Compensation for Cell Phone								
PAPAZIAN, Hovanness	Behavior Intervention Assistant	01.0-65000.0-57601-11108-2110-7440000		$20.00	D	08-13-25	05-28-26	Special Education
SANCHEZ, Cynthia	Paraeducator – Deaf & Hard of Hearing	01.0-00000.0-57601-11108-2110-7440000		$20.00	D	08-13-25	05-28-26	Burbank Adult School (Cell Phone $20/month)
PAPAZIAN, Hovanness	Behavior Intervention Assistant	01.0-65000.0-57601-11108-2110-7440000		$20.00	D	08-13-25	05-28-26	Special Education
SANCHEZ, Cynthia	Paraeducator – Deaf & Hard of Hearing	01.0-00000.0-57601-11108-2110-7440000		$20.00	D	08-13-25	05-28-26	Burbank Adult School (Cell Phone $20/month)
Additional Compensation for Bilingual Translation								
DE LA CRUZ, Ruby	Attendance Technician	01.0-00000.0-00000-27000-2410-3210000		35-IV	C	08-13-25	05-31-26	Huerta Middle School (Oral & Written $118/month)

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Bilingual Translation (Continued)								
VAZQUEZ, Roxana	School Safety & Utility Custodian	11.0-63910.0-41101-82100-2210-5330000 11.0-63910.0-41102-82100-2210-5330000 11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41106-82100-2210-5330000 11.0-00639.0-41100-82100-2210-5330000 11.0-63910.0-41101-83000-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41104-83000-2210-5330000 11.0-63910.0-41106-83000-2210-5330000 11.0-00639.0-41100-83000-2210-5330000	.075 .15 .10 .10 .075 .075 .15 .10 .10 .075	39-VI	A	08-01-25	06-30-26	Burbank Adult School (Oral & Written $118/month)
ACEVEDO CHAVEZ, Nairobi	Senior Secretary-11	01.0-00000.0-00000-27000-2410-4310000		42-II	B	08-01-25	06-30-26	Burbank High School (Oral & Written $118/month)
ARMIYANTS, Rima	School Office Manager High School	01.0-00000.0-00000-27000-2410-4310000		43-VI	A	08-01-25	06-30-26	Burbank High School (Oral & Written $118/month)
BAGHDASIAN, Violet	Paraeducator – Adult Learning	11.0-63910.0-41106-10000-2110-5330000		36-VI	E	08-01-25	06-30-26	Burbank Adult School (Oral & Written $118/month)
CHANTA, Carlos	At Risk Intervention Specialist	01.0-30100.0-00000-31100-2210-3220000		53-VI	D	08-11-25	06-30-26	Muir Middle School (Oral & Written $118/month)
COSIO, Teresa	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000		45-VI	D	08-01-25	06-30-26	Burbank Adult School (Oran & Written $118/month)
DAWOODIAN, Armineh	Registrar	01.0-00000.0-00000-27000-2410-4310000		42-VI	A	08-01-25	06-30-26	Burbank High School (Oral only $53/month)
DIAZ, Esperanza M.	Senior Secretary	01.0-00000.0-00000-27000-2950-4320000		42-VI	B	08-01-25	06-30-25	Burroughs High School (Oral & Written $118/month)
FELIPE, Barbara	School Office Manager Middle School	01.0-00000.0-00000-27000-2410-3220000		43-VI	A	07-01-25	06-30-26	Muir Middle School (Oral & Written $118/month)
FLORES, Fernando	Custodian	11.0-63910.0-41101-82100-2210-5330000 11.0-63910.0-41102-82100-2210-5330000 11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41106-82100-2210-5330000 11.0-00639.0-41100-82100-2210-5330000	.20 .25 .20 .20 .15	38-VI	A	08-01-25	06-30-26	Burbank Adult School (Oral & Written $118/month)

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Bilingual Translation (Continued)								
GARCIA, Ariana	Senior Secretary – 12	01.0-00000.0-00000-27000-2410-4310000		42-IV	A	08-01-25	06-30-26	Burbank High School (Oral & Written $118/month)
GIUMELLI, Silvia	Adult Learning Center Technician	11.0-63910.0-41106-10000-2110-5330000		35-VI	E	08-01-25	06-30-26	Burbank Adult School (Oral & Written $118/month)
JIMENEZ, Salvador	School Office Manager Middle School	01.0-00000.0-00000-27000-2410-3200000		43-VI	A	07-01-25	06-30-26	Luther Middle School (Oral & Written $118/month)
KEOSSIAN, Agavni	Attendance Technician	01.0-00000.0-00000-27000-2410-3220000		35-VI	C	08-06-25	06-30-26	Muir Middle School (Oral & Written $118/month)
KHUDNEV, Anton	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-IV	D	08-11-25	05-28-26	Special Education (Written Only $65/month)
LOPEZ, Anastasia	Safety & Utility Custodian	11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41104-83000-2210-5330000	.50 .50	39-III	C	08-01-25	06-30-26	Burbank Adult School (Oral & Written $118/month)
MANSOURIAN, Verjineh	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000		45-VI	D	08-01-25	06-30-26	Burbank Adult School (Oral & Written $118/month)
MORAN, Maria	Paraeducator – Severe Behavioral II	01.0-33100.0-57602-11200-2110-2020000		47-VI	D	08-11-25	05-29-26	Burbank Adult School (Oral & Written $118/month)
NUNEZ, Claudia	Campus Supervisor	11.0-63910.0-41101-53000-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41104-83000-2210-5330000 11.0-63910.0-41106-83000-2210-5330000 11.0-00639.0-41100-83000-2210-5330000	.20 .30 .20 .14 .16	36-VI	E	08-01-25	06-30-26	Burbank Adult School (Oral & Written $118/month)
OSPINA MORENO, Maria	Senior Attendance Technician	01.0-00000.0-00000-27000-2410-3220000		39-VI	B	07-17-25	06-30-26	Muir Middle School (Oral & Written $118)
SCHOFIELD, Alba	Paraeducator – Special Education	01.0-33100.0-57602-11200-2110-4320000		38-V	D	08-13-25	05-22-26	Bret Harte Elementary (Oral & Written $118/month)
TEJEDA, Liliana	Office Technician - Adult Education	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.10 .30 .30 .20 .10	42-VI	B	08-01-25	06-30-26	Burbank Adult School (Oral & Written $118/month)

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Bilingual Translation (Continued)								
THOMAS, Jill	Senior Attendance & Data Technician	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.10 .30 .30 .20 .10	43-VI	B	08-01-25	06-30-26	Burbank Adult School (Oral & Written $118/month)
Additional Compensation for Healthcare								
PERRY, Savannah	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	09-01-25	05-28-26	Special Education (Healthcare $309/month)
ROBLES, Lisa	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-13-25	05-28-26	Special Education (Healthcare $309/month)
VAZQUEZ, Jasmine	Paraeducator-Deaf & Hard of Hearing	01.0-33100.0-57601-11104-2110-4310000		39-V	D	08-11-25	06-30-26	Special Education (Severely Impaired $181/month)
BRADSHAW, Dionne	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education (Healthcare – $309/month)
ELLIOT, John	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education (Healthcare – $309/month)
MIKAELIAN, Hanna	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-IV	D	08-13-25	05-28-26	Special Education (Healthcare - $309/month)
PANAMENO IOVINO, Christina	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education (Healthcare – $309/month)
RANGSIYAWONG, Ada	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-13-25	05-28-26	Special Education (Healthcare - $309/month)
SANCHEZ, Miguel	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-II	D	08-11-25	05-28-26	Special Education (Healthcare – $309/month)
WATTERS, Elizabeth	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11108-2110-2100000		47-VI	D	08-13-25	05-29-26	Miller Elementary (Severely Impaired - $181/mo.)
YAEGER, Shannon	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education (Healthcare – $309/month)

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE								
ABARCA-MENA, Amanda	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-IV	D	08-11-25		Special Education
CAMPBELL, Cheryl	Paraeducator Healthcare	01.0-65000.0-57602-11908-2110-7440000		41-VI	D	08-13-25		Burroughs High School
CHAUDHARI, Radhika	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-I	D	09-09-25		Special Education
CUEVAS, Larisa	Behavior Interventionist	01.0-65000.0-57601-31420-2211-7440000		I-II	C	08-11-25		Special Education
HEBERT, Audrey	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-I	D	09-24-25		Special Education
HOSPIDALES, Staci	Paraeducator – Special Education	01.0-33100.0-57602-11200-2110-3200000		38-VI	D	09-08-25		Luther Middle School
LINARES, Edgar	Facilities Worker	01.0-81500.0-00000-81100-2210-7523000		46-VI	A	09-15-25		Facilities Services
LINARES, Randy	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-I	D	09-15-25		Special Education
LUEVANO, Carlos	Lead Custodian	01.0-00100.0-00000-82100-2210-2140000		43-II	A	07-28-25		Roosevelt Elementary
MACIEL-BROWN, Joanmarie	Paraeducator Healthcare	01.0-65000.0-57601-11908-2110-3220000		41-VI	D	08-13-25		Burbank High School
MUNOZ OJEDA, Diana	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-15-25		Special Education
NAVA, Armando	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-3220000		38-II	D	08-11-25		Muir Middle School
RUIZ DE CASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-25-25		Special Education
SOTOLONGO, Tairy	Paraeducator Healthcare	01.0-65000.0-57602-11200-2110-4320000		41-VI	D	08-11-25		Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
ALDAOUD, Sahar	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-3210000		45-VI	D	08-11-25		Huerta Middle School
BABAKHANIAN, Lina	Paraeducator	01.0-00000.0-11100-10000-2110-2160000		36-III	D	08-11-25		Washington Elementary
CASTELLON, Kristie	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2010000		38-VI	D	08-13-25		Disney Elementary
HOVSEPYAN, Elma	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education
RUIZ DE CASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education
WALLACE, Rosetta	Account Analyst	01.0-00000.0-00000-72000-2410-7470000		60-IV	A	08-25-25		Fiscal Services
Temporary Change of Assignment								
ALDAOUD, Sahar	Paraeducator – Severely Impaired	01.0-65000.0-57602-11200-1110-3210000		45-VI	D	08-13-25		Huerta Middle School
CABRAL, Marisol	Food Service Cook	13.0-53100.0-00000-37000-2210-3210000	.7188	38-III	D	08-25-25	09-18-25	Huerta Middle School
Election – Monthly								
BRADLEY, Tiana	Account Analyst	21.0-00000.0-92000-85000-2410-7470000		60-IV	A	09-09-25		Fiscal Services
DANIELS, Ryan	Paraeducator – Special Education	01.0-33100.0-57602-11200-2110-4320000		38-I	D	09-02-25		Burroughs High School
MONGE, Victoria	Budget & Accounting Technician	01.0-00000.0-00000-72000-2410-7470000		48-III	A	09-15-25		Fiscal Services
MORAN-PEREZ, Diana	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-V	D	09-02-25		Special Education
REZKO, Najat	Campus Supervisor – Elementary	01.0-00000.0-11100-10000-2910-2160000	.3438	35-I	D	09-02-25		Washington Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly (Continued)								
RODRIGUEZ, PAUL	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-2090000	.75	38-I	D	09-09-25		McKinley Elementary
CARDOZA, Ernesto	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	08-25-25		Special Education
CARTER, Adam	Plumber	01.0-81500.0-00000-81100-2210-7520000	1.0	55-V	A	08-11-25		Facilities Services
CASTELLON, Brissa	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2160000	.2075	35-I	D	08-26-25		Washington Elementary
DIAZ, Andrea	ELD Office Specialist I	01.0-01501.0-47600-27000-2410-2030000	.50	35-I	D	08-20-25		Emerson Elementary
FARAG, Mary	Paraeducator - Special Education	01.0-65000.0-57602-11200-2110-2090000	.75	38-I	D	08-21-25		McKinley Elementary
FERRELL-RIDDELL, Andrea	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2110-3220000	.8125	39-I	D	08-11-25		Special Education
FRANCO, Cynthia	Paraeducator	01.0-00000.0-11100-10000-2110-2130000	.625	36-III	D	08-18-25		Providencia Elementary
GOLDBERG, Etan	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2090000	.4375	35-I	D	08-26-25		McKinley Elementary
KAMOCHE-SHARAVANAN, Dawn	Paraeducator – English Language Learner	01.0-01501.0-11103-10000-2110-2030000	.7813	37-I	D	08-18-25		Emerson Elementary
KIRAKOSYAN, Pauline	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000	1.0	43-II	A	09-02-25		Human Resources
LINARES, Randy	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-2090000	.75	38-I	D	08-21-25		McKinley Elementary
LOPEZ ACEVEDO, Julieta	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-4320000	.75	38-I	D	08-25-25		McKinley Elementary
SADSAD, Juanita	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-2030000	.75	38-I	D	08-20-25		Emerson Elementary
WILLIAMS, Edward	Plumber	01.0-81500.0-00000-81100-2210-7520000	1.0	55-III	A	08-11-25		Facilities Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly								
ABDUR-RAHIM, Asia	Technology Support Specialist I	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.05 .35 .35 .20 .05	49-IV	A	08-01-25	12-20-25	Burbank Adult School
ACKELSON-WRIGHT, Tekla	Adult English Language Learner, Office Specialist I	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	35-V	E	08-01-25	12-20-25	Burbank Adult School
ANDERSON, Elvira	Campus Supervisor – Elementary	01.0-00000.0-11100-10000-2930-2010000		35-III	D	09-01-25		Disney Elementary
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-11107-10000-2950-7420000		$25.00	F	08-15-25	08-15-25	Miller Elementary
BAGHDASIAN, Violet	Paraeducator – Adult Learning Center	11.0-63910.0-41106-10000-2140-5330000		36-VI	E	08-04-25	12-19-25	Burbank Adult School
BENNETT, Dustin	Campus Supervisor – Elementary	01.0-90820.0-00000-24950-2930-2050000		35-II	D	09-11-25	09-11-25	Bret Harte Elementary
BISHOP, Gina	Visual & Performing Arts Instructor	01.0-67700.0-17021-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
BROWN, Christopher	Adult English Language Learner, Office Specialist I	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	35-I	E	08-01-25	12-20-25	Burbank Adult School
BUSFIELD, Ana	Campus Supervisor	01.0-90904.0-00000-83000-2240-4310000		36-V	D	08-01-25	06-30-26	Burbank High School
CAFFEY, Julie	Food Service Assistant	13.0-53100.0-00000-37000-2230-2150000		37-II	D	08-25-25	12-31-25	Stevenson Elementary
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-00000-83000-2240-4310000		36-VI	D	08-01-25	06-30-26	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-15001-83000-2940-4310000		36-VI	D	08-01-25	06-30-26	Burbank High School
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	09-12-25	09-12-25	Burroughs High School
CASTILLO, Socorro	Instructional Resources Assistant	01.0-00000.0-11100-10000-2430-2130000		002-1	D	08-04-25	08-08-25	Providencia Elementary
CHAMICHYAN, Toros	Campus Supervisor (Substitute)	01.0-00000.0-11100-10009-2960-7550000		$18.58	F	02-21-25		Human Resources
CHAMICHYAN, Toros	Campus Supervisor Elementary - (Substitute)	01.0-00000.0-11100-10009-2460-7550000		$18.18	F	02-21-25		Human Resources
CHOY MORALES, Nancy	Campus Supervisor	01.0-90904.0-00000-83000-2240-4310000		36-IV	D	08-01-25	06-30-26	Burbank High School
COLSON, Mary	Campus Supervisor – Elementary	01.0-90820.0-00000-24950-2930-2050000		35-VI	D	09-11-25	09-11-25	Bret Harte Elementary
DAWOODIAN, Armineh	Registrar	01.0-00000.0-00000-27000-2440-4320000		42-VI	A	09-11-25	10-31-25	Burroughs High School
DIAZ DELGADO, Esmeralda	Visual & Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		$50.00	F	09-02-25		Burroughs High School
DONADO-HUGHES, Leonela	Campus Supervisor Elementary	01.0-90201.0-11100-10009-2930-2060000		35-V	D	09-01-25	05-21-26	Jefferson Elementary
DYSON, Lisa	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3210000		$50.00	F	08-29-25		Huerta Middle School
GALVAN, Jenny	Secretary II	01.0-00000.0-00000-27000-2430-4320000		35-II	C	09-12-25	09-30-25	Burroughs High School
GARDINER, Wren	Visual & Performing Arts Instructor – Elementary Photography	01.0-67700.2-17004-10000-2170-2130000		$50.00	F	09-02-25		Providencia Elementary
GARZA, Anndrea	Educational Interpreter II Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2130-7440000		62-I	D	08-01-25	08-03-25	Special Education
GIAMPIETRO, Tina	Food Service Operations Technician	13.0-53100.0-00000-37000-2240-7490000		44-VI	C	08-01-25	08-29-25	Food Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
GIAMPIETRO, Tina	Food Service Operations Technician	13.0-53100.0-00000-37000-2230-7490000		44-VI	C	08-01-25	08-29-25	Food Services
GIUMELLI, Silvia	Adult Learning Center Technician	11.0-63910.0-41106-10000-2140-5330000		35-VI	E	08-04-25	12-19-25	Burbank Adult School
GOMEZ BARCENAS, Erika	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-13-25	05-28-26	Special Education
GOULET, Amy	Human Resources Analyst - Classified	01.0-00000.0-00000-72000-2440-7550000		48-VI	A	09-01-25	09-30-25	Human Resources
GRAIR, Nivine	Campus Supervisor Elementary	01.0-90201.0-11100-10009-2930-2060000		35-VI	D	09-01-25	05-21-26	Jefferson Elementary
GROTE, Laura	Visual & Performing Arts Instructor	01.0-67700.0-17006-41000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School
GUEFFROY, Katherine	Educational Interpreter Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2140-7440000		55-VI	D	08-01-25	05-28-26	Burbank High School
GUIDO MARQUEZ, Angie	Paraeducator – Special Education	01.0-90904.0-00000-27000-2140-4320000		38-VI	D	09-05-25	09-05-25	Burroughs High School
GUIDO MARQUEZ, Angie	Paraeducator – Special Education	01.0-90904.0-00000-27000-2130-4320000		38-VI	D	09-05-25	09-05-25	Burroughs High School
GUZMAN, Nancy	Visual & Performing Arts Instructor	01.0-67700.0-17006-41000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School
HAKOBYAN, Armenuhi	Paraeducator – Adult Learning Center	11.0-63910.0-41106-10000-2130-5330000		36-VI	E	08-04-25	12-19-25	Burbank Adult School
HERNANDEZ LUNA, Mario	School Safety & Utility Custodian	01.0-00100.0-00000-82100-2240-7520000		39-I	C	08-11-25		Burbank Adult School
JENSEN, Rosa	Behavior Intervention Assistant	01.0-95640.0-57602-11100-1130-7440000		45-VI	D	08-07-25	08-07-25	Roosevelt Elementary
JOHNSON, Rachael	Paraeducator – Special Education	01.0-90904.0-00000-27000-2140-4320000		38-IV	D	09-05-25	09-05-25	Burroughs High School

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Election – Hourly (Continued)								
JOHNSON, Rachael	Paraeducator – Special Education	01.0-90904.0-00000-27000-2130-4320000		38-IV	D	09-05-25	09-05-25	Burroughs High School
KAJIMOTO, Vilma	Campus Supervisor Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		$18.18	F	09-18-25		Human Resources
KRIKORIAN, Mariam	Secretary II	01.0-00000.0-00000-27000-2410-4310000		35-II	C	08-01-25	08-31-25	Burbank High School
KUKAWSKI, John	Campus Supervisor	01.0-90904.0-15001-83000-2940-4310000		36-VI	D	08-01-25	06-30-26	Burbank High School
KUKAWSKI, John	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	09-05-25	09-25-25	Burroughs High School
LANDRY, Melissa	Visual & Performing Arts Instructor	01.0-67700.0-17005-10000-2170-3210000		$50.00	F	09-10-25		Huerta Middle School
LOGAN, Nicolina	Visual & Performing Arts Instructor	01.0-67700.0-17020-10000-2170-3210000		$50.00	F	08-13-25	05-31-26	Huerta Middle School
LOPEZ, Anastasia	School Safety & Utility Custodian	11.0-63910.0-41101-82100-2240-5330000 11.0-63910.0-41102-82100-2240-5330000 11.0-63910.0-41104-82100-2240-5330000 11.0-63910.0-41106-82100-2240-5330000 11.0-00639.0-41100-82100-2240-5330000 11.0-63910.0-41101-83000-2240-5330000 11.0-63910.0-41102-83000-2240-5330000 11.0-63910.0-41104-83000-2240-5330000 11.0-63910.0-41106-83000-2240-5330000 11.0-00639.0-41100-83000-2240-5330000	.10 .13 .10 .10 .07 .10 .12 .10 .10 .08	39-IV	C	08-01-25	12-20-25	Burbank Adult School
LOPEZ, Jennifer	Serving Kitchen Operator	13.0-53107.0-00000-37000-2240-4320000		40-III	D	09-06-25	05-29-26	Burroughs High School
LOZANO, Lauren	Educational Interpreter II	01.0-65000.0-57602-11104-2130-7440000		62-III	D	08-03-25	08-07-25	Special Education
MACLAREN, M'Lisa	Food Services Operations Technician (Substitute)	13.0-53100.0-00000-37000-2460-7490000		$19.24	F	08-25-25		Human Resources (Correction of Title and Salary)
MAGALLANES, Josephine	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	09-12-25	09-12-25	Burroughs High School
MARKOSIAN, Boris	Visual & Performing Arts Instructor	01.0-67700.0-17006-41000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
MARTICORENA, Fernando	Technology Support Specialist I	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000 11.0-63910.0-41100-27000-2440-5330000	.05 .35 .35 .20 .05	49-I	A	08-01-25	12-20-25	Burbank Adult School
MATAS, Dominic	Visual & Performing Arts Instructor	01.0-67700.0-17021-10000-2170-3210000		$50.00	F	08-13-25	05-31-26	Huerta Middle School
MAYILYAN, Syuzanna	Bilingual Translator	01.0-42030.2-47600-24950-2950-2050000		$25.00	F	09-01-25	05-22-26	Bret Harte Elementary
McCORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2940-3200000		36-VI	D	09-01-25	09-30-25	Luther Middle School
McCORKLE, Stephanie	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	09-05-25	09-25-25	Burroughs High School
McMURDO, Patricia	Education Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-VI	D	08-11-25	05-28-26	Burbank High School
MENENDEZ, Juan	Campus Supervisor	01.0-90904.0-00000-83000-2240-4310000		36-VI	D	08-01-25	06-30-26	Burbank High School
MOFFITT, Barclay	Visual & Performing Arts Instructor	01.0-67700.0-17006-41000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School
MOLINA, Ximena	Campus Supervisor (Substitute)	01.0-00000.0-11100-10009-2960-7550000		$18.18	F	02-20-25		Human Resources
MOYA, Edward	Campus Supervisor Elementary	01.0-90201.0-11100-10009-2930-2060000		35-VI	D	09-01-25	05-21-26	Jefferson Elementary
MURPHY, Mary	Visual & Performing Arts Instructor	01.0-67700.0-17006-41000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	09-12-25	09-12-25	Burroughs High School
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	09-05-25	09-25-25	Burroughs High School
NAZARYAN, Armen	Campus Supervisor	01.0-90904.0-00000-83000-2240-4310000		36-V	D	08-01-25	06-30-26	Burbank High School
NEMINOVA, Victoriya	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-III	D	09-17-25	09-17-25	Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
NUNEZ, Claudia	Campus Supervisor	11.0-63910.0-41101-83000-2230-5330000 11.0-63910.0-41102-83000-2230-5330000 11.0-63910.0-41104-83000-2230-5330000 11.0-63910.0-41106-83000-2230-5330000 11.0-00639.0-41106-83000-2230-5330000	.20 .30 .20 .14 .16	36-VI	E	08-04-25	12-19-25	Burbank Adult School
OJEDA, Catherine	Visual & Performing Arts Instructor	01.0-67700.0-17005-10000-2170-3210000		$50.00	F	09-10-25		Huerta Middle School
PARK, Han-Ah	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-4310000		$50.00	F	09-02-25		Burbank High School
PAZ, Tracy	Campus Supervisor-Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		$18.18	F	09-09-25		Human Resources
PEREZ, Jennifer	Senior Secretary-11	01.0-00000.0-00000-27000-2440-4320000		42-IV	B	09-11-25	10-31-25	Burroughs High School
PRECIADO, Gabriela	Campus Supervisor Elementary	01.0-90201.0-11100-10009-2930-2060000		35-VI	D	09-01-25	05-21-26	Jefferson Elementary
RICHARDSON, Amanda	Visual & Performing Arts Instructor	01.0-67700.0-17021-10000-2170-3210000		$50.00	F	08-13-25	05-31-26	Huerta Middle School
RODRIGUEZ, Ambar	Adult English Language Learner, Office Specialist I	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	35-I	E	08-01-25	12-20-25	Burbank Adult School
SANCHEZ, Miguel	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-II	D	08-13-25	05-28-26	Special Education
SARGSYAN, Hermine	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2100000		35-VI	D	08-13-25	08-15-25	Miller Elementary
SARGSYAN, Hermine	Campus Supervisor – Elementary	01.0-30100.2-11100-10009-2930-2100000		35-VI	D	08-27-25	08-28-25	Miller Elementary
SCOVILLE, Daniel	Visual & Performing Arts Instructor	01.0-67700.3-11100-10000-2170-3210000		$50.00	F	08-13-25	05-31-26	Huerta Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
SHAHBAZIAN, Shakeh	Bilingual Translator	01.0-01500.0-11107-27000-2950-3220000		$25.00	G	08-11-25	06-30-26	Muir Middle School
SHAKHNAZARYAN, Marine	Paraeducator	01.0-30100.2-00000-21500-2130-2100000		36-VI	D	09-01-25	09-30-25	Miller Elementary
SIMOKOVIC, Carla	Paraeducator	01.0-30100.2-00000-21500-2130-2100000		36-VI	D	09-01-25	09-30-25	Miller Elementary
SUAREZ, Malia	Paraeducator	01.0-30100.2-00000-21500-2130-2100000		36-I	D	09-01-25	09-30-25	Miller Elementary
SURICO, Mariah	Paraeducator – Special Education	01.0-90904.0-00000-27000-2130-4320000		38-VI	D	09-05-25	09-05-25	Burroughs High School
SURICO, Mariah	Paraeducator – Special Education	01.0-90904.0-00000-27000-2140-4320000		38-VI	D	09-05-25	09-05-25	Burroughs High School
TAYLOR, Charlsi	Food Services Operations Technician	13.0-53100.0-00000-37000-2240-7490000		44-II	C	08-06-25	12-31-25	Food Services
TEJEDA, Liliana	Office Technician-Adult Education	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000 11.0-00639.0-41100-27000-2440-5330000	.05 .10 .35 .15 .35	42-VI	B	08-01-25	12-20-25	Burbank Adult School
THOMAS, Jill	Senior Attendance & Data Technician	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000 11.0-00639.0-41100-27000-2440-5330000	.10 .30 .30 .20 .10	39-VI	B	08-01-25	12-20-25	Burbank Adult School
THURSTON, Bryce	Campus Supervisor Elementary	01.0-90201.0-11100-10009-2930-2060000		35-III	D	09-01-25	05-21-26	Jefferson Elementary
TIGNINI, Elizabeth	Visual & Performing Arts Instructor	01.0-67700.0-17005-10000-2170-3210000		$50.00	F	09-10-25		Huerta Middle School
TORRES, Natalie	Food Service Cook Central Kitchen	13.0-53100.0-00000-37000-2240-3200000		41-II	D	09-04-25	05-29-26	Luther Middle School
VAZQUEZ, Jasmine	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11200-2130-7440000		39-V	D	09-03-25	05-28-26	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ACKELSON-WRIGHT, Tekla	Paraeducator – Parent Education	11.0-00639.0-41103-10000-2130-5330000		36-VI	E	08-04-25	12-19-25	Burbank Adult School
AGARONIAN, Ruzanna	Attendance Technician	01.0-00000.0-00000-27000-2430-4320000		35-II	C	07-01-25	08-31-25	Burroughs High School
ALCARAZ, Bertha	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-III	D	09-04-25	05-07-26	Providencia Elementary
ARMIYANTS, Rima	Bilingual Translator	01.0-00000.0-00000-27000-2410-4310000		$25.00	A	08-13-25	06-30-26	Burbank High School
ARZUMANYAN, Anahit	Bilingual Translator	01.0-00000.0-00000-27000-2950-7420000		$25.00	F	07-01-25	08-31-25	Instructional Services
ARZUMANYAN, Anahit	Bilingual Translator	01.0-00000.0-00000-27000-2950-5750000		$25.00	F	07-01-25	06-30-26	Independent Learning Academy
AROUTIOUNIAN, Rima	Paraeducator – English Language Learner	01.0-00000.0-11100-10000-2230-7420000		37-II	D	08-07-25	08-07-25	Roosevelt Elementary
BARBOSA, Gode	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-VI	D	08-13-25	05-28-26	Roosevelt Elementary
BAER, Allison	Paraeducator – Parent Ed	11.0-00639.0-41103-10000-2130-5330000		36-VI	E	08-04-25	12-19-25	Burbank Adult School
BATES, Shelley	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-IV	D	08-13-25	05-28-26	Roosevelt Elementary
BAUMAN, Laura	Instructional Technology Media Specialist-Middle School	01.0-00000.0-00000-27000-2260-4320000		$30.35	F	08-01-25	08-25-25	Burroughs High School
BEIGIKHANIY, Serli	Paraeducator	01.0-00014.0-11100-10000-2130-7420000		37-I	D	08-11-25	09-30-25	Providencia Elementary
BENNETT, Dustin	Campus Supervisor – Elementary	01.0-90820.0-00000-24950-2930-2050000		35-I	D	08-14-25	08-14-25	Bret Harte Elementary
BISHOP, Gina	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School
BISWAS, Protiva	Food Service Assistant	13.0-53100.0-00000-37000-2230-2060000		37-III	D	08-11-25	08-12-25	Jefferson Elementary
BOGNAR, Peter	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
BOWMAN, Leslie	Campus Supervisor-Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		$18.18	F	08-30-25		Human Resources
BOWMAN, Leslie	Campus Supervisor-Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		$18.18	F	08-30-25		Human Resources
BOWMAN, Leslie	Paraeducator-Severely Impaired (Substitute)	01.0-650000.0-57602-11100-2160-7440000		$23.14	F	08-30-25		Human Resources
BOWMAN, Leslie	Paraeducator-Severely Impaired (Substitute)	01.0-650000.0-57602-11100-2160-7440000		$23.14	F	08-30-25		Human Resources
BOWMAN, Leslie	Paraeducator-Special Education (Substitute)	01.0-650000.0-57602-11100-2160-7440000		$19.53	F	08-30-25		Human Resources
BOWMAN, Leslie	Paraeducator (Substitute)	01.0-650000.0-57602-11100-2160-7440000		$18.58	F	08-30-25		Human Resources
BULONE, Kevin	Paraeducator – Special Education	01.0-30100.0-11100-10000-2130-3220000		38-VI	D	08-18-25	12-31-25	Muir Middle School
CABRAL, Marisol	Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		37-II	D	08-27-25	09-04-25	Huerta Middle School
CALZADILLA, Jose	Campus Supervisor	01.0-00000.0-00000-83000-2230-4320000		36-VI	D	07-30-25	07-30-25	Burroughs High School
CASTELLON, Josie	Lead Payroll Technician	01.0-00000.0-00000-72000-2440-7470000		51-III	A	09-01-25	06-30-26	Payroll Department
CARRASCO, Janel	Campus Supervisor	01.0-00000.0-00000-83000-2240-4320000		36-VI	D	08-13-25	08-29-25	Burroughs High School
CARRASCO, Victoria	Campus Supervisor	11.0-63910.0-41102-83000-2230-8330000		36-I	E	08-04-25	12-19-25	Burbank Adult School
CASTRO MONROY, Andrea	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
CALKINS, Susan	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
COLSON, Mary	Campus Supervisor – Elementary	01.0-90820.0-00000-24950-2940-2050000		35-VI	D	08-14-25	08-14-25	Bret Harte Elementary
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-VI	D	08-21-25	08-22-25	Providencia Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-VI	D	09-04-25	05-07-26	Providencia Elementary
CRACAUER, Anita	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
CRUZ, Adriana	Food Service Cook	13.0-53100.0-00000-37000-2230-3210000		38-V	D	08-11-25	05-30-26	Huerta Middle School
DIAZ, Cynthia	Visual & Performing Arts Instructor	01.0-67700.2-11100-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
DIAZ, Rubelia	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-VI	D	08-11-25	05-29-26	Burroughs High School
DI DONATO, Casey	Campus Supervisor	01.0-00000.0-00000-83000-2240-7500000		36-VI	D	10-19-24	11-01-24	Burroughs High School
DANOOKH, Marineh	Paraeducator – English Language Learner	01.0-00014.0-11103-10000-2130-7420000		37-III	D	08-01-25	09-30-25	Jefferson Elementary
EKLUND, Debra	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2100000		35-VI	D	08-13-25	09-30-25	Miller Elementary
GALVAN, Jenny	Secretary II	01.0-00000.0-00000-27000-2430-4320000		35-I	C	08-13-25	08-29-25	Burroughs High School
GARABEDIAN, Silvia	Bilingual Translator	01.0-00000.0-00000-27000-2950-5750000		$25.00	F	07-01-25	06-30-26	Independent Learning Academy
GITTO, Joseph	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
GOMEZ, Celina	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-VI	D	09-04-25	05-07-26	Providencia Elementary
GOMEZ, Peter	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
GONZALEZ, Brian	Low-Voltage Electrician	01.0-81500.0-00000-81100-2240-7520000		56-III	A	08-04-25	06-30-26	Facilities Services
GONZALEZ, Maria C	Campus Supervisor – Elementary	01.0-90201.0-00000-24950-2930-2010000		35-VI	D	08-01-25	05-28-26	Disney Elementary
GONZALEZ SANTIAGO, Carlos	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
GRAGSIN, Tobe	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
GREENBERG, Andrew	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
GUSSOW, Barry	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
HAIG, Annie	Paraeducator-Special Education (Substitute)	01.0-65000.0-57602-11100-2160-7440000		$19.53	F	08-30-25		Human Resources
HAIG, Annie	Paraeducator (Substitute)	01.0-65000.0-57602-11100-2160-7440000		$18.58	F	08-30-25		Human Resources
HAMPEL, Kreigh	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
HARRIS, Rene	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School
HARTUNG, Cory	School Office Manager - Adult School	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000 11.0-00639.0-41100-27000-2440-5330000	.10 .30 .30 .20 .10	43-III	A	08-01-25	12-20-25	Burbank Adult School
HERNANDEZ, Maricruz	Food Service Assistant	13.0-53100.0-00000-37000-2230-2010000		37-V	D	08-11-25	05-30-26	Disney Elementary
HERNANDEZ LUNA, Mario	Safety & Utility Custodian	11.0-63910.0-41101-82100-2230-5330000 11.0-63910.0-41102-82100-2230-5330000 11.0-63910.0-41104-82100-2230-5330000 11.0-63910.0-41106-82100-2230-5330000 11.0-00639.0-41100-82100-2230-5330000 11.0-63910.0-41101-83000-2230-5330000 11.0-63910.0-41102-83000-2230-5330000 11.0-63910.0-41104-83000-2230-5330000 11.0-63910.0-41106-83000-2230-5330000 11.0-00639.0-41100-83000-2230-5330000	.10 .13 .10 .10 .07 .10 .12 .10 .10 .08	39-I	C	08-01-25	12-20-25	Burbank Adult School
HOY, Kayla	Payroll Technician	01.0-00000.0-00000-72000-2440-7470000	1.0	47-II	A	08-13-25	06-30-26	Fiscal Services
KAJIMOTO, Vilma	Paraeducator – Primary Language Support	01.0-00000.0-11100-10009-2930-2160000		37-VI	D	08-28-25	08-28-25	Washington Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
KHACHATOURIANS, Klara	Paraeducator – English Language Learner	01.0-00000.0-11100-10000-2130-7420000		37-VI	D	08-18-25	12-31-25	Muir Middle School
KHODABAKHSHI, Araz	Community Resource Assistant	01.0-00000.0-11100-10000-2230-7420000		37-II	D	08-06-25	08-08-25	Miller Elementary
KING, Elizabeth	School Office Manager - Elementary	01.0-00000.0-00000-27000-2430-2130000		43-VI	C	08-12-25	08-12-25	Providencia Elementary
LEVITT, Edward	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
LEWIS, Lesley	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-VI	D	08-13-25	05-28-26	Roosevelt Elementary
LEWIS, Lesley	Campus Supervisor – Elementary	01.0-90201.0-00000-24950-2930-2140000		35-VI	D	08-20-25	05-29-26	Roosevelt Elementary
LOPEZ, Anastasia	Safety & Utility Custodian	11.0-63910.0-41101-82100-2230-5330000 11.0-63910.0-41102-82100-2230-5330000 11.0-63910.0-41104-82100-2230-5330000 11.0-63910.0-41106-82100-2230-5330000 11.0-00639.0-41100-82100-2230-5330000 11.0-63910.0-41101-83000-2230-5330000 11.0-63910.0-41102-83000-2230-5330000 11.0-63910.0-41104-83000-2230-5330000 11.0-63910.0-41106-83000-2230-5330000 11.0-00639.0-41100-83000-2230-5330000	.10 .13 .10 .10 .07 .10 .12 .10 .10 .08	39-III	C	08-01-25	12-20-25	Burbank Adult School
LOPEZ, Jennifer	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2150000		40-III	D	08-13-25	05-20-26	Stevenson Elementary
MACLAREN, M'Lisa	Food Services Operations Coordinator (Substitute)	13.0-53100.0-00000-37000-2460-7490000		$24.54	F	08-25-25		Human Resources
MAGALLANES, Josephine	Campus Supervisor	01.0-00000.0-00000-83000-2240-4320000		36-VI	D	08-13-25	08-29-25	Burroughs High School
MAGALLANES, Josephine	Campus Supervisor	01.0-90904.0-17023-83000-2240-4320000		36-VI	D	09-01-25	09-30-25	Burroughs High School
MARMARIAN, Sergio	Visual & Performing Arts Instructor	01.0-67700.2-11100-11000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
MARSHALL-BENNETT, Jamie	Campus Supervisor-Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		$18.18	F	08-29-25		Human Resources
MARTIN ALTHOUSE, Kelly	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-III	D	08-13-25	05-28-26	Roosevelt Elementary
MATEVOSYAN, Anahit	Paraeducator – English Language Learner	01.0-00000.0-11100-10000-2130-2130000		37-I	D	08-08-25	08-08-25	Providencia Elementary
MC CANN GLOVER, Maria	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
MEJIA, Ashley	Paraeducator – Parent Ed	11.0-00639.0-41103-10000-2130-5330000		36-II	E	08-04-25	12-19-25	Burbank Adult School
MINTZ-KREYNS, Emily	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School
NARKWATCHARA, Violet	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-III	D	08-11-25	05-29-26	Muir Middle School
NASSIM, Wahiba	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-17023-83000-2240-4320000		36-VI	D	09-01-25	09-30-25	Burroughs High School
OHANIAN, Hermineh	Paraeducator – Parent Ed	11.0-00639.0-41103-10000-2130-5330000		36-IV	E	08-04-25	12-19-25	Burbank Adult School
PADILLA, Nanette	Campus Supervisor-Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		$18.18	F	08-30-25		Human Resources
PAREDES, Xiomara	Lead Educational Sign Language Supervisor	01.0-65000.0-57602-11104-2130-7440000		F-VI	C	07-11-25	07-31-25	Special Education
PATEL, Hemlattabahen	Campus Supervisor – Elementary	01.0-90201.0-00000-24950-2930-2030000		35-VI	D	08-21-25	05-21-26	Emerson Elementary
PAZ, Tracy	Bilingual Translator	01.0-00000.0-00000-27000-2950-5750000		$25.00	F	07-01-25	06-30-26	Independent Learning Academy
PEREZ, Monica	Food Service Assistant (Substitute)	13.0-53100.0-00000-37000-2260-7490000		$19.06	F	08-29-25		Human Resources

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
PEREZ, Nora	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-VI	D	08-13-25	05-28-26	Roosevelt Elementary
PIKE, John	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
PRECIADO, Gabriela	Campus Supervisor – Elementary	01.0-90870.0-11100-10009-2930-2060000		35-VI	D	08-18-25	12-19-25	Jefferson Elementary
REED, Rachel	Paraeducator – Special Education	01.0-00000.0-00000-83000-2230-3220000		38-II	D	08-18-25	12-31-25	Muir Middle School
REINOSO, Patricia	Office Assistant – Elementary	01.0-00000.0-00000-27000-2440-2130000		36-VI	D	08-12-25	08-12-25	Providencia Elementary
RIVAS, Fredi	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
RIZZO, Jenny	Visual & Performing Arts Instructor	01.0-67700.217007-41000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School
ROMERO, Iris	Campus Supervisor – Elementary	01.0-90820.0-00000-24950-2930-2130000		35-II	D	08-19-25	08-19-26	Providencia Elementary
ROMERO, Iris	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-II	D	09-04-25	05-07-26	Providencia Elementary
ROOBEN BABAKHANIAN, Talin	District Office Receptionist (Substitute)	01.0-00000.0-00000-72000-2160-7550000		$23.74	F	08-12-25	09-05-25	Human Resources
ROOT, Tiffany	Instructional Technology Media Specialist – Elementary	01.0-00000.0-11100-10000-2230-7420000		42-VI	D	08-07-25	08-07-25	Roosevelt Elementary
SALEH, Farhad	Technology Support Specialist II	01.0-00000.0-00000-77000-2410-7730000		60-VI	A	08-01-25	09-30-25	Technology Services
SEHTA, Nahla	Campus Supervisor – Elementary	01.0-90201.0-00000-24950-2930-2030000		35-VI	D	08-21-25	05-21-26	Emerson Elementary
SETHUMADHAVAN, Radhika	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-II	D	08-25-25	12-31-25	Burroughs High School
SHEETZ, Carol	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
SIGALA, Loretta	Paraeducator – Special Education	01.0-00000.0-00000-83000-2230-3220000		38-VI	D	08-18-25	12-31-25	Muir Middle School
SMITH, Sarah	Campus Supervisor Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		$18.18	F	08-11-25		Human Resources
STRADLING, Geoff	Visual & Performing Arts Instructor	01.0-67700.2-17021-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
STEIN, Jeffry	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
SWANN, Darlene	Food Service Assistant	13.0-53100.0-00000-37000-2230-7490000		37-IV	D	08-11-25	05-29-26	Food Services
TAGMAZYAN, Anna	Community Resource Assistant	01.0-00000.0-11100-10000-2230-7420000		37-VI	D	08-06-25	08-08-25	Miller Elementary
TORRES, Analise	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
TORRES, Connie	Paraeducator – Special Education	01.0-00000.0-11100-10000-2130-2130000		38-VI	D	08-07-25	08-07-25	Providencia Elementary
TORRES, Wendy	Campus Supervisor	11.0-63910.0-41101-83000-2230-5330000 11.0-63910.0-41102-53000-2230-5330000 11.0-63910.0-41104-83000-2230-5330000 11.0-63910.0-41106-83000-2230-5330000 11.0-00639.0-41100-833000-2230-533000	.14 .29 .25 .12 .20	36-II	E	08-04-25	12-19-25	Burbank Adult School
TRONCOSO, Kaila	Visual & Performing Arts Instructor – Elementary Ceramics	01.0-67700.2-17001-10000-2170-2130000		$50.00	F	09-02-25	05-28-26	Providencia Elementary
TYSON, Diana	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
UVAS, Ian	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
VASQUEZ, Michelle	Visual & Performing Arts Instructor	01.0-67700.2-11100-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
VASQUEZ, Michelle	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
VON HALLE, Andrea	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		$50.00	F	08-08-25	06-30-26	Muir Middle School
WEINMULLER, Jodi	Paraeducator	01.0-90870.0-11100-10009-2930-2060000		36-VI	D	08-18-25	12-19-25	Jefferson Elementary
WILSON-COMPTON, Daria Kaprice	Campus Supervisor Substitute	01.0-00000.0-00000-83000-2230-4320000		$18.58	F	07-31-25	08-04-25	Burroughs High School
WOODFORD, Brittany	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
WU, Stephanie	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-11-25	12-20-25	Burbank Adult School
VELEZ, Anabel	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2010000		40-VI	D	08-11-25	05-29-26	Disney Elementary
Election – Student Helpers								
TF5153718	YETP Student	01.0-58100.0-57602-11100-2933-7440000 01.0-65200.0-57602-11100-2933-7440000	.50 .50	$16.50	F	09-02-25	06-30-26	Special Education
TA5049199	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	09-02-25	05-29-26	Burroughs High School
AR9848975	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	09-05-25	05-29-26	Burroughs High School
UK2849286	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	09-02-25	05-26-26	Burbank High School
AH1510150	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	08-21-25	05-29-26	Burroughs High School
VR1743346	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	08-21-25	05-29-26	Burroughs High School
ZM8566550	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	08-21-25	05-29-26	Burroughs High School
KZ8206998	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	08-21-25	05-29-26	Burroughs High School
SB1089845	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	08-21-25	05-29-26	Burbank High School
QQ9449643	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	08-21-25	05-29-26	Burroughs High School
HV0774653	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	08-21-25	05-29-26	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
QP9144374	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	08-25-25	05-29-26	Burbank High School
SZ8438852	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	08-25-25	05-29-26	Burbank High School
SX3077787	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	08-25-25	05-29-26	Burroughs High School
CZ2949956	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	08-25-25	05-29-26	Burbank High School
US6495054	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	08-25-25	05-29-26	Burbank High School
SR7645180	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	08-25-25	05-29-26	Burbank High School
RM0598556	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.50	F	08-26-25	05-29-26	Burroughs High School
MZ0876372	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	08-25-25	05-29-26	Burbank High School
AW2551181	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	08-28-25	05-29-26	Burbank High School
GP0693469	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-02-25	06-30-26	Special Education
GH4804428	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-02-25	06-30-26	Special Education
Election – Walk on Coach								
ABRAHIM, Hannah	Short Term Preforming Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	08-13-25	05-31-26	Burroughs High School
ARAKELYAN, David	Short Term Athletic	01.0-00000.0-15018-42000-2171-4310000		$16.50	F	09-02-25	06-30-26	Burbank High School
ARY, Shannon	Short Term Preforming Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	08-13-25	05-31-26	Burroughs High School
BERNAL, Thomas	Short Term Athletic	01.0-00000.0-15012-42000-2171-4310000		$16.50	F	09-04-25	06-30-26	Burbank High School
BORGESE, Ashley	Short Term Preforming Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	08-13-25	05-31-26	Burroughs High School
BRANDT, Nevada	Short Term Preforming Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	08-13-25	05-31-26	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
CAMACHO-PLATAS, Carmen	Short Term Athletic	01.0-00000.0-15017-42000-2171-4310000		$16.50	F	08-01-25	10-31-25	Burbank High School
CHAVEZ, Philip	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	07-01-25	01-31-26	Burbank High School
CHAVEZ, Philip	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	09-01-25	06-30-26	Burbank High School
CODERKO, Jenifer	Short Term Performing Arts	01.0-00000.0-17016-41000-2171-3200000		$16.50	F	08-01-25	05-31-26	Luther Middle School
DANIELS, Ryan	Short Term Athletic	01.0-90904.0-15002-42000-2171-4320000		$16.50	F	09-01-25	06-30-26	Burroughs High School
DIEGO, Revin	Short Term Athletic	01.0-90904.0-15002-42000-2171-4320000		$16.50	F	08-08-25	06-30-26	Burroughs High School
DIAZ, Kameron	Short Term Athletic	01.0-90904.0-15002-42000-2171-4320000		$16.50	F	08-08-25	06-30-26	Burroughs High School
ESCOBEDO BARONA, Hael	Short Term Athletic	01.0-00000.0-15017-42000-2171-4310000		$16.50	F	08-01-25	10-31-25	Burbank High School
FRIAS, Paul	Short Term Athletic	01.0-90904.0-15002-42000-2171-4310000		$16.50	F	09-16-25	06-30-26	Burbank High School
HALL, Erik	Short Term Preforming Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	08-13-25	05-31-26	Burroughs High School
HIDALGO, Corey	Short Term Preforming Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	08-13-25	05-31-26	Burroughs High School
HOUSHOLDER, Dorian	Short Term Athletic	01.0-00000.0-15007-42000-2171-4310000		$16.50	F	08-01-25	10-31-25	Burbank High School
JOHNSON, Nia	Short Term Preforming Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	08-13-25	05-31-26	Burroughs High School
KELLOG, Mitchell	Short Term Athletic	01.0-90904.0-15002-42000-2171-4320000		$16.50	F	08-01-25	06-30-26	Burroughs High School
MACIAS, Giovanni	Short Term Athletic	01.0-90904.0-15002-42000-2171-4320000		$16.50	F	08-01-25	06-30-26	Burroughs High School
MILLER, Stewart	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	07-01-25	01-31-26	Burbank High School
MILLER, Stewart	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	09-02-25	06-30-26	Burbank High School
MIRZAIAN, Alexa	Short Term Athletic	01.0-00000.0-15004-42000-2171-4310000		$16.50	F	09-12-25	06-30-26	Burbank High School

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Election – Walk on Coach (Continued)								
NORD, Ian	Short Term Athletic	01.0-90904.0-15002-42000-2171-4320000		$16.50	F	08-01-25	06-30-26	Burroughs High School
OSGOOD, Rachel	Short Term Athletic	01.0-00000.0-15005-42000-2171-4310000		$16.50	F	08-01-25	10-31-25	Burbank High School
PARTIDA, Liliana	Short Term Athletic	01.0-00000.0-15011-42000-2171-4310000		$16.50	F	09-04-25	06-30-26	Burbank High School
PENDLETON, Eddie	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	07-01-25	01-31-26	Burbank High School
POWERS-FAULK, Katie	Short Term Preforming Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	08-13-25	05-31-26	Burroughs High School
PROVOST, Joshua	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	07-01-25	01-31-26	Burbank High School
PROVOST, Joshua	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	09-10-25	06-30-26	Burbank High School
ROBINSON, George	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	07-01-25	01-31-26	Burbank High School
RODRIGUEZ, Joseph	Short Term Athletic	01.0-90904.0-15002-42000-2171-4320000		$16.50	F	08-01-25	06-30-26	Burroughs High School
STANLEY, Jennifer	Short Term Preforming Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	08-13-25	05-31-26	Burroughs High School
SPENS, Heidi	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	02-01-26	04-30-26	Burroughs High School
TAIX, Kaitlynn	Short Term Athletic	01.0-00000.0-15012-42000-2171-4320000		$16.50	F	02-01-25	04-30-26	Burroughs High School
TAORMINA, Frank	Short Term Athletic	01.0-90904.0-15002-42000-2171-4320000		$16.50	F	08-01-25	06-30-26	Burroughs High School
YOSH, Stephanie	Short Term Athletic	01.0-90904.0-15017-42000-2171-4310000		$16.50	F	09-03-25	06-30-26	Burbank High School
WILLIAMS, Michael	Short Term Athletic	01.0-00000.0-15007-42000-2171-4310000		$16.50	F	08-01-25	10-31-25	Burbank High School
ANDERSON, Stephanie	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		$16.50	F	06-01-25	06-30-25	Burbank High School
ANDERSON, Stephanie	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		$16.50	F	07-01-25	07-31-25	Burbank High School
ANDERSON, Stephanie	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		$16.50	F	08-01-25	10-31-25	Burbank High School
BARRAGAN, Ernesto	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		$16.50	F	06-02-25	06-30-25	Burbank High School
BARRAGAN, Ernesto	Short Term Athletic	01.0-00000.0-15007-42000-2171-4310000		$16.50	F	08-01-25	10-31-25	Burbank High School

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Personnel Report No. 25-26-06 October 9, 2025 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
BLACK, Lara	Short Term Athletic	01.0-00000.0-15011-42000-2171-4320000		$16.50	F	08-01-25		Burroughs High School
BROWN, Oharjee	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		$16.50	F	06-02-25	06-30-25	Burbank High School
BURKHART, Megan	Short Term Athletic	01.0-00000.0-15005-42000-2171-4310000		$16.50	F	11-01-24	01-31-25	Burbank High School
CAMACHO-PLATAS, Carmen	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		$16.50	F	06-01-25	06-30-25	Burbank High School
CANTRELL, Trent	Short Term Athletic	01.0-00000.0-15017-42000-2171-4320000		$16.50	F	08-01-25	10-31-25	Burroughs High School
CHAVEZ, Philip	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		$16.50	F	06-02-25	06-30-25	Burbank High School
COLEMAN, Baokim	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		$16.50	F	08-14-25	06-30-26	Burbank High School
ESCOBEDO BARONA, Hael	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		$16.50	F	06-01-25	06-30-25	Burbank High School
FREEMAN, Tyrone	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		$16.50	F	06-02-25	06-30-25	Burbank High School
HOPSON, Bryon	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		$16.50	F	06-02-25	06-30-25	Burbank High School
HOPSON, Bryon	Short Term Athletic	01.0-00000.0-15007-42000-2171-4310000		$16.50	F	08-01-25	06-30-26	Burbank High School
HOUSHOLDER, Dorian	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		$16.50	F	06-02-25	06-30-25	Burbank High School
MARTINEZ, Mark	Short Term Athletic	01.0-00000.0-15010-42000-2171-4320000		$16.50	F	11-01-25	01-31-26	Burroughs High School
MEREDITH, Mark	Short Term Athletic	01.0-00000.0-15007-42000-2171-4310000		$16.50	F	08-01-25		Burbank High School

Signature Leticia Castillo

Title: Leticia Castillo, Human Resources Supervisor

Signature Peter Knapik

Title: Peter Knapik, Assistant Superintendent of Educational Services

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Amended Agreement for Professional Services Provided by Aya Healthcare, Inc. for Special Education

Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $521,850.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide up to four credentialed special education teachers, not to exceed $521,850 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval, dated July 24, 2025, authorized an amount not to exceed $135,975. A subsequent amendment, approved on September 4, 2025, added one additional special education teacher, bringing the total to two special education teachers and increased the amount to $271,950. This amendment adds two more special education teachers, for a total of four, with an additional increase of $249,900. The revised agreement is not-to-exceed amount is $521,850.

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

TERMS OF AMENDED AGREEMENT #2

This Agreement, made and entered into this 23rd day of September 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Aya Healthcare, Inc. hereinafter referred to as "Provider."

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

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

Email Address: Christina.Alkhass@ayaeducation.com and Grant.Vellucci@ayahealthcare.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) (Signature) Special Education (Location)

Board Approval: ~~07/24/2025~~ ~~09/04/2025~~ 10/09/2025 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of $105 per hour, up to 7 hours per day. Up to four teachers for a total not to exceed ~~**$135,975**~~ ~~**$271,950**~~ **$521,850**

2. The term of the Agreement shall be the period commencing 08/08/2025 and terminating 05/29/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Aya Healthcare, Inc. will provide four credentialed special education teachers, Electra Telesfor (Emerson), Lorraine Lopez (Stevenson), Sara Alvarez De Dominguez (BHS) and Aryel Williams (Edison).

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider's performance or failure to perform services under this Agreement.

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

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

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

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Aya Healthcare, Inc.
Provider/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Caryn Tomer for Special Education

Background:

The Board of Education is being asked to approve an agreement to hire an outside consultant to provide professional development for special education teachers and staff.

Discussion/Issues:

Through a mutual agreement, the Consultant shall perform duties associated with special education training and professional development. Consultant will provide feedback and status information to department heads and Superintendent, as requested.

Fiscal Impact:

Not to exceed $2,100

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Caryn Tomer to provide special education training and professional development, not to exceed $2,100 (01.0-65000.0-57602-11900-5850-7440000), effective October 10, 2025 through March 10, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.

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

TERMS OF CONSULTANT AGREEMENT

This Agreement, made and entered into this 27th day of August 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Caryn Tomer hereinafter referred to as "Consultant."

Payee's Name: Caryn Tomer Daytime Phone Number: [redacted]

Mailing Address: [redacted]

Email Address: [redacted]

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 10/09/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $150 per hour, for a total not to exceed $2,100 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 10/10/2025 and terminating on: 06/30/2026.

3. Payment Terms: Net 60 Days

4. District desires to enter into an Agreement in which Caryn Tomer will provide professional development for special education teachers and staff as follows:
   Elementary SPED teachers (8:00am - 3:30pm) = $1,500
   School Psychologist meeting = $300
   District Advisory Committee (DAC) meeting = $150
   District Advisory Committee (DAC) meeting = $150

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

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

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

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

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

10. Consultant agrees to provide the following to District:
    - Proof of COVID 19 vaccination
    - Sign and return Districts COVID-19 addendum

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

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

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

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

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

INDEMNIFICATION

Caryn Tomer 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 Caryn Tomer 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 Caryn Tomer, its agents, subcontractors, employees or other representatives referred to in this Agreement, Caryn Tomer 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 Caryn Tomer 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 Caryn Tomer demand.

District shall save and hold Caryn Tomer, harmless from and against and shall indemnify Caryn Tomer 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 Caryn Tomer 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, Caryn Tomer may defend the same and any expenses, including reasonable attorney's fees, which Caryn Tomer may pay or incur in defending said action and the amount of any judgment which Caryn Tomer may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District Company Name

[redacted]

Jennifer Nicholson
Print Representative Name

[redacted]

Director of Special Education
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Caryn Tomer
Consultant Company

[redacted]

Caryn Tomer
Print Representative Name

[redacted]

Title Educational Specialist
Reading Specialist

[redacted]

Signature Caryn Tomer

[redacted]

Date August 27, 2025

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Moonshine Consultants Inc. for Special Education

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Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $109,515

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Moonshine Consultants Inc. to provide a credentialed special education teacher, not to exceed $109,515 (01.0-65000.0-57601-11804-5810-7440000), effective September 29, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 18th day of September 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Moonshine Consultants Inc. hereinafter referred to as "Provider."

Payee's Name: Moonshine Consultants Inc. Daytime Phone Number: 909-242-8878

Mailing Address: 330 N Brand Blvd., 700 Glendale, CA 91203

Email Address: peter@moonshineconsultants.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/09/2025 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of $105 per hour, up to 7 hours per day for 149 days. For a total not to exceed **$109,515**

2. The term of the Agreement shall be the period commencing 09/29/2025 and terminating 05/29/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Moonshine Consultants Inc. will provide a credentialed special education teacher, Solemia Gainza (McKinley).

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider's performance or failure to perform services under this Agreement.

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

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

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

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

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

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

INDEMNIFICATION

Moonshine Consultants 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 Moonshine Consultants 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 Moonshine Consultants Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Moonshine Consultants 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 Moonshine Consultants 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 Moonshine Consultants Inc. demand.

District shall save and hold Moonshine Consultants Inc., harmless from and against and shall indemnify Moonshine Consultants 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 Moonshine Consultants 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, Moonshine Consultants Inc. may defend the same and any expenses, including reasonable attorney's fees, which Moonshine Consultants Inc. may pay or incur in defending said action and the amount of any judgment which Moonshine Consultants Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Provider:

Moonshine Consultants Inc.
Provider/Company

[redacted]
Print Representative Name Puneet Hora

[redacted]
Title CEO

[redacted]
Signature

[redacted]
Date 19 September, 2025

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Deborah Rondeau for Special Education

Background:

The Board of Education is being asked to ratify an agreement for professional services to provide services and assessments for students with orthopedic impairments, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $7,700.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Debra Rondeau, to provide services and assessments for students with orthopedic impairments, not to exceed $7,700 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 3rd day of September 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Debra Rondeau hereinafter referred to as "Provider."

Payee's Name: Debra Rondeau Daytime Phone Number: [redacted]

Mailing Address: [redacted]

Email Address: [redacted]

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 10/09/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of $110 per hour for a total not to exceed **$7,700.**
2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Debra Rondeau will provide direct services and assessments for students with orthopedic impairments. Provider will not exceed 40 hours per week. Provider will also be available to other SEPLA Districts who will bill BUSD per use.
5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider's performance or failure to perform services under this Agreement.

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

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

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

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

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

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

INDEMNIFICATION

Debra Rondeau 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 Debra Rondeau 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 Debra Rondeau, its agents, subcontractors, employees or other representatives referred to in this Agreement, Debra Rondeau 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 Debra Rondeau 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 Debra Rondeau demand.

District shall save and hold Debra Rondeau, harmless from and against and shall indemnify Debra Rondeau 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 Debra Rondeau 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, Debra Rondeau may defend the same and any expenses, including reasonable attorney's fees, which Debra Rondeau may pay or incur in defending said action and the amount of any judgment which Debra Rondeau may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Provider:

Debra Rondeau
Provider/Company

[redacted]
Debra Rondeau
Print Representative Name

[redacted]
Title

DI SPECIALIST
[redacted]
Signature

[redacted]
Date
9/24/25

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Provital Speech Therapy Inc. for Special Education

Background:

The Board of Education is being asked to ratify an agreement for professional services to hire an outside speech and language pathologist to provide support and assessments to Special Education students. The provider will assist with assessments, writing the assessment reports and attending IEP's of Special Education students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. The District does not have current staff available to support caseload overage and is, therefore, contracting with a consultant to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $170,880

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Provital Speech Therapy Inc., to provide a speech and language pathologist, not to exceed $170,880 (01.0-65000.0-57602-11901-5850-7440000), effective September 15, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 10th day of September 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Provital Speech Therapy Inc. hereinafter referred to as "Provider."

Payee's Name: Provital Speech Therapy Inc. Daytime Phone Number: [redacted]

Mailing Address: [redacted]

Email Address: [redacted]

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 10/09/2025 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of $120 per hour for a total not to exceed **$170,880.**
2. The term of the Agreement shall be the period commencing on: 09/15/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Provital Speech Therapy Inc. will provide assessments and speech and language services to special education students, up to 40 hours a week during the 2025-2026 regular school year and ESY (a total of 178 days).
5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider's performance or failure to perform services under this Agreement.

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

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

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

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Jennifer Nicholson
Print Representative Name

[redacted]

Director of Special Education
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Provital Speech Therapy Inc.
Provider/Company

[redacted]

Print Representative Name

[redacted]

Title Speech Pathologist
David Hidalgo

[redacted]

Signature

[redacted]

Date 9/10/25

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Ausin Texas Learning Group, LLC for Special Education

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Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $108,388

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Ausin Texas Learning Group, LLC to provide a credentialed special education teacher, not to exceed $108,388 (01.0-65000.0-57601-11804-5810-7440000), effective September 15, 2025 through May 28, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERM OF RATIFIED AGREEMENT

This Agreement, made and entered into this 10th day of September 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Ausin Texas Learning Group, LLC hereinafter referred to as "Provider."

Payee's Name: Ausin Texas Learning Group, LLC Daytime Phone Number: 512-798-3123

Mailing Address: 10821 Red Run Blvd., #407 Owing Mills, MD 21117

Email Address: shaw.shariq@atxlearning.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/09/2025 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of $98 per hour, up to 7 hours per day, a total of 158 days. For a total not to exceed **$108,388**

2. The term of the Agreement shall be the period commencing September 15, 2025 and terminating May 28, 2026.

3. Payment Terms: Net 45 Days upon receipt of the Provider's monthly invoice.

4. District desires to enter into an Agreement in which Ausin Texas Learning Group, LLC will provide a credentialed special education teacher, Carole Cramer, for Miller Elementary School.

5. The Provider shall provide a clear and concise invoice at the end of each calendar month noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider's performance or failure to perform services under this Agreement.

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

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

12. Communicate within twenty-four hours to Ausin Texas Learning Group, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Jennifer Nicholson

[redacted]

Director of Special Education
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Ausin Texas Learning Group, LLC
Provider/Company

[redacted]

Print Representative Name
Syed Khalil

[redacted]

President
Title

Syed Khalil
[redacted]

Signature

[redacted]

Date 09/11/2025

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Knarik Babayan, CTE Burbank LLC DBA Pro Therapy for Special Education

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Background:

The Board of Education is being asked to ratify an agreement for professional services to hire an outside speech and language pathologist to provide support and assessments to Special Education students. The provider will assist with assessments, writing the assessment reports and attending IEP's of Special Education students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. The District does not have current staff available to support caseload overage and is, therefore, contracting with a consultant to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $182,560

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Knarik Babayan, CET Burbank LLC DBA Pro Therapy to provide a speech and language pathologist, not to exceed $182,560 (01.0-65000.0-57602-11901-5850-7440000), effective September 8, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 2nd day of September 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Knarik Babayan, CET Burbank LLC DBA Pro Therapy hereinafter referred to as "Provider."

Payee's Name: Knarik Babayan, CET Burbank LLC DBA Pro Therapy Daytime Phone Number: [redacted]

Mailing Address: [redacted]

Email Address: [redacted]

Sponsoring Administrator: Peter Knapik (Print Name) Assisting Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 10/09/2025 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of **$140 per hour** for a total not to exceed **$182,560.00**

2. The term of the Agreement shall be the period commencing on: 09/08/2025 and terminating on: 05/28/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Knarik Babayan, CET Burbank LLC DBA Pro Therapy will provide speech and language support to special education students. Up to 40 hours per week, excluding holidays noted on the District's calendar. District will give Knarik Babayan, CET Burbank LLC DBA Pro Therapy two (2) weeks notice should services be terminated.

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider's performance or failure to perform services under this Agreement.

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

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

12. Communicate within twenty-four hours to Knarik Babayan, CET Burbank LLC DBA Pro Therapy the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Knarik Babayan, CET Burbank LLC DBA Pro Therapy from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

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

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

INDEMNIFICATION

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

District shall save and hold Knarik Babayan, CET Burbank LLC DBA Pro Therapy harmless from and against and shall indemnify Knarik Babayan, CET Burbank LLC DBA Pro Therapy for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Knarik Babayan, CET Burbank LLC DBA Pro Therapy is sued in any court for damages by reason of any of the acts of the

District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Knarik Babyan, CET Burbank LLC DBA Pro Therapy may defend the same and any expenses, including reasonable attorney's fees, which Knarik Babyan, CET Burbank LLC DBA Pro Therapy may pay or incur in defending said action and the amount of any judgment which Knarik Babyan, CET Burbank LLC DBA Pro Therapy may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:
Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson
Print Representative Name
[redacted]
Director of Special Education
Title

[redacted]
Signature
[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Provider:
Knarik Babyan, CET Burbank LLC DBA Pro Therapy
Provider/Company

[redacted]
Print Representative Name
[redacted]
Director of Pro Therapy
Title

[redacted]
Signature Knarik Babayan
[redacted]
Date 09/03/2025

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by University of California, San Diego for Special Education

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Background:

The Board of Education is being asked to ratify an agreement to hire an outside consultant to provide a case consultation and assessment for Special Education student 960039177.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Not to exceed $3,920

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and University of California, San Diego to provide case consultation and assessment for Special Education student 960039177, not to exceed $3,920 (01.0-65000.0-57602-11900-5850-7440000), effective August 25, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 25th day of August 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and University of California, San Diego hereinafter referred to as "Consultant."

Payee's Name: University of California, San Diego Daytime Phone Number: 619-546-2900

Mailing Address: PO Box 741539 Los Angeles, CA 90074-1539

Email Address: htaras@ucsd.edu / sorpilla@health.ucsd.edu / sorpilla@health.ucsd.edu

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/09/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $280/hour ($70 every 15 minutes) for a total not to exceed $3,920 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 08/25/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 60 Days
4. District desires to enter into an Agreement in which University of California, San Diego will provide a case consultation and assessment for special education student 960039177.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

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

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

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

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

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

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

INDEMNIFICATION

University of California, San Diego 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 University of California, San Diego 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 University of California, San Diego, its agents, subcontractors, employees or other representatives referred to in this Agreement, University of California, San Diego 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 University of California, San Diego 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 University of California, San Diego demand.

District shall save and hold University of California, San Diego, harmless from and against and shall indemnify University of California, San Diego 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 University of California, San Diego 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, University of California, San Diego may defend the same and any expenses, including reasonable attorney's fees, which University of California, San Diego may pay or incur in defending said action and the amount of any judgment which University of California, San Diego may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

University of California, San Diego
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Soliant Health, LLC for Special Education

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Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $101,745

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Soliant Health, LLC to provide a special education adaptive physical education (APE) teacher, not to exceed $101,745 (01.0-65000.0-57601-11804-5810-7440000), effective September 22, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 18th day of September 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Soliant Health, LLC hereinafter referred to as "Provider."

Payee's Name: Soliant Health, LLC Daytime Phone Number: 678-990-3521

Mailing Address: PO Box 846759 Los Angeles, CA 90084-6759

Email Address: leah.godina@soliant.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/09/2025 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of $95 per hour, up to 7 hours per day or up to 35 hours per week. For **a** total not to exceed **$101,745**
2. The term of the Agreement shall be the period commencing 09/22/2025 and terminating 05/29/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Soliant Health, LLC will provide a special education adaptive physical education (APE) teacher to work with special education students.
5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider's performance or failure to perform services under this Agreement.

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

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

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

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Soliant Health, LLC
Provider/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent, Business Services
PREPARED BY:	David Gerharter, Director of Purchasing, Warehouse and Reprographics
SUBMITTED BY:	Lourdes Moya, Administrative Secretary I
DATE:	October 9, 2025
SUBJECT:	Approval of Amendment to Agreement with Softchoice/U.S. Bank Equipment Finance for Sophos Ltd., District-wide (General Fund)

Background:
On August 17, 2023, the Board of Education ratified an agreement with Softchoice for Sophos Central Intercept, Sophos ensures continuous defense against evolving risks with real-time threat intelligence and updates. The new contract included three additional features not included in the original scope: Sophos Central Phish Threat, Enhanced Support, and professional services.

Discussion/Issues:
The three-year agreement for Sophos equipment, licenses, and support is effective from July 2022 through July 2026 and was payable to Softchoice Ltd. but is being financed through a lender, U.S. Bank Equipment Finance. The full contracted amount was $147,000.

The contract documents with U.S. Bank were not included in the original approved board agenda report and therefore interest rate information was not accurately accounted for, resulting in overcharges in each of the contracted years. This contract will be amended to be payable directly to U.S. Bank Equipment Finance.

Fiscal Impact:
The fiscal impact increased from $147,000 to $149,869.57 over the three years.

Recommendation:
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the amendment to the agreement between Burbank Unified School District and U.S. Bank Equipment Finance, not to exceed $149,869.57 (01.0-00000.0-00000-77000-5840-7730000), (General Fund), effective July 22, 2023, through July 21, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

EQUIPMENT FINANCE

July 27, 2023

BURBANK UNIFIED SCHOOL DISTRICT
1900 WEST OLIVE
BURBANK, CA 91506

RE: Agreement # 3014631

Dear Valued Customer,

Thank you for selecting U.S. Bank Equipment Finance, a division of U.S. Bank National Association for your financing needs. Enclosed are the documents needed to complete the transaction. Please complete each step below marked with an "X". Please note the payment amount is valid until credit expiry and is subject to change according to current pricing.

- [X] Sign and date the Agreement, all pages, where indicated.
  SIGNER MUST BE AN AUTHORIZED SIGNER, WITH THE POWER AND AUTHORITY TO ACT ON BEHALF OF THE CUSTOMER.
- [X] If the leased/financed item(s) have been delivered and are satisfactory to you, please sign and date the Delivery and Acceptance Certificate by the "X" to verify their delivery and acceptance.
- [X] Fax or e-mail a copy of all documents (front and back) to Erik Wells's attention at (866) 977-0948
- [ ] Sign and return all **original (ink signed)** documents (along with the Advance Payment/Security Deposit of $0.00 *if applicable*) to us.
  **Please do NOT return the Delivery and Acceptance Certificate if the leased/financed item(s) have yet to be delivered. Please retain the Delivery and Acceptance Certificate until the leased/financed item(s) are delivered. Once delivered, fax or e-mail it to (866) 977-0948 . That will be our indication that you are ready to start the Agreement.*
- [ ] In accordance with the terms of the Agreement, please provide proof of property and liability insurance. Please list U.S. Bank Equipment Finance and its assigns as lender's loss payee and additional insured. Fax or e-mail the certificate(s) to (866) 405-8329 or mail to: U.S. Bank Equipment Finance, Attn: Insurance at 1310 Madrid Street, Marshall, MN 56258
- [ ] In accordance with the terms of the Agreement, please provide proof of property insurance. Please list U.S. Bank Equipment Finance and its assigns as lender's loss payee. Fax or e-mail the certificate to (866) 405-8329 or mail to: U.S. Bank Equipment Finance, Attn: Insurance at 1310 Madrid Street, Marshall, MN 56258
- [ ] Sign and date the One-Time Authorization for Automatic Payment form for the Advance Payment/Security Deposit. Please attach a voided check for routing number purposes.
- [X] Include your Federal Tax ID number on the Agreement and fill out and sign the attached W-9 form.
- [X] Provide us with your Tax-Exempt Certificate, if applicable.
- [ ] Provide us with a photocopy of each signer's driver's license.

Please overnight the above documentation to: U.S. Bank Equipment Finance
Attn: Erik Wells
1310 Madrid Street
Marshall, MN 56258

Thank you for the opportunity to assist you with your financing needs. If you have any questions or concerns, please feel free to contact Erik Wells at (507) 532-8435.

Sincerely,

U.S. Bank Equipment Finance

P.S. Make a copy of the signed documents to keep for your records.
Thank you for your business!

10292 REV 10/21

usbank®

EQUIPMENT FINANCE

State & Local Government
Lease Agreement

AGREEMENT NO.

3014631

Send Account Inquiries to: 1310 Madrid Street · Marshall, MN 56258
Send Payments to: PO Box 790448 · St. Louis MO 63179-0448

The words **"Lessee," "you"** and **"your"** refer to **Customer**. The words **"Lessor," "we," "us"** and **"our"** refer to **U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance")**.

CUSTOMER INFORMATION

FULL LEGAL NAME
BURBANK UNIFIED SCHOOL DISTRICT

STREET ADDRESS
1900 WEST OLIVE

CITY | STATE | ZIP
BURBANK, CA 91506

PHONE | FAX
(818) 729-4400

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)
1900 WEST OLIVE, BURBANK, CA 91506

E-MAIL

BILLING STREET ADDRESS (IF DIFFERENT FROM CUSTOMER ADDRESS ABOVE)
1900 WEST OLIVE

CITY | STATE | ZIP
BURBANK, CA 91506

EQUIPMENT DESCRIPTION

See Schedule A

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

☐ See attached Schedule A

PAYMENT & TERM INFORMATION

Advance Payment: $0.00
(plus applicable taxes)
If you are exempt from sales tax, attach your certificate.

3 Annual Payments of $49,000.00
(plus applicable taxes)
The payment ("Payment") period is monthly unless otherwise indicated.

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default, non-appropriation or nonrenewal under this Agreement, as applicable, has occurred and is continuing. If no box is checked, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use. If the selected purchase option for this Agreement is $ 1.00 , unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

☐ Purchase all of the Equipment for its Fair Market Value, renew this Agreement or return the Equipment.

☒ Purchase all of the Equipment for $ 1.00 .

1. **AGREEMENT:** You agree to lease from us the goods ("Equipment") and, if applicable, finance certain software, software license(s), software components and/or professional services in connection with software (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. The term shall start on the date we pay Supplier. If no advance payment is required, the first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month (the "Scheduled Due Date") unless a different due date is mutually agreed to by us and you. If the parties agree to adjust the Payment due date (an "Adjusted Due Date"), in addition to all Payments and other amounts due hereunder, you will pay an interim payment in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Scheduled Due Date and the Adjusted Due Date. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law.

2. **REPRESENTATIONS AND WARRANTIES OF CUSTOMER**: You hereby represent and warrant to us that: (i) you have been duly authorized under the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (ii) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (iii) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (iv) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (v) you have funds available to pay Payments until the end of your current appropriation period, and you intend to request funds to make Payments in each appropriation period, from now until the end of the term of this Agreement; and (vi) your exact legal name is as set forth on page one of this Agreement.

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGES 2 AND 3 ATTACHED HERETO.

BURBANK UNIFIED SCHOOL DISTRICT — CUSTOMER (AS REFERENCED ABOVE)

X — SIGNATURE

Assistant Superintendent, Admin Serv — TITLE

95-6000418 — FEDERAL TAX IDENTIFICATION NUMBER

Andrew Cantwell — PRINT NAME

8/3/23 — DATED

LESSOR ACCEPTANCE

U.S. Bank Equipment Finance — LESSOR

SIGNATURE

Authorized Signatory — TITLE

DATED

3. **INITIAL TERM AND RENEWAL TERM(S):** The term of this Agreement consists of an initial term beginning on the date we pay Supplier and ending at the end of your fiscal year in which we pay Supplier, and a series of renewal terms, each co-extensive with your fiscal year. Except to the extent required by applicable law, if you do not exercise your right to terminate this Agreement under paragraph 6 as of the end of any fiscal year, this Agreement will be deemed automatically renewed for the next succeeding renewal term. An election by you to terminate this Agreement under paragraph 6 is not a default. Notwithstanding anything herein to the contrary, if we cancel this Agreement following a default by you, we may require that you pay the unpaid balance of Payments under this Agreement through the end of your then-current fiscal year, but we may not require you to pay future Payments due beyond that fiscal year or the anticipated residual value of the Equipment. If we sell the Equipment following a default by you, you will not be responsible for a deficiency, except to the extent of our costs of repossession, moving, storage, repair and sale, and our attorneys' fees and costs.

4. **SUPPLEMENTS; SEPARATE FINANCINGS:** To the extent applicable, in the event that the parties hereafter mutually agree to execute and deliver any supplement or schedule ("Supplement") under this Agreement, such Supplement, as it incorporates the terms and conditions of this Agreement, shall be a separate financing distinct from this Agreement or other Supplements thereto. Without limiting the foregoing, upon the occurrence of an event of default or a non-appropriation event with respect to this Agreement or a Supplement (each, a separate "Contract"), as applicable, we shall have the rights and remedies specified in this Agreement with respect to the Equipment financed and the Payments payable under such Contract, and we shall have no rights or remedies with respect to Equipment financed or Payments payable under any other Contract unless an event of default or non-appropriation event has also occurred under such other Contract.

5. **OWNERSHIP; PAYMENTS; TAXES AND FEES**: Except as expressly stated herein, we own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. Subject to paragraph 6, you will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 10 days late, you agree to pay a late charge of 5% of the Payment which is late or, if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) by up to 10% to accommodate changes in the Equipment cost; (ii) if the shipping charges or taxes differ from the estimate given to you; (iii) to comply with the tax laws of the state in which the Equipment is located; and/or (iv) if a down payment or deposit is deducted. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its lease, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. You agree to pay us a yearly processing fee of up to $50 for personal property taxes we pay related to the Equipment. You agree to pay us a fee of up to $50 for filing, searching and/or titling costs required under the Uniform Commercial Code ("UCC") or other laws. You agree to pay us an origination fee of $150.00 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of $30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

6. **NON-APPROPRIATION OR RENEWAL:** If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after (i) your failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by you (in which event this Agreement shall be mutually ratified and renewed), provided that your failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to you.

7. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims other than liens and claims under this Agreement; and (iii) at your address shown on page 1 of this Agreement, and you agree not to move the Equipment unless we agree in writing. To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement and any supplements hereto. You authorize and ratify our filing of any financing statement(s) and the naming of us on any vehicle title(s) to show our interest.

8. **INSURANCE; COLLATERAL PROTECTION; RISK OF LOSS; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. As between you and us, and to the extent permitted by law and legally available funds, you are responsible for and shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of this Agreement to us or that arise directly from our gross negligence or willful misconduct. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

9. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. **You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us.** This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

X **CUSTOMER INITIALS:** 

10. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us under this Agreement when due or you fail to perform in accordance with the covenants, terms and conditions of this Agreement; (ii) you make or have made any false statement or misrepresentation to us; or (iii) you dissolve, liquidate, terminate your existence or are in bankruptcy. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement, and you will be responsible for any deficiency. In the event of any enforcement of our rights under this Agreement after a default by you, you agree to pay our costs and expenses, including reasonable attorneys' fees and collection agency fee. WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy. In the event that legal proceedings relating to this Agreement (other than our enforcement of this Agreement after a default by you) are commenced in any court or before any other tribunal of competent jurisdiction, the legal fees and other reasonable costs and expenses of the prevailing party shall be paid by the non-prevailing party on demand of the prevailing party.

11. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof, including the appropriation of funds to pay amounts due under this Agreement. This may include compiled, reviewed or audited annual financial statements within 120 days after your fiscal year end, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains.

12. **END OF TERM:** Unless the purchase option is $ 1.00 , you agree to send us written notice at least 30 days before the end of the final renewal term that you want to purchase or return the Equipment, and you agree to so purchase or return the Equipment not later than the end of the final renewal term. If you fail to so purchase or return the Equipment at or before the end of the final renewal term, you shall be a holdover tenant with respect to this Agreement and the Equipment, and this Agreement shall renew on a month-to-month basis under the same terms hereof until the Equipment has been purchased or returned. You shall continue making Payments and paying all other amounts due until the Equipment is purchased or returned. As long as you have given us the required written notice, if you do not purchase the Equipment, you will return all of the Equipment and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.

13. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance. Any provision in this Agreement requiring you to pay amounts due under this Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew this Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

14. **WARRANTY DISCLAIMERS:** WE ARE LEASING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. **YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.** SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.

15. **LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the state in which you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

X **CUSTOMER INITIALS:** 

EQUIPMENT FINANCE

SCHEDULE A

AGREEMENT #

3014631

This Schedule A is to be attached to and become part of Agreement # 3014631, by and between the undersigned as Customer and U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance") as Lessor/Secured Party.

CUSTOMER ACCEPTANCE

This Schedule A is hereby verified as correct by the undersigned Customer, who agrees to the terms hereof.

BURBANK UNIFIED SCHOOL DISTRICT	X	Assistant Superintendent, Admin Serv	8/3/23
CUSTOMER	SIGNATURE	TITLE	DATED

EQUIPMENT DESCRIPTION

SUPPLIER: SOFTCHOICE CORPORATION
314 W SUPERIOR ST STE 400
CHICAGO, IL 60610

1950-SOPHOS CENTRAL INTERCEPT X ADV W/XDR SUB LIC

50-SOPHOS CENTRAL INTERCEPT X ADV FOR SERV W/XDR

-SUBS LIC RNEW 3YRS - 1 SERVER

7500-CENTRAL EMAIL ADV - 5000+ USERS 36 MOS RNW

1-SOPHOS PROF SVC GATEWAY REMOTE CONFIG ASSIST

-REMOTE CONFIG - 4 HOUR(S)

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

usbank
EQUIPMENT FINANCE

CALIFORNIA JUDICIAL REFERENCE ADDENDUM

AGREEMENT # 3014631

Addendum to Agreement # 3014631 and any future supplements/schedules thereto, between BURBANK UNIFIED SCHOOL DISTRICT, as Customer and U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance"), as Lessor/Secured Party ("Agreement"). The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to Lessor/Secured Party.

The parties wish to amend the above-referenced Agreement by adding the following language:

1. Any and all disputes, claims and controversies arising out of, connected with or relating to the Agreement or the transactions contemplated thereby (individually, a "Dispute") that are brought before a forum in which pre-dispute waivers of the right to trial by jury are invalid under applicable law shall be subject to the terms contained in this Addendum in lieu of the jury trial waiver otherwise provided in the Agreement. Disputes may include, without limitation, tort claims, counterclaims, claims brought as class actions, claims arising from schedules, supplements, exhibits or other documents to the Agreement executed in the future, disputes as to whether a matter is subject to judicial reference, or claims concerning any aspect of the past, present or future relationships arising out of or connected with the Agreement.
2. Any and all Disputes shall be heard by a referee and resolved by judicial reference pursuant to California Code of Civil Procedure ("CCCP") §§ 638 et seq. The referee shall be a retired California state court judge or an attorney licensed to practice law in the State of California with at least 10 years' experience practicing commercial law. The parties shall not seek to appoint a referee that may be disqualified pursuant to CCCP §641 or 641.2 without the prior written consent of all parties. If the parties are unable to agree upon a referee within 10 calendar days after one party serves a written notice of intent for judicial reference upon the other parties, then the referee will be selected by the court in accordance with CCCP § 640(b).
3. The referee shall render a written statement of decision and shall conduct the proceedings in accordance with the CCCP, the Rules of Court, and the California Evidence Code, except as otherwise specifically agreed by the parties and approved by the referee. The referee's statement of decision shall set forth findings of fact and conclusions of law. The decision of the referee shall be entered as a judgment in the court in accordance with the provisions of CCCP §§644 and 645. The decision of the referee shall be appealable to the same extent and in the same manner that such decision would be appealable if rendered by a judge of the superior court.
4. Notwithstanding the preceding agreement to submit Disputes to a judicial referee, the parties preserve, without diminution, certain rights and remedies at law or equity and under the Agreement that such parties may employ or exercise freely, either alone or in conjunction with or during a Dispute. Each party shall have and hereby reserves the right to proceed in any court of proper jurisdiction or by self-help to exercise or prosecute the following remedies, as applicable: (A) all rights to foreclose against any real or personal property or other security by exercising a power of sale granted in the Agreement or under applicable law or by judicial foreclosure and sale, including a proceeding to confirm the sale, (B) all rights of self-help including peaceful occupation of property and collection of rents, setoff, and peaceful possession of property, (C) obtaining provisional or ancillary remedies including injunctive relief, sequestration, garnishment, attachment, appointment of receiver and in filing an involuntary bankruptcy proceeding, and (D) when applicable, a judgment by confession of judgment. Preservation of these remedies does not limit the power of a judicial referee to grant similar remedies that may be requested by a party in a Dispute. No provision in the Agreement regarding submission to jurisdiction and/or venue in any court is intended or shall be construed to be in derogation of the provisions in this Addendum for judicial reference of any Dispute. The parties do not waive any applicable federal or state substantive law except as provided herein.
5. If a Dispute includes multiple claims, some of which are found not subject to this Addendum, the parties shall stay the proceedings of the claims not subject to this Addendum until all other claims are resolved in accordance with this Addendum. If there are Disputes by or against multiple parties, some of which are not subject to this Addendum, the parties shall sever the Disputes subject to this Addendum and resolve them in accordance with this Addendum.
6. During the pendency of any Dispute that is submitted to judicial reference in accordance with this Addendum, each of the parties to such Dispute shall bear equal shares of the fees charged and costs incurred by the referee in performing the services described in this Addendum. The compensation of the referee shall not exceed the prevailing rate for like services. The prevailing party shall be entitled to reasonable court costs and legal fees, including customary attorneys' fees, expert witness fees, paralegal fees, the fees of the referee and other reasonable costs and disbursements charged to the party by its counsel, in such amount as is determined by the referee.
7. In the event of any challenge to the legality or enforceability of this Addendum, the prevailing party shall be entitled to recover the costs and expenses from the non-prevailing party, including reasonable attorneys' fees, incurred by it in connection therewith.
8. THIS ADDENDUM CONSTITUTES A "REFERENCE AGREEMENT" BETWEEN THE PARTIES WITHIN THE MEANING OF AND FOR PURPOSES OF CCCP § 638.

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor/Secured Party to make such changes. In the event of any conflict between this Addendum and the Agreement, this Addendum shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer. This Addendum may be executed in multiple counterparts, each of which shall constitute an original, but all of which, when taken together, shall constitute one and the same agreement.

U.S. Bank Equipment Finance	**BURBANK UNIFIED SCHOOL DISTRICT**
Lessor/Secured Party	Customer
Signature	Signature
Title Date	Assistant Superintendent, Admin Serv 8/3/23 Title Date

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

A595 REV 10/19

EQUIPMENT FINANCE

FINANCED ITEMS ADDENDUM (STATE AND LOCAL GOVERNMENT)

AGREEMENT # 3014631

Addendum to Agreement # 3014631 and any future supplements/schedules thereto, between BURBANK UNIFIED SCHOOL DISTRICT, as Customer and U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance"), as Lessor. The words "you" and "your" refer to Customer. The words "we" and "us" refer to Lessor.

With respect to any "Financed Items," the following provisions shall be applicable to such Financed Items:

This Addendum concerns the granting to you of certain software and/or software license(s) ("Licensed Software"), the purchase by you of certain software components, including but not limited to, software maintenance and/or support ("Products") and/or the purchase by you of certain implementation, integration, training, technical consulting and/or professional services in connection with software ("Services") (collectively, the "Financed Items") from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as further described in the agreement(s) between you and Supplier (collectively, the "Product Agreement"). For essential governmental purposes only, you have requested and we have agreed that instead of you paying the fees pursuant to the Product Agreement to Supplier for the Financed Items, we will satisfy your obligation to pay such fees to Supplier, and in consideration thereof, you shall repay the sums advanced by us to Supplier by promptly making certain installment payments to us, which are included in the Payments set forth in the Agreement.

To the extent permitted by law, you grant us a security interest in the license(s), including without limitation, all of your rights in the Licensed Software granted thereunder, the Products, all rights to payment under the Product Agreement, the Financed Items, and all proceeds of the foregoing to secure all amounts you owe us under this Agreement. You authorize and ratify our filing of any financing statement(s) to show our interest.

Ownership of any Licensed Software shall remain with Supplier thereof. All Financed Items shall be provided by a Supplier unrelated to us, and your rights with respect to such Financed Items shall be governed by the Product Agreement between you and Supplier, which shall not be affected by this Agreement. IN NO EVENT SHALL WE HAVE ANY OBLIGATION TO PROVIDE ANY FINANCED ITEMS, AND ANY FAILURE OF SUPPLIER TO PROVIDE ANY FINANCED ITEMS SHALL NOT EXCUSE YOUR OBLIGATIONS TO US IN ANY WAY. YOU HAVE SELECTED SUPPLIER AND THE FINANCED ITEMS BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE FINANCED ITEMS. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. **YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE FINANCED ITEMS COVERED BY THE PRODUCT AGREEMENT AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR AS TO ANY PATENT, TRADEMARK OR COPYRIGHT INFRINGEMENT, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS OR ANY OTHER ISSUE IN REGARD TO THE FINANCED ITEMS.** YOU HEREBY WAIVE ANY CLAIM (INCLUDING ANY CLAIM BASED ON STRICT LIABILITY OR ABSOLUTE LIABILITY IN TORT) THAT YOU MAY HAVE AGAINST US FOR ANY LOSS, DAMAGE (INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS, LOSS OF DATA OR ANY OTHER DAMAGES) OR EXPENSE CAUSED BY THE FINANCED ITEMS COVERED BY THE PRODUCT AGREEMENT OR A TERMINATION OF THE FINANCED ITEMS PURSUANT TO AN EVENT OF DEFAULT, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE, LOSS, EXPENSE OR COST.

The following shall be additional events of default under the Agreement: (i) you fail to perform in accordance with the covenants, terms and conditions of the Product Agreement, or (ii) the Product Agreement is terminated, suspended, materially restricted or limited.

The following shall be additional remedies we have for your default under the Agreement: We shall have the right to: (a) cause the termination of the Financed Items and you irrevocably consent to such termination of the Financed Items by Supplier; and (b) require you to immediately stop using the Financed Items (regardless of whether you are in default under the Product Agreement) and you shall, at our option, either deliver to us a certification executed by a duly authorized officer certifying that you have ceased use of the Financed Items or deliver the Financed Items to a location designated by us. In the event you are entitled to transfer the right to use the Financed Items to any third party, you hereby agree to transfer any such right to use the Financed Items to any third party selected by us and acknowledge that you shall have no right to fees payable by any third party in connection with such transfer. However, we shall not be required to mitigate our damages caused by a default by transferring any Financed Items to a third party.

By signing this Addendum, Customer acknowledges the applicable changes noted above are incorporated by reference into the Agreement. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer. In the event of any conflict between the terms and conditions of the Agreement and this Addendum, the terms and conditions of this Addendum shall control. Customer has caused this Addendum to be executed by its duly authorized officer as of the date below.

U.S. Bank Equipment Finance		BURBANK UNIFIED SCHOOL DISTRICT	
Lessor		Customer	
Signature		Signature	
Title	Date	Assistant Superintendent, Admin Serv	8/3/23
		Title	Date

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

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EQUIPMENT FINANCE

LESSEE'S GENERAL AND INCUMBENCY CERTIFICATE

AGREEMENT #
3014631

GENERAL CERTIFICATE

Re: Lease Agreement # 3014631, between BURBANK UNIFIED SCHOOL DISTRICT, as Lessee ("Lessee") and U.S. Bank Equipment Finance, a division of U.S. Bank National Association, as Lessor.

The undersigned, being the duly elected, qualified and acting official of Lessee holding the title stated in the signature line below, does hereby certify as of the date of this Certificate and the date of the Agreement (as defined below), as follows:

1. Lessee did, at a meeting of the governing body of the Lessee, by resolution or ordinance duly enacted, in accordance with all requirements of law, approve and authorize the execution and delivery of the above-referenced Lease Agreement (the "Agreement") by the undersigned.
2. The meeting(s) of the governing body of the Lessee at which the Agreement was approved and authorized to be executed was duly called, regularly convened and attended throughout by the requisite quorum of the members thereof, and the enactment approving the Agreement and authorizing the execution thereof has not been altered or rescinded. All meetings of the governing body of Lessee relating to the authorization and delivery of the Agreement have been: (a) held within the geographic boundaries of the Lessee; (b) open to the public, allowing all people to attend; (c) conducted in accordance with internal procedures of the governing body; and (d) conducted in accordance with the charter of the Lessee, if any, and the laws of the state where Lessee is located.
3. No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an event of default or a nonappropriation event exists at the date hereof with respect to this Agreement.
4. The acquisition of all of the Equipment under the Agreement has been duly authorized by the governing body of Lessee.
5. Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Payments scheduled to come due during the current budget year under the Agreement and to meet its other obligations for the current budget year and such funds have not been expended for other purposes.
6. As of the date hereof, no litigation is pending, (or, to my knowledge, threatened) against Lessee in any court (a) seeking to restrain or enjoin the delivery of the Agreement or of other agreements similar to the Agreement; (b) questioning the authority of Lessee to execute the Agreement, or the validity of the Agreement; (c) questioning the constitutionality of any statute, or the validity of any proceedings, authorizing the execution of the Agreement; or (d) affecting the provisions made for the payment of or security for the Agreement.

IN WITNESS WHEREOF, the undersigned has signed this Certificate on the date stated below.

BURBANK UNIFIED SCHOOL DISTRICT	X [signature]	Assistant Superintendent, Admin Serv
Lessee	Signature of Person to Sign Agreement	Print Title of Person to Sign Agreement
Andrew Cantwell	8/3/23	
Print Name of Person to Sign Agreement	Print Date that Above Person Signed this Certificate	

INCUMBENCY CERTIFICATE

Re: Lease Agreement # 3014631, between BURBANK UNIFIED SCHOOL DISTRICT, as Lessee ("Lessee") and U.S. Bank Equipment Finance, a division of U.S. Bank National Association, as Lessor.

The undersigned, being the duly elected, qualified and acting Secretary, Clerk, or other duly authorized official or signatory of the Lessee does hereby certify, as of the date of this Certificate and the date of the Agreement (as defined in the General Certificate above)as follows:

As of the date of the meeting(s) of the governing body of the Lessee at which the above-referenced Agreement was approved and authorized to be executed, and as of the date hereof, the below-named representative of the Lessee held and holds the office set forth below, and the signature set forth below is his/her true and correct signature.

NAME OF -PERSON SIGNING AGREEMENT	TITLE OF PERSON SIGNING AGREEMENT	SIGNATURE OF PERSON SIGNING AGREEMENT
X Andrew Cantwell	X Assistant Superintendent, Admin Serv	X [signature]

IN WITNESS WHEREOF, the undersigned has signed this Certificate on the date stated below.

X [signature]	Acting Superintendent
Signature of Secretary, Clerk or other duly authorized official or signatory of Lessee (Cannot be same as Person Signing Agreement)	Print Title of Person who signed this Certificate
John Paramo	8/3/23
Print Name of Person Signing this Certificate	Print Date that Above Person Signed this Certificate

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

A551 REV 01/20

EQUIPMENT FINANCE

CALIFORNIA SCHOOL DISTRICTS ADDENDUM (STATE AND LOCAL GOVERNMENT)

AGREEMENT #

3014631

Addendum to Agreement # 3014631 and any future supplements/schedules thereto, between BURBANK UNIFIED SCHOOL DISTRICT, as Customer and U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance"), as Lessor. The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to Lessor.

The parties wish to amend the above-referenced Agreement by adding the following language:

> If your end-of-term option is the purchase of all Equipment for $1.00 or $101.00, the following applies: You will be deemed to have acquired title to the Equipment from the Supplier on the date we pay for it, and you hereby sell, transfer and convey the Equipment to us on that date. You represent to us that the resolution of your governing body authorizing the execution and delivery of the Agreement contained a finding that the Equipment is a major item of equipment or data processing equipment and that the sale and leaseback of the Equipment was the most economical means of providing the Equipment to you.

By signing this Addendum, Customer acknowledges the applicable changes noted above are incorporated by reference into the Agreement. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer. In the event of any conflict between the terms and conditions of the Agreement and this Addendum, the terms and conditions of this Addendum shall control. Customer has caused this Addendum to be executed by its duly authorized officer as of the date below.

U.S. Bank Equipment Finance	BURBANK UNIFIED SCHOOL DISTRICT
Lessor	Customer
	X
Signature	Signature
Authorized Signatory	Assistant Superintendent, Admin Serv
Title	Date	Title	Date
	8/3/23

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

EQUIPMENT FINANCE

PAYMENT ADJUSTMENT ADDENDUM

AGREEMENT #

3014631

Addendum to Agreement # 3014631, between BURBANK UNIFIED SCHOOL DISTRICT, as Customer and U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance"), as Lessor/Secured Party. The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to Lessor/Secured Party. This Addendum is specific to the aforementioned Agreement # and shall not be incorporated into any future supplements/ schedules thereto.

The parties wish to amend the above-referenced Agreement by adding the following language:

> Two business days prior to the date of booking (the "Adjustment Date"), the Payments due hereunder shall be recalculated based upon increases in the spot rate for 36 month SOFR based Interest Rate Swaps as published by Bloomberg, its successor, or any other generally recognized financial information service selected by us (the "Spot Rate") from the date hereof until the Adjustment Date. If, on the Adjustment Date, the Spot Rate is greater than 4.40 %, then the Payments due hereunder shall be increased to reflect the change in the Spot Rate. Thereafter, the Payments shall remain fixed during the term hereof. For purposes of this section, the term "SOFR" means, with respect to any SOFR Business Day, a rate per annum equal to the secured overnight financing rate for such SOFR Business Day published by the Federal Reserve Bank of New York (or a successor administrator of the secured overnight financing rate) on the website of the Federal Reserve Bank of New York, currently at http://www.newyorkfed.org, or any successor source for the secured overnight financing rate. The term "SOFR Business Day" means any day (other than a Saturday or Sunday) on which banks generally are open in New York City, New York for the conduct of substantially all of their commercial lending activities and interbank wire transfers can be made on the Fedwire system except a day on which the Securities Industry and Financial Markets Association (SIFMA) recommends that the fixed income departments of its members be closed for the entire day for purposes of trading in United States government securities.

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor/ Secured Party to make such changes. In the event of any conflict between this Addendum and the Agreement, this Addendum shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

U.S. Bank Equipment Finance	BURBANK UNIFIED SCHOOL DISTRICT
Lessor/Secured Party	Customer
	X 
Signature	Signature
Authorized Signatory	Assistant Superintendent, Admin Serv 8/3/23
Title Date	Title Date

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

EQUIPMENT FINANCE

DELIVERY & ACCEPTANCE CERTIFICATE

AGREEMENT #

3014631

This Certificate is delivered to and for the benefit of Lessor/Secured Party and pertains to the below-described Equipment and/or Financed Items which are the subject of the above-referenced Agreement between U.S. Bank Equipment Finance, a division of U.S. Bank National Association as Lessor/Secured Party and the undersigned as Customer. The words you and your refer to Customer. The words we, us and our refer to Lessor/Secured Party.

You certify and acknowledge that all of the Equipment and Financed Items (as applicable): 1) have been received, installed and inspected, and 2) are fully operational and unconditionally accepted. Further, all terms and conditions of the above-referenced Agreement have been reviewed and acknowledged. Upon you signing below, your promises in the Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment and/or Financed Items from the below-referenced Supplier and you may contact the Supplier for any warranty rights, which, if the Agreement is a lease, we transfer to you for the term of the Agreement (or until you default).

Supplier:	Equipment and/or Financed Items Description
SOFTCHOICE CORPORATION	See Schedule A

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

BURBANK UNIFIED SCHOOL DISTRICT

Customer

X

Signature

Assistant Superintendent, Admin Serv — 8/3/23

Title — Acceptance Date

NOTE: A FACSIMILE OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED TO BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

10000 REV 11/15

EQUIPMENT FINANCE

SALES TAX EXEMPTION CERTIFICATE REQUEST

AGREEMENT #

3014631

**** IF APPLICABLE ****

PLEASE ATTACH YOUR SALES TAX EXEMPTION CERTIFICATE ALONG WITH THE SIGNED DOCUMENTS.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Simun Psychological Assessment Group PC for Special Education

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Background:

The Board of Education is being asked to approve an agreement for professional services for Special Education student 960029084, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $6,000.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Simun Psychological Assessment Group PC for Special Education student 960029084, for a total not to exceed of $6,000 (01.0-65000.0-57602-11900-5850-7440000), effective October 10, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF AGREEMENT

This Agreement, made and entered into this 18th day of September 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Simun Psychological Assessment Group PC hereinafter referred to as "Provider."

Payee's Name: Simun Psychological Assessment Group PC Daytime Phone Number: 310-478-8888

Mailing Address: 2001 S. Barrington Ave. #214 Los Angeles, CA 90034

Email Address: info@drsimun.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 010/09/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate not to exceed $6,000 **Amount to include mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 10/10/2025 and terminating on: 06/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Simun Psychological Assessment Group PC will provide a psychoeducational assessment (IEE) for Student 960029084. Cost includes evaluation, observations, reviewing documentation, written report and attendance to IEP.

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider's performance or failure to perform services under this Agreement.

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

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

12. Communicate within twenty-four hours to Simun Psychological Assessment Group PC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Provider:

Simun Psychological Assessment Group PC
Provider/Company

[redacted]
Ann Simun
Print Representative Name

[redacted]
Psychologist
Title

[redacted]
Signature

[redacted]
Date 9/21/25

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education student 960027476 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 960027476 concerning services and/or school placement, a formal settlement agreement was offered on July 9, 20025 to the parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the student's parents, without admitting any liability.

Fiscal Impact:

Not to exceed $3,123.52

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960027476, total not to exceed $3,123.52, (01.0-65000.0-50010-36000-5813-7440000), September 23, 2025 through May 31, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	October 9, 2025
SUBJECT:	Ratification of John Burroughs High School Varsity Volleyball (Overnight) Field Trip

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Background:
John Burroughs High School Varsity Volleyball team wishes to attend the Varsity Molten Power Classic Volleyball Tournament in Redondo Beach on Friday, October 3, 2025 through Saturday, October 4, 2025.

Itinerary
Day 1 –Friday, October 3rd, students will meet at John Burroughs High School at 12:30 pm for travel to the Best Western Gallery Inn, 2740 Artesia Blvd., Redondo Beach, CA 90278 (310) 370-4353, where they will prepare for the tournament. Students will depart hotel for tournament at 2:45 pm. Tournament play begins at 3:30 pm. Dinner will be back at the hotel with a team meeting at 10:00 pm and lights out at 11:00 pm.

Day 2 – Saturday, October 4th, students will have breakfast at the hotel. Students will travel to either Redondo Union High School or Mira Costa, depending on outcome of Friday's competition. Competition begins at 9:00 am. Play will last as long as team is winning. There is a guaranteed two matches for every team. Students return to JBHS at conclusion of tournament.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. A parent meeting is scheduled for September 17, 2025. All students and parents/guardians are expected to attend.

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

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the John Burroughs High School Varsity Volleyball (Overnight) Field Trip request to participate in the Varsity Molten Power Classic Volleyball Tournament in Redondo Beach, CA from Friday, October 3, 2025 through Saturday, October 4, 2025, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Ratification of Agreement for Instructional Consultant Services

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Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

Discussion and Issues:
Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to delays beyond its control, Jefferson Elementary was unable to submit its consultant agreement before the agenda deadline on July 23, 2025, for the August 7, 2025, Board meeting. Therefore, the agreement below is being presented as a ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:
See attached.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: October 9, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Jefferson Elementary	Rockin for the Arts	Prepare students for the upcoming Kidchella event. Additional music sessions will offer support in helping with students' musical skills and build confidence ahead of the performance, open to all students.	8/19/25 – 9/27/25	$1400	010-90870.0-11100-10000-5810-2060000

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 1st day of September 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Rockin for the Arts hereinafter referred to as "Consultant."

Rockin for the Arts [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Ron Young, Principal Thomas Jefferson
Print Name Title Location

Date Submitted to Board: October 9th Funding Source (Resource): 01090870011100100005810 2060000

STRS/PERS Member: Yes ____ No X

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $_____ per hour ☐ / per day ☐ / per session ☑ for a total not to exceed $1,400 including benefits.
2. The term of the Agreement shall be the period commencing on 8/19/25 and terminating on 9/27/25
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
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.

Administrator	Consultant [redacted]
Title	Address
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose: Rockin 4 The Arts

Basis for Request:

Provide detail on the needs of the district/school/program for the service to be provided

Jefferson Fundraising Committee offers music lessons to prepare students for a performance at our biggest fundraising opportunity.

Background/Scope/Objectives:

Provide as much detail on what this contract will fulfill for the district/school/program and the ways in which this agreement will meet the needs stated above. Provide detail on who will receive the services/hours and/or work product.

While Burbank Music Academy provides free music lessons for this fundraising event, we want more students to be able to participate, so we'd like to hire this consultant to provide the lessons for a small fee.

Deliverables/Milestones:

Provide enter a list of work products that will be derived from this work and/or a description of the services, detailing who will receive/approve said products/services

In small groups, the students will perform a song (vocals and instruments).

Invoice Approver:

Please provide the name and title of the BUSD administrator who will approve the Consultant Portal Invoices for this contract

Ron Young, Principal

Timeline:

Provide the timeline of the entire project including the milestones

Event is in late September (27th).

Payment Terms:

Describe the hourly rate, expected number of hours, etc. in which the agreement was determined

$1400.00 flate rate

LAURA WYNNE

Qualifications Summary:
A qualified administrator accustomed to executives at all levels and fast-paced environments demanding strong organizational, communication and interpersonal skills. Trustworthy, ethical, discreet and committed to superior performance. I am confident and poised, detail-oriented and resourceful in completing projects and am able to multi-task effectively. Currently employed in entrepreneurial sector however interested in returning to corporate environment and having bigger impact on society.

Burbank Music Academy June 2007 - Present
Executive Director (Managing Director June 2007-January 2009)

- Manage day-to-day operations of a music academy with 500+ students including staff schedules, teaching professionals and class curriculum. Accounting and fiscal management including preparation of quarterly and annual P&L reports for Partnership Meetings
- Special event design, coordination and implementation including live music events on and off site.
- Produce elementary and middle school events working with principals, students, parent groups.
- Coordinate grass route promotional events for marketing exposure.
- Developed human resources policies, procedures, training and recruitment programs to ensure client satisfaction and staff experiences.
- Responsible for financial stability and development of programs including summer camp and group classes to expand client base & increase attendance. Created alternative revenue streams.
- Directed all aspects of operations, including human resources, marketing, budgeting, quality improvement, community engagement, and risk assessment strategy.
- Served as community representative spokesperson.

Cheers2U Enrichment January 2007-June 2007
Enrollment Director & Personal Assistant

- Developed marketing materials for school based educational enrichment for grades Pre K-8 including programs, class schedules, teachers assignments and class rolls.
- Coordinated meetings with prospective school principals and coordinators presenting current and new programs. Maintained email correspondence, appointment calendars, class attendance, supplies
- Created database, procedures and systems for administrating enrichment business including payroll for subcontractors, accounts payable invoices for schools & clients.

Parker-Anderson Enrichment Opportunities June 2005-January 2007
Admissions & Enrollment Manager

- Coordination of educational & recreational programs at 45 different elementary school locations.
- Extensive communication with principals, administrators, parents and students.
- Interviewed, hired, trained, scheduled and evaluated teachers and all staff in programs.
- Managed and developed programs at all schools tailoring programs for each school.
- Ensured students, parents and school representatives received top-notch customer service.

Galpin Motors, Inc. April 2004 – June 2005
Executive Secretary to Vice President(s), President

- Assisted three extremely busy executives in retail sales/service oriented business. Schedule appointments, staff meetings, special appearances. Arrange extensive travel and prepare detailed itineraries.
- Coordinated & assisted in special events, shows, projects for commercial & video production.
- Managed all calls, meetings, correspondence, sort and return emails in a very high volume office.
- Marketing & advertising media meeting attendance, input and follow up of ideas discussed.
- Assist with speech writing and presentations, prepare meeting notes and follow up on assignments.

Los Angeles Dodgers December 2002 – October 2003
Executive Assistant, Stadium Operations (under FOX Ownership)
(Assistant to Vice President and Director of Stadium Operations)

- Communicate all stadium operation issues with staff and assist with resolving issues.
- Arrange all outside vendor access and ensure smooth entrance to VIP's.
- Compose high profile correspondence going to MLB, LAPD, press, sponsors & clients.
- Coordinate meetings, prepare agendas, reserve appropriate facilities and gate access lists.
- Organize and maintain file system of all games, special events issues, resolve actions, etc.
- Manage new badge system and issue security badges for all staff, vendors and players families.
- Supervise Administrative Assistants and assist other departments as needed.

ABC, Inc. (Temp/Contract Position) October 2002 – January 2003
Secretary, Broadcast Standards & Practices
Administrative support for busy Vice President and ten Programming Editors.

- Complied daily data for all television programming and issued TV Parental Guidelines Reports.
- Maintained communication with Vice President and other executives with call rolling, email, etc.
- Administrative support to all programming editors; compose high profile correspondence.
- Attend all weekly programming meetings to discuss upcoming programming issues.
- Monthly and annual minority actor programming collection and reporting.

Ceiva Logic, Incorporated June 2001- September 2002
Executive Assistant to CEO, President & Chief Marketing Officer
Administrative support for three busy executives of internet based firm

- Managed meeting schedules of two former Disney executives in new start up venture.
- Prepared extensive travel arrangements including international travel with multi-city stops and detailed itineraries to potential vendor meetings.
- Manage special projects: West Wing Emmy Awards, Nike Showcase Event, & Invisalign.
- Liaison between clients, staff and shareholders, call screening and call rolling.
- Post 9/11 additional duties due to staff layoffs: demo setups, office management, etc.

Grand American, Incorporated April 1994 – June 2001
Executive Assistant & Office Manager to President & CEO

- Prepared all correspondence, property management correspondence, and meeting notes.
- Coordinated meetings with prospective tenants, lease application & documentation, coordinate TI.
- Arranged extensive multi-city travel for Owner and President and prepared detailed itineraries.
- Performed research for possible future development in other areas, background checks & reports.
- Prepared meeting and presentation materials for potential leasing anchors.
- Transcription and quick note taking in discussions with executives.
- Coordinate repairs and resolve tenant issues.

Traits/Other

- Bachelors Degree – CSULB
- Quickbooks, MS Office – Outlook, Word, Excel, Power Point
- MAC & PC literate, text messaging, internet savvy, Iphone experience, Google Suite, Instagram, Facebook, Twitter platforms, Timberline Software, Some SAP
- Learning Italian, refreshing French language
- Quick to pick up new software and really excellent memory (it is one of my super powers!)
- DOJ/FBI clearance – SSBI eligible

ROCKIN 4 THE ARTS

[redacted]

[redacted]

Invoice

Bill To:
Burbank Unified School District

Thomas Jefferson Elementary

1900 N 6th Street
Burbank, CA 91505

Ship To:

Invoice Date:
09/03/2025

Invoice No:
JEFFKID0925

Quantity	Item	Description		Taxable	Price	Net Value
5 weeks	INS MUS	Music Program	Kidchella Band Coaching	Non		1400.00

Subtotal:	$1400.00
Tax:	0.00
Balance Due:	$1400.00

9-17-2025

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	October 9, 2025
SUBJECT:	Approval of John Burroughs High School Competition Cheer Team (Overnight) Field Trip

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Background:
John Burroughs High School Competition Cheer team wishes to attend the School Cheer National Competition in Las Vegas, NV on Thursday, February 19, 2026 through Sunday, February 22, 2026.

Itinerary
Thursday, February 19th, students will meet at John Burroughs High School at 10:00 am for travel via charter bus to the Orleans Arena and Hotel, 4500 West Tropicana Ave., Las Vegas, NV 89103 (702) 365-7469. Students will check in to hotel and leave for practice at 4:00 pm. Dinner will be at the food court in the hotel at 6:00 pm. Lights out will be at 11:00 pm.

Friday, February 20th, students will meet for breakfast at 8:00 am. Competition begins at 9:00 am. After competing, students will have lunch near competition area and attend more competitions. Dinner will be a Buca di Beppo at the Excalibur. Study hall is at 9:00 pm and lights out at 11:00 pm.

Saturday, February 21st, students will have breakfast at 7:30 am and attend check in for competition/stunt group. Stunt group competes at 9:00 am. After stunt awards lunch will be at 2:00 pm. Team will compete at 3:15 pm. Dinner is scheduled for 6:00 pm with awards ceremony at 9:00 pm. Lights out at 11:00 pm.

Sunday, February 22nd, students will have breakfast and check out of hotel and depart for JBHS at 12:00 pm.

Parent meeting was held on July 14, 2025.

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

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the John Burroughs High School Competition Cheer Team (Overnight) Field Trip request to participate in the Cheer Nationals Competition in Las Vegas, NV from Thursday, February 19, 2026 through Sunday, February 22, 2026, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	October 9, 2025
SUBJECT:	Approval of Instructional Consultant Services

Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

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

Fiscal Impact:
See Attached

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: October 9, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Edison Elementary	The Imagination Machine	The Imagination Machine Assembly promotes student engagement in creative writing by transforming student-authored stories into live theatrical performances. The consultant fosters literacy, creativity, and confidence. This one-time assembly is for all students.	10/22/25	$1873.50	010-90820.0-11100-10000-5810-2020000
Edison Elementary	Luke Anderson	Promote peaceful and cooperative playground activities while teaching and reinforcing the values of sportsmanship, respect, and teamwork. Services are provided to all students.	10/10/25 – 5/18/25	$2800	010-90870.0-11100-10000-5810-2020000
Emerson Elementary	Rhyan Adams, LLC	To introduce students to choir to spark interest in singing and vocal performance, to help build self-esteem, engage emotions, and promote social inclusion. Choir is open to all 4th and 5th-grade students. Tuesdays for 22 weeks.	12/2/25 – 5/21/26	$4500	010-87700.3-11100-10000-5810-2030000
Muir Middle School	Randall Williams	Mr. Williams, the original artist, is therefore the best resource for the cleanup of the murals, removing dust and grit, wiping grime, polishing, and retouching the artwork on Muir's campus.	10/13/25 – 10/31/25	$3000	010-90210.0-11100-10000-5850-3220000
Roosevelt Elementary	Unbound Events, Inc	The Roosevelt PTA organizes approximately four assemblies each school year, focusing on STEAM topics. This Assembly will feature Unbound Events' original books and music, offering students a creative and engaging learning experience. Three 45-minute assemblies for all students.	10/21/25	$2200	010-67700.0-11100-10000-5810-2140000

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 9th day of ., 20__ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Edison hereinafter referred to as "Consultant."

The Imagination Machine [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Nicole Cody, Principal, Edison Elementary
Print Name Title Location

Date Submitted to Board: 10/9/2025 Funding Source (Resource): 010-90820-0-11100-10000-

STRS/PERS Member: Yes No

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $1873.50 per hour ☐ / per day ☐ / per session ■ for a total not to exceed $ 1873.50 including benefits.
2. The term of the Agreement shall be the period commencing on 10/22/ and terminating on 10/22.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
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.

Administrator	The Imagination Machine LLC
Principal	Consultant
Title	[redacted]
	Address
	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

The Imagination Machine's most popular assembly will literally bring your students' own stories to life! Nothing inspires your students to write like watching their own words spring onto the stage, fully fleshed-out in a complete production with professional actors, live accompaniment, and delightful costume pieces.

Basis for Request:

Assembly for entire school.

Background/Scope/Objectives:

First, stories written by the students are sent to us through Parent/Teacher organizations or school administration teams. Then, The Imagination Machine arrives at your school on the day of the show to perform the stories that the students wrote as an assembly! The selected authors also receive a Certificate of Writing Achievement at the end of the show. This is the show that will have your students begging to write stories!

Deliverables/Milestones:

Students get to see their stories on stage at the day of assembly.

Invoice Approver:

Edison Principal, Nicole Cody

Timeline:

Stories postmarked by 9/26 and assembly is 10/22

Payment Terms:

$750 deposit due 10/5 and final balance due 10/15. $1873.50 total

Bio for Imagination Machine:

The Imagination Machine was founded in 1981 in the city of Orange, California by Deborah Wren. As a classroom teacher and working actress, she saw a way to use her own creative abilities to encourage students to explore their imaginations through creative writing. She developed her concept for The Imagination Machine in order to foster children's ideas before they started censoring themselves about what was "good" or "bad." Through our program, students see their own stories come to life on stage! What started with only 14 schools over 30 years ago has blossomed into over 500 schools per year. Now The Imagination Machine can be found throughout the entire state of California and will soon be expanding its touring company into Arizona and Nevada!

The Imagination Machine's most popular assembly will literally bring your students' own stories to life! Nothing inspires your students to write like watching their own words spring onto the stage, fully fleshed-out in a complete production with professional actors, live accompaniment, and delightful costume pieces!

First, stories written by the students are sent to us through Parent/Teacher organizations or school administration teams. Then, The Imagination Machine arrives at your school on the day of the show to perform the stories that the students wrote as an assembly!

The selected authors also receive a Certificate of Writing Achievement at the end of the show. This is the show that will have your students begging to write stories!

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 9 day of October, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Luke Anderson [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Nicole Cody Principal Edison
Print Name Title Location

Date Submitted to Board: 10/9/25 Funding Source (Resource): 01.0-90870.0-11100-10000-5810-2020000

STRS/PERS Member: Yes (No)

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

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, 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 $ 2800 including benefits.
2. The term of the Agreement shall be the period commencing on 10/10/25 and terminating on 5/18/25
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
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.

Administrator	Consultant
Principal	[redacted]
Title	Address
	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

The purpose of this is to promote peaceful playground games, and to teach and reinforce sportsmanship

Basis for Request:

This is to help with students struggling with how to use the unstructured time on the yard. This will be used to provide more activities to students.

Background/Scope/Objectives:

Coach Luke will work with all of our classes individually to teach various sports, games and activities. He will also facilitate play with the students during lunch to reinforce proper play of games, remind them of rules and encourage sportsmanship.

Deliverables/Milestones:

Working with students on peaceful playground games. This will promote less conflict on the playground.

Invoice Approver:

Edison Principal, Nicole Cody

Timeline:

Every Monday for the resto of the year. 2.5 hours a day.

Payment Terms:

$40/hr. or $100 a day.

BIO Page for Luke Anderson:

Coach Luke Anderson graduated from Azusa Pacific University with a degree in History and minor in Leadership. He brings years of experience working with kids in organizations such as Mere &Co Neighborhood Care and Amazing Athletes, as well as with BUSD's Peaceful Playground program and ASES. He is passionate about using sports and physical activity as a tool for personal and social development and providing safe and fun environments that reflect the immense value of every child.

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 16 day of September, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Rhyan Michele Adams hereinafter referred to as "Consultant."

Rhyan Adams, LLC [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Jennifer Almer Principal Emerson
Print Name Title Location

Date Submitted to Board: 10/9/25 Funding Source (Resource): 010-67700-3-11100-10000-5810-203-0000 PROP 28

STRS/PERS Member: Yes No

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $ 750.00 per ~~hour~~ month ☐ / per day ☐ / per session ☐ for a total not to exceed $ 4,500.00, including benefits.
2. The term of the Agreement shall be the period commencing on 12/2/25 and terminating on 5/21/26.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
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.

Administrator	Consultant
Title	[redacted]
Board Approval Date	Address
	[redacted]
	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

4TH/5TH GR CHOIR

Basis for Request:

TO EXPOSE STUDENTS TO CHOIR IN HOPES TO PEEK THEIR INTEREST IN SINGING

Background/Scope/Objectives:

RHYAN HAS A BA IN THEATRE AND AN MS IN ENTERTAINMENT. OBJECTIVE: TO BUILD SELF ESTEEM, ENGAGE EMOTIONS & PROMOTE SOCIAL INCLUSION.

Deliverables/Milestones:

SHE HAS CREATED SONGS AND VOCAL ARRANGEMENTS FOR FILM AND TV.

Invoice Approver:

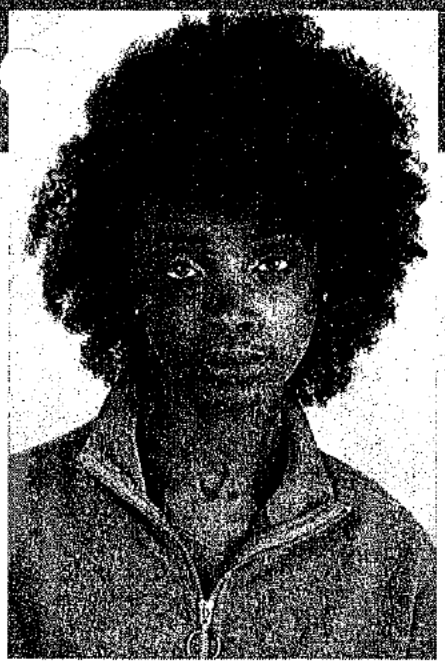
JENNIFER ALMER, PRINCIPAL

Timeline:

12/1/25 THROUGH 5/21/26 W/ A PERFORMANCE FOR PARENTS IN MAY.

Payment Terms:

$750.00 PER MONTH FOR 6 MOS. 1 HR EVERY TUESDAY FOR 22 WEEKS.



RHYAN MICHELE ADAMS

STAGE, FILM + VOICE ACTOR; SINGER; IMPROVISER

Height: [redacted] | **Weight:** [redacted] | **Eyes:** [redacted] | **Hair:** [redacted]

[redacted] | [redacted]

FILM & TELEVISION

Lonesome Town	JaneLee/Anastazia	New Picture Studio
Zoe's Possession	Zoe Brown	Leimert Park Productions
Meant to Be	Shay Hoover	A to the Z Show
Duchess the Xmas Killer	Detective Jude	Glitterdrop Production
Dykefoot	Heather	a touch too much productions
Survivor's Remorse	Chineka	Starz
Blood Moon	Margo	Rob Lauta Productions
Porcelain Dolls	Lead	Perri Stout
Flat	April Reed	Broken TV Productions

STAGE

Performing Artist in Residency	Singer	The Art Room DTLA
Rockin' Awesome Improv Show	Improviser	Youth Academy of Dramatic Arts
Little Grow Shop of Horrors	Trimmer Diva	A Dream Awake Productions
Die Hard: the musical parody	Argyle/Theo	Funhouse Lounge
Whatever Happened to Baby Jane	Elvira Stitt	a touch too much productions
The Ultimate Thriller	Lead Female Vocalist	The Ultimate Entertainment Group
Motown in Motion	12yr old Michael Jackson	Penguin Entertainment
Godspell	"Learn Your Lessons Well"	The VINE Theatre
Joyful! A Gospel Celebration of the Season	Singer	Walt Disney World
Ron Seggi: A Night in Vegas	Singer	StarBrite Productions
Blood Sisters the Musical	Precious	Queen Mother Productions
Bobby Lee Blood	Teacher/Tabetha/Henrietta	SparKyl Entertainment
Sweet Evalina	Bernice	SparKyl Entertainment
The Rocky Horror Show	Magenta/Usherette	TRUSTUS Theatre
Crumbs from the Table of Joy	Ermina Crump	Theatre South Carolina
Oh! What a Lovely War	Showgirl	Theatre South Carolina
Cats: the Musical	Etcetera	Town Theatre

SPECIAL SKILLS

Dialects:	British, American Southern
Singing:	Soprano, Alto, Tenor, Vocal Arranger
Instruments:	Piano, Bass, Guitar (basic)
Dance:	Jazz, Hip Hop, Contemporary, Modern
Sports:	Basketball, Roller Skate, Roller Blade, Swimming, Track & Field, Softball, Volleyball, Biking, Hiking, Yoga

TRAINING/EDUCATION

THE SECOND CITY CHICAGO
Improv and Sketch Comedy
Summer Minority Intensive Certificate

MASTER OF SCIENCE IN ENTERTAINMENT BUSINESS
Full Sail University

BACHELOR OF ARTS IN THEATRE
University of South Carolina

COMMERCIALS Available Upon Request

RHYAN ADAMS

Educator/Instructor

[redacted] [redacted] [redacted] [redacted]

SUMMARY

Highly empathetic and critical-thinking educator with exceptional communication and creative problem-solving skills. Specializes in crafting tailored educational plans that foster student success and build trust within The Arts. Experienced in guiding teams through fun learning processes, utilizing expertise in and performance and visual design to enhance the educational experience.

SKILLS

- Graphic Design
- Brand Development
- Art Direction
- Photography
- Video Production
- Copywriting
- Digital Marketing
- Social Media Management
- Project Management
- Presentation Skills
- Web Design + Development
- UX Design (Figma)
- Adobe Creative Suite
- Music

- Creativity
- Leadership
- Communication
- Collaboration
- Adaptability
- Problem-solving
- Time Management
- Emotional Intelligence
- Critical Thinking

EDUCATION + CREDENTIALS

MASTER OF SCIENCE IN ENTERTAINMENT BUSINESS
Full Sail University 2010

BACHELOR OF ARTS IN THEATRE
University of South Carolina 2008

FOUNDATIONS OF USER EXPERIENCE (UX) DESIGN
Coursera April 2023
Credential ID UKVDH49J38VX

EXPERIENCE

IMPROV TEACHER *Youth Academy of Dramatic Arts | 2024 - current*

- Develops and implements engaging lesson plans focused on creativity, spontaneity, and teamwork to instill a comprehensive understanding of improv techniques and game play.
- Cultivates a positive and inclusive learning environment to empower student involvement and nurture a strong sense of community.
- Orchestrates and supervises a culminating theater performance, showcasing students' development and skills to a live audience.
- Collaborates with colleagues to exchange ideas and enhance the improv curriculum continually.
- Leads multiple student groups through progressive skill development, consistently receiving praise from students and parents.
- Fosters a vibrant classroom setting that encourages creative risk-taking, resulting in high levels of engagement and retention.

PRIVATE TUTOR *Independent Contractor, Virtual/Worldwide | 2011 to 2016*

- Provided a fun way of learning school subjects that may not already have sparked interests
- Built self-confidence in learning and excelling both in and out of the classroom
- Offered private sessions in various subjects for grade improvement, comprehension, and retention both in-person and virtually via various online company platforms
- Increased the skills of children via instructional drawing and sculpting and the use of various art mediums
- Enhanced children's self-expression through varying, creative art projects
- Strengthened children's self-confidence and sense of artistic excellence and mastery

CERTIFIED ART INSTRUCTOR *Kidz Art | 2012 to 2013*

- Implemented innovative art projects that enhanced creativity and critical thinking skills in elementary school students.
- Organized and led interactive art workshops that promoted teamwork and collaboration among students.
- Developed personalized learning plans to cater to the individual needs and learning styles of each student.
- Facilitated art exhibitions and showcases to celebrate students' achievements and boost their confidence.
- Fostered a supportive and inclusive classroom environment that nurtured students' social-emotional skills and self-expression through art.

TEACHER/INSTRUCTOR *Gibbes Middle School | 2008 to 2009*

- Spearheaded a 17-week Project ACT program to instill positive health behaviors in 6th-grade students through the promotion of physical activity
- Educated students on the significance of personal responsibility and making beneficial life choices, while underscoring the value of exemplary student conduct and citizenship
- Engaged actively with students in dynamic health and physical activities
- Led interactive small group sessions aimed at fostering behavioral skills conducive to healthy living

Rhyan Michele, originally from Columbia, SC, is a multi-talented international artist known for her work as a performer, writer, creative director, and producer. She earned a BA in Theatre from the University of South Carolina and an MS in Entertainment Business from Full Sail University. Her journey in improv and comedy started with specialized training at The Second City in Chicago, where she developed her skills in sketch, improvisation, and comedic writing.

Rhyan's musical expertise ranges from musical improv and theater to songwriting and composing, including creating songs and vocal arrangements for film and television. Currently, she is working on her debut album and can be found showcasing her vocal talents throughout her first musical residency.

Beyond her music endeavors, Rhyan is the Founder and CEO of Cineman Shots, a creative direction and photography agency, and works as a forensic actor for Kaufmann's Forensic Actors, LLC. Her performance highlights include appearances with Joyful at Disney's EPCOT and The Ultimate Thriller: THE Michael Jackson Tribute Tour.

You can catch Rhyan in action at the Rockin' Awesome Improv Show at YADA, performing with A Tribe Called Melanin, and dazzling audiences at The Art Room DTLA with her dynamic energy and creative spark.

Thanks for considering me. I look forward to connecting soon.

Rhyan Michele
Performing Artist
Phone: [redacted]
Email: [redacted]
LinkedIN: [redacted]
Instagram & Twitter: [redacted]
Facebook: [redacted]
Website: [redacted]

Want to Collaborate?
LET'S CREATE

Rhyan M. Adams
Emphatic Paradigm Shifter
Phone: [redacted]
Email: [redacted]
LinkedIN: [redacted]
Instagram & Twitter: [redacted]
Facebook: [redacted]
Website: [redacted]

Want to Collaborate?
LET'S CREATE

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 9 day of Oct, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Randall Williams hereinafter referred to as "Consultant."

Randall Williams [redacted] [redacted]

Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: G. Miller, Principal JMMS
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 01.0-90201.0-11100-10000-58500 3220000

STRS/PERS Member: Yes ____ No X

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $ 3,000 per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $ 3,000, including benefits.
2. The term of the Agreement shall be the period commencing on 10/13/25 and terminating on 10/31/2025.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers Compensation and/or Automobile Liability may be required.

7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.

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.

Administrator	Randall Williams Consultant
Principal Title	[redacted] Address
Board Approval Date	[redacted] City, State ZIP

Instructions: Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

Revised 7/17/2025

STATEMENT OF WORK

Program/Project Purpose:

To cleanup the artwork/murals that adorn the walls in the 100 hall & auditorium foyer.

Basis for Request:

Mr. Williams is the original artist of the murals and therefore the best resource for the cleanup of the murals: removing dust and grit; wipe grime from the paintings; polish and retouch the artwork on Muir's campus.

Background/Scope/Objectives:

Being the original artist of the murals that adorn the Muir campus, Mr. Williams is the best person suited to do the detail work the murals require.

Deliverables/Milestones:

The murals provide both cultural as well as school history to our students and visitors.

Invoice Approver:

Dr. Greg Miller, Principal

Timeline:

The month of September / October, 2025

Payment Terms:

One time payment in the amount of $3000

RANDALL A. WILLIAMS

[redacted]

CAREER EXPERIENCE

Randall has owned ***Randall's Art*** for 20 years, providing the following services to clients: portrait painting, murals, art classes in drawing, life-drawing, painting, sculpture, Photoshop, custom design framing, photo retouching/restoration, Performance Art at company and organization events. Randall offers his talents as a Motivational Speaker for organizations including Burbank Noon Kiwanis, Burbank Boys' and Girls' Club, Burbank Unified School District. Randall is known for his large-scale mural artwork at local schools, companies and other well-known venues.

RANDALL'S ART
OWNER AND FREELANCE ARTIST (1985 - present)
Owned a retail store in Burbank and sold his artwork and guest artists' works of art from 11/03–7/09.
Provide the following art-related services:

- Teach classes in drawing, sculpting, painting with oil, acrylic
- Photo Retouching and Restoration
- Artistic Framing

MURAL EXPERIENCE:

- Beach scenery in back parking lot- Best Western Inn at Dana Point, CA (2018- present)
- Cafeteria, hallways, classrooms, consignment areas, etc.- Toll Middle School, Glendale, CA (2017- present)
- Inspirational quotes and motivational images- Muscles & Knuckles Gym, Burbank, CA (2017- present)
- Remembering the Tuskegee Airmen- Compton Flight Museum of Tomorrow, Compton, CA (2017-2018)
- Tribute to John Muir- John Muir Middle School, Burbank, CA (2017- present)
- Serene scenery- Wellness Center for Abused Women, location confidential (February 2017)
- Japanese imagery- Senor Sushi, Phoenix, Arizona (March 2015)

For further mural experience history, please inquire.

TEACHING EXPERIENCE:

BURBANK UNIFIED SCHOOL DISTRICT (2006–present)

- **ADULT EDUCATION TEACHER** at Burbank Adult Education
  - ❖ Teach art to adults: Drawing and Painting with Acrylic and Pastels

GLENDALE UNIFIED SCHOOL DISTRICT (2008-2010)

- Teach after school creative arts program for elementary school children.

ATRIA (2015 – present)

- Teach art to adults. Classes include *Drawing* and *Painting with Acrylic and Pastels*

EngAGE (2007–2015)

- Teach art to adults. Classes include *Drawing* and *Painting with Acrylic and Pastels*
- Venues: The Piedmont Senior Apartments in North Hollywood, and Burbank Senior Artists Colony

VINTAGE BURBANK (2010- 2011)

- Teach art to adults. Classes include *Drawing* and *Painting with Acrylic and Pastels*

BURBANK YMCA (2008)

- Teach after school creative arts program for elementary school children.

CONSULTING EXPERIENCE:

THE FRAMESTORE (2001 - 2003)
DESIGN CONSULTANT

- Consult with customers to determine their framing needs
- Design framing and displays for clients' artwork

- Provide excellent service to customers within a retail environment

SUPERVISORY EXPERIENCE:

ALFA COLOR LAB (1996 - 2001)
ART DEPARTMENT SUPERVISOR
- Supervise Finishing/Art Department consisting of 15 artists; provide artwork quality control
- Ensure that the department consistently meets and exceeds production goals
- Meet with customers on a regular basis to discuss portraits

MASTER RETOUCHER
- Perform Retouching using Digital (Photoshop) and Traditional methods
- Review artists' work within the department

ELSON-ALEXANDRE (1985 - 1996)
ART DIRECTOR (1990-1996) Responsibilities include:
- Manage an Art Department consisting of 13 artists
- Interview, Counsel, Coach, Hire/Fire of Personnel
- Train artists in techniques of airbrush, oil painting, pencil and dye retouching
- Meet with customers to discuss portraits
- In the absence of the Plant Manager, responsible for other departments including Photography, Customer Service, Shipping and Receiving. Accomplishments include:
- Successfully introduced and provided creative art for a new line of restoration art
- Consistently exceeded department goals of quality volume production
- Ensured high quality work by reviewing samples of artists' work
- Met with customers and provided high level of understanding regarding the products and services available to best meet their individual needs. Succeeded to such a high level that staff was reduced by 33%

ARTIST (1985-1990) Photo Retouching, Airbrush, Hand tint, Restoration, Oil Paint, Silk Screen

TECHNICAL EXPERIENCE:

CHARIS STUDIOS (1998-2002)
ARTIST/MASTER RETOUCHER (*part-time*)
- Perform Retouching using Traditional methods of Airbrush, Pencil and Dye

STAINED GLASS ART COMPANY (1983-1985)
ARTIST/DESIGNER- Design silk-screens and produce stain glass artwork for retail sale; Organize, display and sell stain glass art at art shows. Designed and built "Gypsy Wagon" for display of the stain glass artwork

FREELANCE GRAPHIC DESIGNER: Designed logo for T-shirts and programs/flyers for Kennedy High School's Booster Club in La Palma, CA (1996, 1997, 1999)

MUSEUM EXPERIENCE:

LOS ANGELES COUNTY MUSEUM OF ART (1980-1983)
GALLERY ATTENDANT - Assist patrons with questions regarding origin and technique of art exhibited

EDUCATION

Western Illinois University: B.A. Degree in Fine Arts, Sculpture Minor, Advertising Design
L.A. Valley College, L.A. City College, CSUNorthridge: Airbrush, Graphic Design, Art Production
Long Beach City College: Designated teaching certificate for teaching art to adults

TECHNICAL SKILLS

Adobe PhotoShop 9.0

Painter
Adobe Illustrator
Quark

AFFILIATIONS: Burbank Federation of Fine Arts, Past President of the Burbank Art Association, Past President of Burbank Boulevard Merchants' Association, former member of Burbank Chamber of Commerce, former member of Burbank Art in Public Places Committee, former Board Member Burbank Noon Kiwanis Board Member, Moose Lodge

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 ____ day of , 20__ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Unbour hereinafter referred to as "Consultant."

Unbound Events Inc. [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Matthew Osmond Principal Roosevelt Elementary
Print Name Title Location

Date Submitted to Board: 10/9/2025 Funding Source (Resource): 01.0-67700.0-11100-10000-

STRS/PERS Member: Yes No

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

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

1. The Consultant agrees to perform the following services for the District, at a rate of $2200 per hour ☐ / per day ■ / per session ☐ for a total not to exceed $ 2200 , including benefits.
2. The term of the Agreement shall be the period commencing on 10/21/ and terminating on 10/21.
    a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
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.

	Christie Hinrichs, Director, Unbound Events Inc.
Administrator	Consultant
	[redacted]
Title	Address
	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

Arts enrichment assembly for Roosevelt Elementary

Basis for Request:

To provide a music and literacy assembly to all students at Roosevelt Elementary (grades TK-5).

Background/Scope/Objectives:

The Roosevelt Elementary PTA programs approximately four assemblies per school year focusing on STEAM topics. This assembly will present the Consultant's books and music to students.

Deliverables/Milestones:

Three 45-minute assemblies, performed on the day of October 21, 2025.

Invoice Approver:

Matthew Osmond, Principal

Timeline:

October 21, 2025: Consultant performs three assemblies at Roosevelt Elementary.

Payment Terms:

$2200.00 flat rate for the day

ADDENDUM

Lucky Diaz @ Roosevelt Elementary PTA

SPEAKER:	**Lucky Diaz**
EVENT DATE:	October 21, 2025

Host Company: **Roosevelt Elementary PTA**
850 N. Cordova St
Burbank, CA 91505
("Host")

Agency: Unbound Events, Inc.
DBA Authors Unbound Agency
[redacted]
("AU")

Host Contact: Gwen Mesco
[redacted]

AU Agent: Rebecca Miller

The following terms and conditions are incorporated into the Agreement between Host and AU for services of the Speaker and Event named above. Where the terms of the Agreement conflict with the terms of this Addendum and any attachments, the language of this Addendum shall prevail.

COPYRIGHTED WORK: Speaker shall retain any and all intellectual property rights to the copyrighted materials that she/he/they may use in connection with the Event: presentation materials, components, workshops, training procedures, printed materials such as books, author photographs, publicity and promotional materials and other material in print and other media and services collectively referred to as "Materials" and Host shall have no license to the Materials except as as otherwise stated in this Addendum.

CANCELLATION BY THE HOST: Except for Force Majeure, if the Event is canceled by the Host less than sixty (60) days before the Event Date, fifty percent (50%) of the fee will be forfeited and shall be due and payable immediately if not already paid. If the Event is canceled by the Host less than seven (7) days before the event date, one hundred percent (100%) of the fee and any nonrefundable travel costs will be forfeited and shall be due and payable immediately if not already paid. For the avoidance of doubt, canceling the Event due to insufficient ticket sales, book banning, or other objections based on a Speaker's race, sexual orientation, world view, politics, cultural perspective, or any other factors shall not relieve the Host of its financial obligations under this Agreement.

CANCELLATION BY THE SPEAKER: In the event the Speaker must cancel due to any reason beyond the control of the Speaker, including, without limitation: transportation problems, illness, unforeseen emergency, or overriding professional responsibility (which, for the avoidance of doubt, would not include a speaking event at another venue), AU will not have any liability for the expenses or losses incurred by the Host. AU will attempt to provide a comparable Speaker, who is acceptable to the Host, or reschedule the Event to a mutually agreeable date. AU agrees to fully refund the Host, within thirty (30) days, any appearance fee payments received for this Event from the Host in the event the Speaker cancels and AU cannot provide a comparable Speaker who is acceptable to the host or reschedule the Event to a mutually agreed date. In the event the Speaker is delayed but arrives and presents her/his program in full, all Fees and other charges shall be due in full to AU.

FORCE MAJEURE: Notwithstanding any other provision of this Agreement, in the event that the presentation or performance of any obligation under this Agreement by a Party is canceled or prevented by acts of God, pandemics, exchange controls, export or import controls, or any other government restriction, wars, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, lockouts, blackouts or any other cause beyond the reasonable control of a Party, such Party shall not be responsible to the other Parties for failure or delay in performance of its obligations under this Agreement. Each Party shall promptly notify the other Party of such force majeure condition. Otherwise, the terms of this Clause shall not exempt, but merely suspend, any Party from its duty to perform the obligations under this Agreement until as soon as practicable after the force majeure condition ceases to exist. For Agreements where Host has elected non refundable travel terms, when the Host cancels the Event due to force majeure, Host shall reimburse AU for any unrecoverable travel costs incurred prior to the date of cancellation notice. In the event that the Speaker arrives or is on the way to the Event when the Host cancels the Event due to force majeure, the Parties agree that unrecoverable travel expenses shall be paid in full by the Host. If the event is canceled due to force majeure, any payments made by the Host to AU in respect of the Speaker's attendance at the Event shall be credited and applied by AU to the New Event Date.

ADVERTISING AND RECORDING: Host will have the right to use Speaker's name, any approved image and/or likeness of the Speaker, and any approved information pertaining to the Speaker solely to promote and advertise the Speaker's presentation. The Speaker must grant permission to the Host to record audio and/or video of the presentation. Permissions are included in the RECORDING section of the FIRM OFFER. In the event the Speaker grants permission and the Host makes or arranges for an audio and/or video recording of the presentation, the Host will provide both the Speaker and AU with a [digital] copy of the same within thirty (30) days of the presentation. Regarding AI manipulation, recordings may not be edited or altered in any way, outside of traditional editing. If granted permission to record, Host will have the limited, royalty free, non transferable, non assignable license to use recordings for this Event and its purposes as described above and for no other purpose whatsoever. Once the Event is complete, Host may store recordings archivally with private access via username/password, and shall have no other rights to publicly broadcast, copy, sell, or make commercial use out of any recordings.

TAXES AND FEES: Each party shall be responsible for their own income taxes, if any. AU will NOT collect or file any taxes on behalf of the Speaker. The Parties acknowledge that certain states or localities may require the Host to withhold a portion of the appearance fee for non resident entertainers. All applicable amusement, entertainment, or similar taxes relating to the Event that Host intends to withhold, if any, must be disclosed to AU before the execution of this Agreement. Accordingly, the Host agrees not to reduce the payment due by any amount for tax withholdings or fees whatsoever unless disclosed to AU and accepted in writing. If Host intends to reduce the fee for such withholding, Host agrees to "gross up" the appearance fee in order to NET the full Host's Commitment for Appearance Fee and Expenses. Host acknowledges that they have consulted with their finance and/or procurement department prior to completing this Agreement.

INSURANCE: Host requirements for insurance endorsements and/or coverage increases to AU's insurance policy, if any, shall be reimbursed by Host to AU.

The signers of this Agreement have the power and authority to consummate the transaction provided for in this Agreement, and this Agreement has been duly authorized and constitutes the legal, valid, and binding obligation of the Parties

HOST SIGNATORY:

By:
Roosevelt Elementary PTA

AU ON BEHALF OF SPEAKER:

By: Christie Hinrichs, Director
Unbound Events, Inc. (DBA Authors Unbound Agency)

FIRM OFFER

Lucky Diaz @ Roosevelt Elementary PTA

SPEAKER:	**Lucky Diaz**
EVENT DATE:	Tuesday, October 21, 2025
EVENT NAME:	**Author Visit**

Host Company: **Roosevelt Elementary PTA**
850 N. Cordova St
Burbank, CA 91505
("Host")

Agency: Unbound Events, Inc.
DBA Authors Unbound Agency
[redacted]
("AU")

Host Contact: Gwen Mesco
[redacted]

AU Agent: Rebecca Miller

PROPOSED ITINERARY

(1) 8:35-9:20AM: Presentation, grades 2-3

(2) 10:30 11:15AM: Presentation, grades TK 1

(3) 11:35AM-12:25PM: Presentation, grades 4-5

EVENT DETAILS:

EVENT FORMAT:	In Person Event
EVENT LOCATION:	Roosevelt Elementary 850 N. Cordova St - Burbank, California 91505, United States
EVENT DESCRIPTION:	Elementary school assembly author visit
HOST WEBSITE:	https://tres.burbankusd.org/
TOPIC/PROGRAM:	Our particular focus for this assembly is the Latino/Hispanic culture that is a pillar of our Los Angeles home. Lucky's work naturally celebrates this, so we are flexible with what book he'd like to focus on!
EVENT ATTIRE:	No Attire Requests
ATTENDEE PROFILE:	Our audience will be our elementary school students (all grades) and their teachers.
EVENT ACCESS:	By invitation only (private event)
EXCLUSIVITY:	No Geographic Exclusivity is Requested
RECORDING:	The event will run live, no recording or live-streaming.
BOOK SUPPORT:	Will confirm with school admin, library, and book fair team!

Any additions or revisions to this schedule and proposed details are subject to the Speaker's approval

APPEARANCE FEE	$ 2,200.00 US DOLLARS GUARANTEED (Fee is NET of any country, provincial, state or local taxes)
HOME CITY TRANSFERS:	The Author will arrange/purchase at their expense (INCLUSIVE)
TRAVEL EXPENSES:	The Author will arrange/purchase at their expense (INCLUSIVE) ()
EVENT CITY TRANSPORTATION:	The Author will arrange/purchase at their expense (INCLUSIVE)
HOTEL:	Hotel/Accommodation not requested
TOTAL:	*$2,200.00 – Host's Commitment for Appearance Fee and Expenses*

Invoices Sent to: Gwen Mesco,
AU Accounting Contact: [redacted]
AU Itinerary Contact: [redacted]

Host Agrees:
- Not to publicize or otherwise advertise the Event until this Agreement has been executed by AU and the Host.
- Will not require prior approval of the author's content, or seek to review content prior to the event date.
- To obtain any license or permit necessary and/or pay any tax related to the Event.
- That weapons, including firearms, are prohibited at the Event to the extent permitted by law at Event location.
- To pay the full amount of Host's Commitment for Appearance Fee and Expenses, as shown above, and shall not reduce the payment due by any amount for tax withholdings or fees whatsoever unless disclosed to AU and accepted in writing. Host acknowledges that they have consulted with their finance and/or procurement department prior to completing and agreement for this Event.

Author Representation & Commitment to Advocacy:
Authors Unbound holds steadfast in our mission to support and uphold a safe and respectful service and community. We aim to advocate for and to fairly represent all of the Authors that we collaborate with. This includes, but is not limited to, those that face adversity in relation to race, ethnicity, gender identity, sexuality, political background, and controversial book topics. It is our mission to protect the rights and integrity of our Authors. We will advocate for them in all spaces, and will always protect their rights to identity, opinion, and freedom of speech in regard to social/cultural perspectives. We do not support and refuse to tolerate bias and censorship. We will vouch for and protect our Authors from any breach in contract resulting from discrimination of any kind.

This Firm Offer represents the appearance fee and any expenses offered to and accepted by the Speaker through AU as compensation for delivering services according to the proposed itinerary and event details. Where information contained in this Firm Offer conflicts with the terms of the contract or purchase order, the information in this Firm Offer shall prevail.

If you use an online vendor system that requires registration, please send the invitation to **accounting@authorsunbound.com.**

MAKE PAYMENT TO:

Authors Unbound Agency

MAIL PAYMENT TO:

Authors Unbound Agency
[redacted]

MAKE ELECTRONIC PAYMENT TO:

Columbia Bank (formerly Umpqua Bank)
ABA/ROUTING number: [redacted]
AU ACCOUNT: [redacted]
ACCOUNT HOLDER: Unbound Events, Inc.
BRANCH: [redacted]

Send remittance emails to: accounting@authorsunbound.com



LUCKY DIAZ

Picture Book Author
Grammy & Emmy Award Winning Musician

Travels from: Los Angeles, CA



Bio
Books
Talks
Videos
Feedback
Resources
Accolades
Recent
Media Kit

"Depicts wonderful examples of kindness, community, and delicious paletas." — *Booklist* (starred review)



EVENT REQUEST FORM

Lucky Diaz is a GRAMMY Award-winning, multi–Latin Grammy-winning, multi–EMMY nominated author, musician, and taco lover whose storytelling spans music, television, and literature. As a first-generation Mexican-American, his work celebrates identity, joy, and community, bringing vibrant, bilingual narratives to young readers.

His debut picture book, *Paletero Man*, became an instant classic, earning starred reviews from *Kirkus, School Library Journal, Publishers Weekly*, and *ALA Booklist*. Recognized for its heartfelt storytelling and cultural richness, the book established Lucky as a dynamic voice in children's literature. All his picture books including *La Guitarrista* and his most recent, *Fix-It Familia*, continue his mission of uplifting Latiné stories.

Before entering the literary world, Lucky redefined family entertainment as the frontman of Lucky Diaz and the Family Jam Band. His trailblazing career in children's music earned historic Grammy and Latin Grammy wins and acclaim from *Billboard, NPR*, and *The New York Times*. His Emmy-winning PBS series, *Lishy Lou and Lucky Too*, showcased his creativity in children's television.

Lucky lives in Los Angeles with his wife, Alisha, their daughter, Indiana, and their dog, Django.

SIMILAR AUTHORS



SCOTT MAGOON
Children's Author & Illustrator



CHERRY MO
Children's Author



SELINA ALKO
Award Winning Kid Lit Author



ZACHARIAH OHORA
Children's Author & Illustrator



CARON LEVIS
Award-Winning Picture Book Author

RELATED TOPICS

BIPOC Representation

Diversity, Equity & Inclusion

Kid-Lit: Picture Books & Early Readers

Latinx Heritage

Performing Arts

IASB INTERNATIONAL ASSOCIATION OF SPEAKERS BUREAUS MEMBER

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PRIVACY POLICY | TERMS

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	October 9, 2025
SUBJECT:	Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip to Chicago

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Background:

The John Burroughs High School Vocal Music Association wishes to travel to Chicago, Illinois for choir competition on Thursday, March 12, 2026 through Monday, March 16, 2026.

Discussion/Issues:

One hundred and twenty students will travel via bus to Los Angeles International Airport (LAX). Students will travel from LAX to MDW, with Brendan Jennings, Teacher and twenty chaperons. Group will be staying at the Embassy Suites River North at 600 N. State St., Chicago, IL 60654. (312) 943-3800.

Day 1 – Thursday, March 12th, group #1 will meet at John Burroughs High School at 4:00 a.m., board buses for transport to LAX for 8:25 am flight to MDW arriving at 1:30 pm. Group #2 will meet at JBHS at 7:00 am and travel to LAX for an 11:25 am departure for MDW, arriving at 4:25 pm. Buses will take chaperones and students to Embassy Suites River North. Students will have dinner in groups around the hotel. Lights out at 11:00 pm.

Day 2 – Friday, March 13th, students will have breakfast at the hotel followed by free time in pods. Rehearsal is scheduled in the hotel ballroom at 2:00 pm. Students will have free time in pods before dinner at 6:00 pm. Lights out at 11:00 pm.

Day 3 – Saturday, March 14th, breakfast will be with at hotel. Buses will pick up groups for transportation to competition at 8:30 am. Groups will watch other competitors and have dinner at Exhibition at 5:00 pm. Powerhouse and Sound Sensations will both perform on Saturday night at a time to be determined. Buses will take group back to hotel for celebratory pizza at 10:00 pm with lights out at 11:00 pm.

Day 4 – Sunday, March 15th, after breakfast, students will board buses for trip to Six Flags. After spending day in park, students will travel back to hotel at 5:00 pm. Dinner and free time from 6:00 pm to 9:30 pm. Lights out at 11:00 pm.

Day 5 – Monday, March 16th, students will check out of hotel and store bags in private dining room and enjoy sightseeing. Groups will depart at 4:15 pm for airport. Group #1 departs at 6:50 pm and arrives at LAX at 8:20 pm and group #2 departs at 8:20 pm arriving at LAX at 10:30 pm. Groups are expected to arrive at LAX at 10:00 and 11:30 pm, respectively.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting is scheduled for March 10, 2026 in the John Burroughs High School choir room. All students and parents/guardians are expected to attend.

Fiscal Impact:
There is no cost to students for transportation, food and lodging. The trip will be funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:

Peter Knapik, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to participate in the Chicago Show Choir Competition 2026 in Chicago, IL from Thursday, March 12, 2026 through Monday, March 16, 2026, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Malihe Shokouhi, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 9, 2025
SUBJECT:	Approval of Purchase, Class Leasing, Two (2) Relocatable Classroom Buildings, Adult School Medical Career Training Program, Burbank Adult School (Adult Education Fund)

Background:
Burbank Adult School (BAS) is currently facing a critical shortage of classroom space, limiting its ability to serve the growing number of adult learners seeking to acquire new skills for employment. A key goal for BAS is to expand its medical career training programs, particularly for English learners. However, the lack of available classrooms has become a significant barrier to meeting this objective. Over the past two years, student enrollment at BAS has increased substantially, underscoring the urgent need for additional instructional space. Expanding facilities would allow the school to launch accelerated programs tailored to English learners pursuing careers in the medical field, ultimately helping more students achieve their professional goals.

Discussion/Issues:
To accommodate the expansion of the medical career training program at the Burbank Adult School, at least two (2) relocatable classrooms will need to be purchased by the District and be DSA approved by the manufacturer. A request for proposal (RFP) was sent to the following manufacturers:

NEXTMOD	$294,523.10
CLASS LEASING	**$248,030.00**
MOBIL MODULAR	No proposal

Class Leasing received the pre-checked plans approved by Division of State Architect (DSA) in 2024. The piggy back documents for use of manufactured relocatable buildings are available for purchase by BUSD.

Fiscal Impact:
$248,030.00 (Adult Education Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve the purchase between Burbank Unified School District and Class Leasing for Two (2) Relocatable Classroom Buildings for the Burbank Adult School Medical Career Training Program, not to exceed $248,030.00 (11.0-63910.0-41104-85000-6237-5330000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1651 S. Juanita St. San Jacinto, CA 92583

Malihe Shokouhi
Date: 7/3/2025

QUOTATION
Revision 1

June 10, 2025

Tim Nicholas
Southern CA Regional Manager
tim@classleasing.net
Cell: 951-238-7299
Office: 951-943-1908

District:	**Burbank Unified School District 1900 W Olive Ave Burbank, CA 91506**	**Site Location:**	**Burbank Adult School 3811 W Allen Ave Burbank, CA 91505**
Attn:	**Dennis Maxwell**	**Site Contact:**	**Malihe Shokouhi**
Email:	DennisMaxwell@burbankusd.org	**Email:**	maliheshokouhi@burbankusd.org
Phone:	**818-729-4400**	**Phone:**	**213-718-0462**

DESCRIPTION - Purchase

(2) New 24' x 40' Open Classrooms
Wood Foundation

		Qty.	UOM	Unit Price	Total Charge Purchase
A)	24' x 40' New Classrooms	2	Each	$107,875.00	$215,750.00
B)	Ramp: 5' x 7' Landing with 11' x 4' Ramp	2	Each	$4,590.00	$9,180.00
				Sub-Total:	**$224,930.00**

One Time Charge - Delivery / Installation

		Qty.	UOM	Unit Price	Extended One-Time Subtotal
C)	Delivery - (4) 12' x 40' Floors	4	Each	$1,500.00	$6,000.00
D)	Installation of (2) 24' x 40' *(Includes: buildings, HVT Seam, and Ramp)*	2	Each	$5,600.00	$11,200.00
E)	Permits / Project Management	1	Each	$1,140.00	$1,140.00
F)	Engineering / DSA Approvals	1	Each	$4,760.00	$4,760.00
				On-Time Sub-Total:	**$23,100.00**

TOTAL CONTRACT: **$248,030.00**

GENERAL NOTES

Color And Materials: All materials, unless otherwise stated on approved plans, are based on Class Leasing standard selections. Selections will need to be made prior to procurement of materials and production or preparation of buildings.

Pricing: This proposal is good for 30-days.

Finance Lease: Option if desired - TBD

Billing: Progress bill monthly for the work completed in factory. One time cost will be paid upon delivery of the building.

Delivery: Factory offline dates are TBD. PC approval is required prior to scheduling online and offline dates.

Substitutes And Alternates: Class Leasing reserves the right to substitute for Class Leasing standards.

Special Notes:
- Class Leasing will have PC plans DSA approved. Customer is responsible for all other State, County and City required approvals/permits
- Ramp Extentions can be purchase at $255 LF plus shipping and installtion. 2" Transition to grade, by others
- Electrical hookup to panel, Water/Sewer connections, Fire alarm wiring, Security system, IT equipment and wiring, by others
- Level pad and clear access for delivery required. Site rolling of building will be additional charge
- If building(s) are set on a concrete slab, additional charges will apply for drilling holes
- PC plans will be started upon receipt of purchase order or signed Class Leasing sales contract
- Project is based on this proposal and inclusions herein

INCLUSIONS - Per Building

ø **24' x 40'' New Classroom - Mono Slope Roof - Total of (2) - Inclusions, per individual 24' x 40'**

GENERAL

Steel moment frame, Class Leasing PC basis of design
5' 0" front overhangs, 2' 6" rear overhangs, No side overhangs
EPDM Roof - 20 year warranty

4.0 TON wall mounted HVAC - Direct return (1)
Exterior 8040 XOX windows - Class Leasing standards (2)
Exterior 18 Ga. 7030 steel door with KD frame (1)
Class Leasing Standard door hardware (1)
5/8" Duratemp exterior siding with Class Leasing standard color selection (body and trim) painted school colors
Class Leasing standard gutters and downspouts

Flooring / Walls / Ceiling

50+15 lbs floor load, wood floor
8' 6" T-Grid 2'x4' ceiling system
Standard vinyl tackboard interior wall coverings, batten close-up - Standard color selection
5' x 5' walk-off mats (1 each)
18" HVT flooring squares with 4" rubber cove base

ELECTRICAL

100 amp single phase electrical panel
Standard 2x4 LED interior lighting
Interior 110V duplex wall receptacles (8)
Porch light, surface mounted at exterior door locations - 90 minute backup battery

Miscellaneous

Fire extinguisher, wall mounted (1)
Wall Clock
Wall hung white boards (2)
Standard delivery and installation on wood foundations
Engineered PC drawings for DSA submittle

Ramps

5' x 7' Landing with 11' x 4' Ramp (1)

Special Note:

NA

THIS PROPOSAL DOES NOT INCLUDE ANY OF THE FOLLOWING

1. Engineering beyond Class Leasing DSA (Division of State Architect) Modular Engineering
2. Installation is at prevailing wages; PSA and PLA is excluded
3. For the supply lines site connection, harness & utility hookup by others. Drain, waste & vent- concealed-stub thru floor only-site connection, harness & utility hookup by others, unless otherwise noted herein
4. All plumbing below floor at site by others, unless otherwise noted herein
5. If site is "High Seismic" the upgrade from a "Low Seismic" building to "High Seismic" is at an additional charge at time of change
6. DSA 1-MR is billed at $2,600.00 upon request and include two reviews, unless otherwise noted herein
7. Rebar Shop review unless otherwise stated herein.
8. Concrete mix review unless otherwise stated herein.
9. Packages for State Modular Certification; unless otherwise noted herein.
10. Services, manifolds, conduits, panels, meters, disconnects, connections, etc. to site electrical or gas services; unless stated otherwise notrf herein.
11. Any voice, security, notification, fire alarm or fire suppressions systems; unless noted herein
12. FFE, signage, HVAC testing and balancing, condensation drains, etc.; unless stated otherwise herein.
13. Seismic separation (6" common wall foundation), option is available at an additional charge.
14. DSA site project approvals unless noted herein
15. Building permit submittal, and final site & building approval
16. Fire sprinklers, fire rating, or fire alarms unless otherwise listed above as included
17. Concrete foundation, unless otherwise listed above as included
18. City permits, escorts, pilot cars unless otherwise stated within
19. Transition of ramp toe to grade; ramps are fixed at 11' feet in length, transition to grade by District
20. Soundboard interior walls, unless otherwise noted herein
21. On site inspections
22. Connection of site utilities, FA & low voltage systems
23. Extraordinary cost related to road closure or specialty moving permits, access, and transportation
24. Class Leasing is not responsible for STC ratings, unless specifically stated.
25. Class Leasing is not responsible for delays with the coastal commission, air pollution, FAA permits and restrictions
26. Pricing for proposal common wall foundation is based upon a required level site, assuming tolerances, as acceptable to Class Leasing.
27. Additional ramp and/or handrail extension beyond what is quoted above. Option is available at an additional charge.
29. Security screens or security doors
30. Handling of, mitigation, or remediation of any hazardous materials
31. Anything not specifically included is excluded

REFERENCE DOCUMENTS

Building Drawing No. 2022 PC	Class Leasing Standard Purchase Agreement & Proposal
Building Specifications/PC Dated:	Burbank USD Purchase Order
RFP Documents:	Gonzales USD Piggyback

ACCEPTANCE & ACKNOWLEDGEMENTS

This proposal is subject to Class Leasing, LLC, herein known as "Class Leasing" credit approval of Customer. Equipment is subject to availability. By signing below, customer accepts the terms of this proposal including prices, specifications and referenced documentation, and instructs Class Leasing to make appropriate arrangements for the preparation and manufacturer of the Equipment identified herein and agrees that such signature constitutes customer's acceptance of and agreement to the Class Leasing Sales Agreement. Such sale, and the customer's agreement thereto, is subject to Class Leasing's standard terms and conditions that are incorporated by reference herein. Customer may request a copy of the terms and conditions from Class Leasing. No alterations, additions, exceptions, or changes to any Proposal or Agreement made by Customer shall be effective against Class Leasing, whether made hereon, contained in any printed form of Sale or elsewhere, unless accepted in writing by Class Leasing. Any customer purchase order or other customer-provided document purporting to replace, supersede or supplement the terms and conditions of the Class Leasing Sale Agreement shall carry no force or effect except as an instrument of billing.

CLASS LEASING, LLC

Signature: Tim Nicholas

Name: Tim Nicholas

Title: Southern CA Regional Manager

Date: June 10, 2025

CUSTOMER

Signature:

Name:

Title:

Date:

Governing Board
Celeste Daniel
Araceli L. Flores
Cesar Ayon
María Cuevas
Melissa Morales

Superintendent &
Secretary to the Board
Dr. Matilde Zamora

Gonzales Unified School District

Committed to Excellence

January 24, 2023

Lori Whittington
Class Leasing, LLC
1651 S. Juanita Street
San Jacinto, CA 92583

Dear Lori,

After review and evaluation of the Class Leasing, LLC proposal for Bid No. 01-2023 - District-wide Lease, Purchase, Additive Items, Movement, Relocation, Dismantling & Removal of DSA approved Modular Buildings, Gonzales Unified School District is pleased to award this proposal to Class Leasing, LLC.

The Contract agreement to be prepared as a result of this award will be one in which incorporates by reference all requirements, terms and conditions of the solicitation and the contract proposal as negotiated.

As permitted by Public Contract Code section 20118 school district within Monterey County as well as other school districts, community college districts, county offices outside of Monterey County may piggyback off of this RFP to lease and/or purchase modular buildings directly from Class Leasing, LLC on the same terms and conditions of this Contract.

On behalf of Gonzales Unified School District, we thank you and look forward to a mutually beneficial relationship with your company.

Sincerely,

Joannie Lumbra
Assistant Superintendent
Business Services
Gonzales Unified School District

AGREEMENT

THIS AGREEMENT, dated the **4th** day of **January** in the County of **Monterey**, State of California, is by and between **Gonzales Unified School District**, (hereinafter referred to as "DISTRICT"), and **Class Leasing LLC** (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Bid # 01-2023 District-Wide Contract for the Purchase, Lease, Additive Items, Movement, Relocation, Dismantle, and Removal of Division of the State (DSA) Approved Portable Buildings, according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form 1, Bid Form-2 including all attachments, Bid Security, Designation of Subcontractors, Information Required of Bidder, Non-collusion Affidavit, Workers' Compensation Certificate, Bond, Disabled Veterans Business Enterprise (DVBE) Certification, if applicable, Drug-Free Workplace Certification, Criminal Records Check Certification, Change Orders, Shop Drawing Transmittals, Contractors Inspection Request Form, Insurance Certificates and Endorsements, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Tobacco Free Work Place Certification, Lead-Containing Materials and Notice Certification, General Conditions, Supplementary General Conditions, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by anyone shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any actor omission of the District or Program Manager, or representative of any of them, unless such actor omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within seven (7) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents. Basis of award is low bid on the initial requirement.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, number of dollars agreed upon (based on the unit prices) between the Owner and Contractor for each individual project/purchase order activated under this unit price agreement. The cost shall be documented on a specific individual project quotation form, and in the actual purchase order.

4. The work shall be commenced on or before the First (1st) day after receiving the DISTRICTS Notice to Proceed and shall be completed within the number of consecutive calendar days (including punch list items) from the date specified in the Notice to Proceed, negotiated between the Owner and Contractor in Accordance with the terms of Article 5 of the Information for Bidders, Project Schedule, for each project activated under this unit price agreement. The timeline shall be documented in each and every purchase order executed against this agreement.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of one-hundred Dollars ($1000.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 61 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 61 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract.

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

8. Hold Harmless and Indemnification. To the fullest extent permitted by law, the CONTRACTOR, at the CONTRACTOR's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the DISTRICT, including but not limited to any of its governing board members, officers, employees and agents, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the CONTRACTOR or any of its officers, agents, employees, subcontractors, sub-subcontractors, any person performing any of the work pursuant to a direct or indirect contract with the CONTRACTOR or individual entities comprising the CONTRACTOR, in connection with or relating to, or claimed to be in connection with or relating to the work, this Agreement, or the Project, including but not limited to any costs or liabilities arising out of or in connection with:

a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders.
b) any misrepresentation, mis-statement, or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection, therewith.
c) any breach of duty, obligation, or requirement under the Project Documents.
d) any failure to coordinate the work of other contractors.
e) any failure to provide notice to any party as required under the Project Documents.
f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
g) any failure to protect the property of any utility company or property owner.

9. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below. CONTRACTOR agrees to provide all evidence of coverage required by DISTRICT including certificates of insurance and endorsements.

	Combined Single Limit
Commercial General Liability	$1,000,000 per occurrence/$2,000,000 aggregate for bodily injury, personal injury and property damage
Automobile Liability	$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	$1,000,000 per occurrence
Worker Compensation	Pending Statutory State Limits
Excess Liability/Umbrella	$5,000,000

10. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

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

12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

13. Piggybacking. To the extent the Contractor is required to, or otherwise agrees to, permit "piggybacking" on the Contract by public agencies as described in the Instructions For Bidders, the District shall have no liability whatsoever in connection with any orders submitted to the Contractor by such other public agencies and, in each case, any and all liabilities associated with a piggyback order shall be the sole responsibility of the Contractor and/or the public agency that submitted the order to the Contractor. The Contractor acknowledges that certain of the services required by the Contract constitute a public project or public work in accordance with applicable law and that other public agencies may not be authorized by applicable law to piggyback on the Contract in order to obtain such services. In each such case, the Contractor shall reasonably endeavor to advise the public agency accordingly. To the extent required pursuant to Section 8.15 of the General Provisions, the Contractor shall indemnify, defend and hold-harmless the District, the Governing Board and each member thereof, and the District's other officers, employees, or agents (each, not including the District, a "District Agent") with respect to any and all liabilities that arise from the piggybacking on the Contract by any public agency.

(a) Contracts with Other Agencies/Rights to Order: Other public-school DISTRICTS, community college DISTRICTs, and public agencies throughout the State of California including, but not necessarily limited to the attached list (Attachment#1), may lease, or purchase identical items at the same unit price(s) subject to the same terms and conditions, pursuant to Sections 20118 and 20652 of the Public Contract Code. Gonzales Unified School District waives its right to require other DISTRICTs to draw their warrants in favor of the DISTRICT and authorizes each DISTRICT/agency to make payments directly to the successful bidder.

14. ____**X**____ This is a Piggyback Contract

15. Assignment. Contractor shall not assign, sublet or by any other means transfer the Contract or any obligation, right, title or interest herein, including right to payments hereunder, without the prior written consent of District. Such consent shall not be unreasonably withheld. The Contract shall be binding on any authorized assignee, sublessee, transferee, or other successor to the Contractor.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

By: _____
Signature

GONZALES UNIFIED SCHOOL DISTRICT
District

Joannie Lumbra
Print Name

Assistant Superintendent, Business
Title

By: _____
Signature

CSLB1001535
Contractor's License No.

Michael Bollero Sr.
Print Name

President
Title Contractor

_____
Tax ID/Social Security

mbollerosr@ariesbuildings.com
Email

(951) 943-1908
Telephone

(CORPORATE SEAL OF CONTRACTOR, if corporation)

INFORMATION FOR BIDDERS

WARNING: READ THIS DOCUMENT CAREFULLY. DO NOTASSUME THAT IT IS THE SAME AS OTHER SIMILAR DOCUMENTS YOU MAY HAVE SEEN, EVEN IF FROM THE SAME DISTRICT.

1. Overall Scope. The Contract is for the lease, purchase, movement and relocation, additive items, and optional maintenance of District Wide DSA compliant relocatable buildings. The DISTRICT reserves the right to order any combination of items in the bid in any number as needed from the successful bidder(s). There is no implied guarantee to the bidder(s) that any items will be purchased or relocated under this bid. Award of the contract by the DISTRICT implies or guarantees no right of work to the bidder for projects involving the trades, scope, or materials included in this bid. (The DISTRICT may undertake work of a similar scope to this unit price bid under separate contracts issued via separate public bids, quotations, etc. in accordance with public contract code criteria.)

(a.) Description of the Work: The Work consists of any and all labor, materials, goods, supplies, equipment, tools, utilities, temporary facilities, transportation, delivery services, and other services and things of any nature whatsoever as are expressly and impliedly necessary to timely and satisfactorily deliver and install portable buildings ordered by the District or by other public agencies, for lease or sale, that piggyback on the Contract as permitted by the Contract and applicable law. Without limiting the foregoing, the Work consists of any and all work and services required to provide each structure with the components and options selected by the purchaser, with all building systems complete and functioning as intended, and with each electrical, water, and, as applicable, other utility, communication and alarm system completed to one or more points of connection at the exterior of the buildings. (Exterior connections to the stubs for the utility, communication and alarm systems at the exterior of the buildings shall be by others.) Attachment 1 item include the delivery and installation of each portable building. In addition, the Attachment 2 Pricing Matrix included in the Bid Documents describes the components and options that must be available to purchasers. The Bidder must specify the individual prices for ALL such buildings, components and options in the Pricing Matrixes in order to be a responsive Bidder.

(a) Eligibility to Bid: To be eligible to be awarded this bid, bidders must have been in business over 5 years, be able to demonstrate a consistent and successful history of manufacturing, leasing, selling and maintaining an internal lease fleet of adequate size (minimum of 1,000 floors) on a daily basis of DSA approved portable buildings to public school districts for that period. Bidders must have current DSA PCs for all models quoted.

2. Project Scope. The word project shall refer to each and every separate purchase order issued during the term of the contract for the purposes of calculating bonding requirements, schedules, payments due, retention, etc. However, a project or purchase order scope will not necessarily be limited to work at a single site. The District also has prepared written requirements for materials, equipment, construction systems, quality, workmanship, services and other things to be furnished in connection with the work and the Project as listed in the Technical Specifications included in this Project Manual.

3. Project is a Public Work. Except as otherwise provided or permitted by law, the Project is a "public work" and "public project" within the meaning of various provisions of the Public Contract Code, Labor Code, Civil Code, and other applicable legal requirements. Therefore, to that extent the performance of the Work is subject to such requirements. The Contract Documents include various provisions relating to public works and public projects as provided by law, and each bidder must thoroughly review and become familiar with the Contract Documents. However, the Contract Documents do not include comprehensive statements of all requirements of law applicable to public works and public projects, and each bidder shall be deemed and construed to have acknowledged that fact by submitting a bid for the Work. In addition, by submitting a bid for the Work, each bidder shall be deemed and construed to represent and warrant that it is familiar and knowledgeable with respect to all requirements of law applicable to public works and public projects generally and to the Work specifically.

4. Contract Period. The District anticipates that its Governing Board will award a contract for this bid on or before January 2023. (This is subject to change at the sole discretion of the District.) The Contract Term is one initial three (3) year award and may be extended for additional one (1) year periods in accordance with provisions contained in the Education Code. The prices set forth on Bid Form 2 (the Schedule of Unit Costs), which the District shall pay the successful bidder, are to remain firm for the first year. Adjustments, if approved by the District, for subsequent years will not exceed the percentage change in the Consumer Price Index (CPI-U) for the Los Angeles-Anaheim Riverside area for the year beginning January 2024 and ending January 2025, and for

each subsequent one-year period (on the January to January time period) if this contract is renewed.

This data is available at www.bls.gov/regions/west/news-release/consumerpriceindex_losangeles.htm. The successful bidder is responsible for requesting all price increases in writing. (Price increases shall not be automatically made.) By submitting a bid, the successful bidder agrees that it is willing to provide such contract extensions under these terms if requested by the District, at District's sole discretion.

5. Contract Schedule. Work on each separate purchase order issued under this contract shall commence within one (1) calendar week of the date stated in the District's Notice to Proceed. Purchase orders may be issued anytime within the contract year to start work, but work does not necessarily have to be completed in the annual contract period.

6. Basis of Award. The District intends to award one or more Contracts to responsible bidders who submit the lowest responsive bid(s), and whose bid(s), in the sole opinion of the District, best meets the Bid Specifications and requirements as outlined in the Project Documents, and provides the most responsive response. The analysis and criteria for determining the lowest most responsive bid is at the sole discretion of the District. Bidder will be required to list prices for all bid items listed on Attachment1 and Attachment 2. Failure to fulfill this requirement may be cause for the District to reject the bid as non-responsive. The basis of award shall be the aggregate total of all items on Attachment 1 and selected additive items from Attachment 2 as required in the Bid Tabulation Sheet. Unbalanced bids, or bids perceived as intentionally meant to harm a competitor may also be cause for rejection as non-responsive.

(a) The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bid or in the bidding process.

(b) The District reserves the right to award a contract to bidders who can provide specified bonding, and otherwise fulfill the project requirements for each and every purchase order issued under this bid.

(c) The District will make purchases, at their discretion, from any combination of bid items. The District is not required to purchase any of the items listed, or any combination of items from any bidder.

(d) The work under this Contract shall include all labor, materials, equipment, taxes, disposal fees, appliances, freight, and transportation necessary for complete installation.

(e) Attendance at the Pre-Bid Job Walk of December 30, 2022 **is Mandatory**.

Preparation of Bid Form. Bids shall be submitted on the prescribed Bid Form 1 (if applicable) and the Bid Tabulation Sheet: Schedule of Unit Costs including all attachments and shall be completed in full. All bid items and statements shall be properly and legibly filled out. The signatures of all persons shall be in longhand and in ink. Prices, wording and notations must be in ink or typewritten. Unless expressly permitted by the Bid Documents, a bidder must not: (i) make any changes, additions or other modifications to the Bid Proposal Form or other documents to be submitted with the Bid Proposal Form; (ii) restate or recharacterize the Work in the bid; or (iii) make any alternative proposals not permitted by the Bid Documents. The District may reject as non-responsive any bid that does not strictly comply with the foregoing.

8. Form and Delivery of Bids. The bid must conform and be responsive to all Project Documents and shall be made on the Bid Forms provided, and the complete bid, together with any and all additional materials as required, shall be enclosed in a sealed envelope, addressed and hand delivered or mailed to the Gonzales Unified School District main office at: 600 Elko Street, Gonzales, CA 93926. All bids must be received on or before the bid deadline (Public Contract Code Section 20112.) The envelope shall be plainly marked in the upper left-hand corner with the bidder's name, the Project designation and the date and time for the opening of bids. It is the bidder's sole responsibility to ensure that its bid is received prior to the bid deadline. In accordance with Government Code Section 53068, any bid received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened. At the time and place set forth for the opening of bids, the sealed bids will be opened and publicly read aloud.

9. Bid Security. Each bid shall be accompanied by a bid security in the form of cash, a certified or cashier's check or bid bond in the amount of not less than one hundred thousand dollars, ($100,000.00) payable to the DISTRICT and shall be given as a guarantee that the bidder, if awarded the contract, will execute the Agreement within seven (7) working days after notice of award of the contract, and will furnish prior to the execution of any qualifying purchase order, but no later than (5) five days after notification of award, on the prescribed forms, a satisfactory Faithful Performance Bond in an amount not less than one hundred percent (100%) of the total quotation price on each and every separate purchase order issued for a project which includes materials only, or materials and installation, or labor, and which exceeds the amount of twenty-five thousand dollars ($25,000.00) in cost, and separate Payment (labor and material) Bond in an amount not less than one hundred percent (100%) of the total quotation price on each and every separate purchase order issued for projects which include material only, or materials and installation, or labor, and which exceed the amount of twenty-five thousand dollars ($25,000.00) in cost, all prior to execution of the purchase order for a qualifying project. In accordance with the Project documents and Civil Code Section 3248, the successful

Bidder shall furnish certificates and endorsements evidencing that the required insurance is in effect. It is understood and agreed that should bidder fail or refuse to return these documents as required by the DISTRICT, the bid security shall be forfeited to the DISTRICT. If the Bidder elects to furnish a bid bond as its Bid Security, the Bidder shall use the bid bond form included in the Project Documents.

(a) Note: Performance and Payment Bonds are included as an optional line-item cost in the Unit Bid menu on Bid Form-2. They will only be required on projects where the District specifically chooses to include this coverage, and expressly includes the cost in any project purchase orders issued.

10. Signature. Any signature required on Project Documents must be signed in the name of the bidder and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if bidder is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairman of the board, president or vice president and one from among the secretary, chief financial officer, or treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that the bidder is a joint venture or partnership, there shall be submitted with the bid certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful bidder, who shall actin all matters relative to the Project for the joint venture or partnership. If bidder is an individual, his/her signature shall be placed on such documents.

11. Modifications. Changes in or additions to any of the bid documents, summary of the work bid upon, alternative proposals, or any other modifications which are not specifically called for by the DISTRICT may result in the DISTRICTS rejection of the bid as being nonresponsive. No oral, telephonic, facsimile, or electronic modification of any of the bid documents will be considered.

12. Erasures, Inconsistent or Illegible Bids. The bid Submitted must not contain any erasures, interlineations, or other corrections unless each such correction is authenticated by affixing the initials of the person(s) signing the bid in the margin immediately adjacent to the correction. In the event of inconsistency between words and numbers in the bid, words shall control numbers. In the event that DISTRICT determines that any bid is unintelligible, illegible or ambiguous, the DISTRICT may reject such bid as being nonresponsive.

13. Bid Protests. Any bidder that has duly submitted a bid for the Work may protest the process used to seek bids for the Work, and/or the intended award of the Contract for the Work only by filing a written protest with the District in accordance with the procedures set forth in this Section (a "Bid Protest"). The District will not accept or consider any oral Bid Protest (e.g., by telephone) or any Bid Protest sent via electronic transmission (e.g., e-mail). In order for a Bid Protest to be valid and be considered by the District, the Bid Protest:

(a) Must be received by the District not later than 4:00 p.m. on the third business day following the opening of bids;
(b) Must clearly identify the bidder that is filing the Bid Protest, together with the name, address and telephone number of the person representing the bidder for purposes of the Bid Protest;
(c) Must clearly identify the specific bid, bidding process, or other matter that is the subject of the Bid Protest.
(d) Must clearly identify the specific provisions of all documents relevant to the Bid Protest.
(e) Must clearly identify and describe in detail the specific basis (or bases) for the Bid Protest and all facts relevant thereto.
(f) Must clearly identify and describe in detail all arguments by the protesting bidder in support of the Bid Protest, including, without limitation, citations to applicable statutory requirements; and
(g) Must be submitted with all documentation the protesting bidder desires to submit that is relevant to and supports the basis or bases underlying the Bid Protest.

CAUTION: Compliance with the foregoing Bid Protest requirements is mandatory. Each bidder that desires to protest must file its own Bid Protest in accordance with the foregoing requirements, and no bidder may rely on a Bid Protest by another bidder as a means of satisfying such requirements. Compliance with the foregoing requirements is the sole and exclusive means of protesting a bid, the bidding process and/or the intended award of the Contract, and failure to so comply shall be deemed and construed as a waiver of any and all rights the bidder may have to pursue a claim, demand or action arising from any such matter.

14. Examination of Project Documents. At its own expense and prior to submitting its bid, each bidder shall examine all documents relating to the Project, and determine the local conditions which may in any way affect the performance of the work, including the general prevailing rates of per diem wages and other relevant cost factors; familiarize itself with all Federal, State and Local laws, ordinances, rules, regulations and codes affecting the performance of the work, including the cost of permits and licenses required for the work; make such surveys and investigations, as it may deem necessary for performance of the work at its bid price; determine the character, quality, and quantities of the work to be performed and the materials and equipment to be provided; and correlate its observations, investigations, and determinations with all requirements of the Project.

15. Withdrawal of Bids. Any bid may be withdrawn, either personally or by written request signed by the bidder, at any time prior to the scheduled closing time for receipt of bids. The bid security for a bid withdrawn prior to the scheduled closing time for receipt of bids, in accordance with this paragraph, shall be returned. No bidder may withdraw any bid for a period of ninety (90) calendar days after the date set for the opening of bids.

16. Agreement and Bonds. The Agreement which the successful bidder will be required to execute, and the payment bond required in accordance with Civil Code Section 3247, are included in the Project Documents. The payment bond shall be in the amount not less than one hundred percent (100%) of the amount of the quotation price on each separate purchase order issued for projects which include materials only, or materials and installation or labor, and which exceeds the amount of twenty-five thousand ($25,000.00) in cost, in accordance with Civil Code Section 3248. The successful bidder will also be required to furnish a separate faithful performance bond in the amount of one hundred percent (100%) of the price quotation on each and every separate purchase order for a project which includes materials and any installation, or labor, and which exceeds the amount of twenty-five thousand dollars ($25,000.00) in cost, in the form included in the Project Documents all prior to execution of the purchase order for a particular project, which shall remain in full force and effect through the guarantee period as specified in the General Conditions. All bond premiums shall be at bidder's cost, as listed on Bid Form 2.

(a) Note: Performance and Payment Bonds are included as an optional line-item cost in the Unit Bid menu on Bid Form-2. They will only be required on projects where the District specifically chooses to include this coverage, and expressly includes the cost in any project purchase orders issued.

INFORMATION REQUIRED OF BIDDER

The Bidder shall furnish all the following information. Bidder shall carefully read and answer all questions to ensure completeness and accuracy. Failure to comply with this requirement may **cause rejection** of the bid. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the bidder and any of its owners, officers, directors, shareholders, principals, responsible managing officer (RMO) or responsible managing employee (RME). DISTRICT has discretion to request additional information depending on the Project.

(1) Bidder name and address (Post Office Box Number not sufficient):
Class Leasing LLC.
1651 S. Juanita Street
San Jacinto, CA 92583

(2) Telephone **(951) 943-1908** Fax No: **(805) 400-7207**

Electronic Mail: **Lori@classleasing.net**

(3) Individual____ Partnership_____ Corporation __**X**____ Joint Venture_____(check one)

(4) Bidder's License No. **CSLB1001535**
License Expiration Date **06-30-2024**
Name of License Holder: **Michael Bollero Sr.**

(5) Have you ever been licensed under a different name of a different license number?
Yes_____ No_**X**___ If "Yes," give name and license number.

(6) Names and titles of all your owners, officers, principals, responsible managing officers and responsible managing employees:

Michael Bollero Sr.	**President**
Lori Whittington	**Vice President**

		A	B	C	D	E	F	G	H	I	J	K
ITB4	DESCRIPTION	24 X 40 NEW Classroom	36X40 NEW Classroom	30 X 32 NEW Classroom	10X 32 NEW MODULE	48 X 40 NEW Classroom	12X 40 NEW MODULE	24X 60 NEW Classroom	12 X 60 NEW MODULE	12X40 NEW TOILET A	12X40 NEW TOILET B	12X 40 NEW TOILET C
1	BUILDING BASE BID PRICE PURCHASE	69,807	91,873	70,929	25,910	141,969	31,012	86,114	36,915	103,528	112,588	113,834
2	BLOCK AND LEVEL OR DISMANTLE COSTS	4,800	7,400	6,200	6,500	9,800	2,900	7,050	3,650	8,800	8,800	8,800
	ALTERNATIVES											
3	ONE YEAR LEASE ADVANCE ANNUAL	24,921	32,026	26,812	9,071	51,169	13,025	30,019	13,953	36,959	40,193	40,638
4	TWO YEAR LEASE ADVANCE ANNUAL PAYMENT	22,073	28,367	23,747	8,034	45,883	9,806	26,588	13,340	32,735	35,710	35,810
5	THREE YEAR LEASE ADVANCE ANNUAL	19,937	25,621	20,257	7,257	41,442	8,856	23,157	12,710	28,511	31,073	31,240
6	FOUR YEAR LEASE ADVANCE ANNUAL PAYMENT	16,376	21,046	17,619	5,961	34,041	7,275	19,727	11,980	24,287	26,489	26,840
7	FIVE YEAR LEASE ADVANCE ANNUAL PAYMENT	14,241	18,471	15,320	5,183	29,680	6,326	17,053	11,140	21,119	23,032	22,480
8	LEASE PURCHASE - 36 MONTHS	2,156	2,837	2,192	785	4,378	958	2,569	1,140	3,197	3,477	3,515
9	LEASE PURCHASE - 60 MONTHS	1,383	1,820	1,406	504	2,808	615	1,706	731	2,050	2,230	2,255
10	LEASE PURCHASE - 72 MONTHS	1,054	1,387	1,072	384	2,140	469	1,299	558	3,196	1,700	1,718
	BUILDING ADDITIVE ALTERNATIVES											
11	CONCRETE FOUNDATION	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**
12	ABOVE GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	9,620	26,100	10,100	24,900	11,600	11,600	11,600	11,600
13	BELOW GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	9,620	26,100	10,100	24,900	11,600	11,600	11,600	11,600
14	BELOW GRADE CONCRETE FOUNATiON	20,800	37,790	22,600	9,370	40,100	11,600	2,799	14,400	12,100	12,100	12,100
15	50 + 15 Lb STIFFENED FLOOR	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
16	50 + 15 LB FOUNDATION (WOOD)	4,266	4,380	3,976	4,140	4,741	1,890	3,190	1,700	1,340	1,340	1,340
17	70 LB STIFFENED FLOOR	2,170	3,110	2,560	870	4,240	1,640	3,060	1,610	1,340	1,340	1,340
18	70 LB FOUNDATION (WOOD)	2,330	1,920	1,810	690	3,020	4,310	1,620	2,090	1,190	1,190	1,190
19	100 LB STIFFENED FLOOR	3,118	3,939	3,575	1,260	5,121	2,380	3,881	2,420	1,610	1,610	1,610
20	100 LB FOUNDATION (WOOD)	3,640	4,710	4,580	1,710	5,930	2,960	4,440	2,710	2,940	2,940	2,940
21	150 LB STIFFENED FLOOR	4,733	6,840	6,510	2,120	10,900	3,740	7,940	2,620	2,490	2,490	2,490
22	150 LB FOUNDATION (WOOD)	4,560	6,710	5,450	1,870	9,880	2,610	5,850	6,010	2,640	2,640	2,640
23	SLAB ON GRADE FLOOR	24,610	37,430	29,640	10,100	50,100	16,140	39,760	16,410	12,740	12,740	12,740
24	LIGHT WEIGHT CONCRETE FLOOR	10,860	16,330	11,990	4,120	19,480	6,110	16,780	10,100	6,000	6,000	6,000
25	40 LB SNOW LOAD	12,080	17,110	14,120	5,050	24,160	6,070	17,810	9,280	6,030	6,030	6,030
26	60 LB SNOW LOAD	17,710	24,960	18,360	6,470	30,220	9,040	25,070	12,040	9,020	9,020	9,020
27	100 LB SNOW LOAD	22,800	31,400	22,140	5,960	42,610	10,960	31,400	15,120	10,410	10,410	10,410
28	10'CEILINGS	11,440	16,300	11,570	4,010	21,040	5,060	16,010	6,220	5,890	5,890	5,890
29	12'CEILINGS	25,900	37,700	22,150	7,970	51,550	14,780	27,800	15,700	13,800	13,800	13,800
30	VARIABLE PITCH ROOF	9,800	13,800	11,990	3,640	17,140	5,310	12,760	5,940	4,790	4,790	4,790
31	22 GA STEEL W/12 GA. ENCLOSED	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
32	26 GA STEEL OVER 3/4" PLYWOOD	2,857	6,360	3,825	1,340	4,910	1,930	2,990	1,620	1,520	1,520	1,520

Note: Pricing on two-story modules and science labs are upon request.
Lease purchase pricing is per month, in advance.

		L	M	N	O	p	Q	R	S	T	*u*
ITEM	DESCRIPTION	24X40 Classroom 1 -5 Years Old	36X40 Classroom 1-5 Years Old	30X 32 Classroom 1 -5 Years Old	48X40 Classroom 1 -5 Years Old	12X40 MODULE 1-5 Years Old	24X60 Classroom 1 -5 Years Old	12X 60 MODULE 1 -5 Years Old	12X40 TOILET A 1 -5 Years Old	12X 40 TOILET B 1-5 Years Old	12X40 TOILET C 1-5 Years Old
33	BUILDING BASE BID PRICE PURCHASE	61,110	83,480	64,200	126,840	29,110	78,870	33,480	92,440	98,700	100,400
34	BLOCK AND LEVEL OR DISMANTLE COSTS	4,800	7,400	6,200	9,800	2,900	7,050	3,650	8,800	8,800	8,800
	ALTERNATIVES										
35	ONE YEAR LEASE ADVANCE ANNUAL PAYMENT	20,566	28,094	19,721	40,690	8,330	26,110	12,910	28,080	29,110	29,960
36	TWO YEAR LEASE ADVANCE ANNUAL PAYMENT	19,319	26,396	17,640	36,410	7,910	24,900	12,100	26,110	26,900	26,980
37	THREE YEAR LEASE ADVANCE ANNUAL	15,580	21,207	15,040	34,040	7,160	23,740	11,840	23,240	24120	24,200
38	FOUR YEAR LEASE ADVANCE ANNUAL PAYMENT	13,710	13,732	13,210	30,100	6,740	22,100	11,100	20,941	27,840	22,180
39	FIVE YEAR LEASE ADVANCE ANNUAL	12,464	17,485	12,900	28,640	6,400	20,260	10,400	18,840	133	29,240
40	LEASE PURCHASE - 36 MONTHS	1,887	2,578	1,983	3,917	899	2,416	1,034	2,855	3,048	3,101
41	LEASE PURCHASE - 60 MONTHS	1,210	1,655	1,272	2,512	577	1,562	663	1,831	1,955	1,789
42	LEASE PURCHASE - 72 MONTHS	923	1,260	69	1,915	440	1,191	506	1,396	1,490	1,515
	BUILDING ADDITIVE ALTERNATIVES										
43	CONCRETE FOUNDATION	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**
44	ABOVE GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	26,100	10,100	24,900	11,600	11,600	11,600	11,600
45	BELOW GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	26,100	10,100	24,900	11,600	11,600	11,600	11,600
46	BELOW GRADE CONCRETE FOUNDATION WM" CLEAR	20,800	37,790	22,600	40,100	11,600	27,900	14,440	12,100	12,100	12,100
47	50 LB FOUNDATION (WOOD)	1,920	2,880	3,840	3,840	960	2,320	1,600	1,600	1,600	1,600
48	50+15 FOUNDATION (WOOD)	2,050	4,380	3,976	4,741	1,700	3,190	1,890	1,340	1,340	1,340
49	70 LB STIFFENED FLOOR	2,170	3,110	2,560	4,240	1,640	3,060	1,610	13,140	13,140	13,140
50	70 LB FOUNDATION (WOOD)	1,920	2,330	1,810	3,020	4,310	2,120	2,090	1,180	1,180	1,180
51	100 LB STIFFENED FLOOR	3,118	3,939	3,575	5,121	2,380	3,881	242	1,559	1,559	1,559
52	100 LB FOUNDATION (WOOD)	3,680	3,939	3,575	5,121	2,380	3,881	2,420	1,610	1,610	1,610
53	150 LB STIFFENED FLOOR	4,733	6,840	6,510	10,900	3,740	7940	2,620	2,490	2,490	2,490
54	150 LB FOUNDATION (WOOD)	4,560	6,710	5,450	9,880	2,610	5,850	6,010	2,640	2,640	2,640
55	SLAB ON GRADE FLOOR	24,610	37,430	29,640	50,100	16,140	39,760	16,410	12,740	12,740	12,740
56	LIGHT WEIGHT CONCRETE FLOOR	10860	16330	11940	19480	6110	18780	10100	6000	6000	6000
57	40 LB SNOW LOAD	12,080	17,110	14,120	24,160	6,070	17,910	9,280	6,030	6,030	6,030
58	60 LB SNOW LOAD	17,710	24,960	18,360	30,220	9,040	25,070	12,040	9,020	9,020	9,020
59	100 LB SNOW LOAD	22,800	31,400	22,140	42,610	10,900	31,400	15,120	10,410	10,410	10,410
60	10’ CEILINGS	11,440	16,300	11,570	21,040	5,060	16,010	6,220	5,890	5,890	5,890
61	12’ CEILINGS	25,900	37,700	22,150	51,550	14,790	27,800	14,700	13,800	13,800	13,800
62	VARIABLE PITCH ROOF	9,800	13,800	11,990	17,140	5,310	12,760	5,940	4,790	4,790	4,790
61	22 GA STEEL W/12 GA ENCLOSED SOFFIT	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
62	26 GA STEEL OVER 3/4” PLYWOOD	2,857	6,360	3,825	4,910	1,430	2,990	1,620	1,520	1,520	1,520

		V	W	X	Y	Z	AA	AB	AC	AD	AE
ITEM	DESCRIPTION	24 X 40 **Refurbished**	36X40 **Refurbished**	30X 32 **Refurbished**	48 X 40 **Refurbished**	12X 40 MODULE **Refurbished**	24X 60 **Refurbished**	12X 60 MODULE **Refurbished**	12X 40 TOILET A **Refurbished**	12x40 TOILET B **Refurbished**	12X40 TOILET C **Refurbished**
63	BUILDING BASE BID PRICE PURCHASE	47,205	63,244	49,276	98,513	22,675	63,074	28,368	73,599	82,100	83,740
64	BLOCK AND LEVEL OR DISMANTLE COSTS	4,800	7,400	6,200	9,800	2,900	7,050	3,650	8,800	8,800	8,800
	ALTERNATIVES										
65	ONE YEAR LEASE ADVANCE ANNUAL	11,731	17,531	16,635	23,940	6,020	20,508	12,458	21,638	24,610	25,440
66	TWO YEAR LEASE ADVANCE ANNUAL PAYMENT	10,998	16,469	14,428	21,280	5,790	18,642	11,550	19,165	22,940	23,870
67	THREE YEAR LEASE ADVANCE ANNUAL	9,165	13,281	10,262	20,550	5,340	17,176	10,641	17,410	21,240	22,100
68	FOUR YEAR LEASE ADVANCE ANNUAL PAYMENT	8,440	11,689	9,190	18,940	5,010	15,661	9,583	15,956	19,800	20,960
69	FIVE YEAR LEASE ADVANCE ANNUAL	7,980	10,625	8,840	18,100	4,770	14,146	8,820	15,100	17,890	19,100
70	LEASE PURCHASE - 36 MONTHS	1,458	1,953	1,522	3,042	701	1,940	876	2,273	2,535	2,586
71	LEASE PURCHASE - 60 MONTHS	935	1,253	976	1,851	448	1,250	562	1,458	1,626	1,658
72	LEASE PURCHASE - 72 MONTHS	713	955	744	1,487	343	953	429	1,111	1,240	1,254
	BUILDING ADDITIVE ALTERNATIVES										
73	CONCRETE FOUNDATION	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**
74	ABOVE GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	26,100	10,100	24,900	11,600	11,600	11,600	11,600
75	BELOW GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	26,100	10,100	24,900	11,600	11,600	11,600	11,600
76	BELOW GRADE CONCRETE FOUNDATION W/18" CLEAR	20,800	37,790	22,600	40,100	11,600	27,900	14,400	12,100	12,100	12,100
77	50 LB FLOOR LOAD	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
78	50 LB FOUNDATION (WOOD)	1,920	2,880	3,840	3,840	960	2,320	1,600	1,600	1,600	1,600
79	50+15 FOUNDATION (WOOD)	2,050	4,380	3,976	4,741	1,700	3,190	1,890	1,340	1,340	1,340
80	70 LBSI1FFENED FLOOR	2,170	3,110	2,560	4,240	1,640	3,060	1,610	1,340	1,340	1,340
81	70 LB FOUNDATION (WOOD)	2,160	2,330	1,810	3,020	2,120	2,500	2,120	1,190	1,190	1,190
82	100 LB STIFFENED FLOOR	3,118	3,939	3,575	5,121	2,380	3,881	2,420	1,610	1,610	1,610
83	100 LB FOUNDATION (WOOD)	3,640	4,710	4,580	5,980	2,960	4,440	3,710	2,940	2,940	2,940
84	150 LB STIFFENED FLOOR	4,733	6,840	6,510	10,900	2,600	7,840	3,740	2,490	2,490	2,490
85	150 LB FOUNDATION (WOOD)	4,560	6,710	5,450	9,880	2,610	5,850	6,010	2,640	2,640	2,640
86	SLAB ON GRADE FLOOR	24,610	37,450	28,640	50,100	16,140	39,760	16,410	12,740	12,740	12,740
87	LIGHT WEIGHT CONCRETE FLOOR	10,860	16,330	11,990	19,480	6,110	18,780	10,100	6,000	6,000	6,000
88	40 LB SNOW LOAD	12,080	17,110	14,120	24,160	6,070	17,916	9,280	6,030	6,030	6,030
89	60 LB SNOW LOAD	17,717	24,960	18,360	30,220	9,040	25,070	12,080	9,020	9,020	9,020
90	100 LB SNOW LOAD	22,800	31,400	22,140	42,610	10,960	31,499	15,120	10,410	10,410	10,410
91	10' CEILINGS	11,490	16,300	11,570	21,040	5,060	16,100	6,220	5,890	5,890	5,890
92	12' CEILINGS	25,900	37,700	22,150	51,550	14,790	27,920	14,700	13,800	13,800	13,800
93	VARIABLE PITCH ROOF	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
94	26 GA STEEL OVER 3/4" PLYWOOD	2,857	6,360	3,825	4,910	1,430	2,990	1,620	1,520	1,520	1,520

ATTACHMENT 2			
ITEM		UNIT	PRICE
	FLOORING		
95	STANDARD CARPET	SQUARE YARD	39.60
96	NON STANDARD CARPET - CLASS 1	SQUARE YARD	74.60
97	UPGRADE STANDARD CARPET - CLASS 2	SQUARE YARD	111.60
98	UPGRADE STANDARD CARPET - COLLINS/AIKMAN	SQUARE YARD	88.10
99	22 OZ, CARPET TILE (MOHAWK OR EQUAL)	SQUARE YARD	106.10
100	26 OZ. CARPET TILE (MOHAWK OR EQUAL)	SQUARE YARD	124.20
101	RUBBER BASE 4" BURKE OR EQUAL	LINEAR FOOT	4.15
102	RUBBER BASE 6" BURKE OR EQUAL	LINEAR FOOT	6.95
103	CERAMIC TILE WITH THIN SET BASE OVER 1-1/8" STURDIFLOOR	SQUARE FOOT	37.95
104	CERAMIC TILE OVER 1-1/8" STURDIFLOOR AND CEMENTIOUS HARDI PANEL SUBSTRATE	SQUARE FOOT	47.70
105	VCT	SQUARE FOOT	4.70
106	VCT WAXING	SQUARE FOOT	0.85
107	QUARRY TILE	SQUARE FOOT	33.85
108	FLAT LAY SHEET VINYL	SQUARE FOOT	11.40
109	SHEET VINYL WITH SELF COVE	SQUARE FOOT	14.90
110	VINYL UPGRADE OF FORBO MARMOLEUM/LVT	SQUARE FOOT	26.10
111	KITCHEN SHOWER AREA ALTRA MARINE SAFETY FLOOR	SQUARE FOOT	22.60
112	"RHINO" SEAMLESS WALL & FLOOR COATING	SQUARE FOOT	18.90
113	REGUALR WEIGHT 3000 PSI CEMENT IN LIEU OF WOOD	SQUARE FOOT	18.10
114	LIGHT WEIGHT CONCRETE IN LIEU OF WOOD	SQUARE FOOT	30.70
115	3/4" CEMENTITOUS VIROC PANEL OVER B-DECK	SQUARE FOOT	23.10
116	EPOXY BUILT UP FLOOR AND WALL COATING	SQUARE FOOT	36.40
117	WALK OFF MATS - SHEET VINYL	SQUARE FOOT	11.40
118	VINYL PLANK FLOORING	SQUARE FOOT	11.10
119	ACCESS PANEL - THROUGHT FLOOR 24" X 24"	EACH	1,097.00
120	WELDED SEAMS	LINEAR FOOT	17.55
121	CARPET BAR	LINEAR FOOT	4.60
122	REMOVE EXISTING VCT	SQUARE FOOT	3.40
123	REMOVE EXISTING GLUE DOWN CARPET	SQUARE YARD	4.30
	WALLS		
124	INTERIOR NON-RATED 2X4 WALL, HIGH 16" OC FLOOR TO RAFTERS	LINEAR FOOT	118.00
125	INTERIOR NON-RATED 2X4 WALL, HIGH 16" OC FLOOR TO RAFTERS, W/ R-13 INSULATION	LINEAR FOOT	131.00
126	R19 INSULATION IN LIEU OF Rll (REQUIRES 2X6 WALL FRAMING)	SQUARE FOOT	1.41
127	2X6 EXTERIOR WALL WITH R19 INSULATION	LINEAR FOOT	131.00
128	2X8 EXTERIOR WALL WITH R19 INSULATION	LINEAR FOOT	171.00
129	INTERIOR 1 HOUR FIRE RATED WALL, 16" OC FLOOR RAFTERS	LINEAR FOOT	204.00
130	INTERIOR 2 HOUR FIRE RATED WALL, 16" OC FLOOR RATERS	LINEAR FOOT	361.00
131	EXTERIOR 1 HOUR FIRE RATED WALL, 16" OC FLOOR RAFTERS	LINEAR FOOT	220.00
132	EXTERIOR 2 HOUR RATED FIRE RATED WALL	LINEAR FOOT	412.00
133	SPECIALIZED INTERIOR FRAMING	SQUARE FOOT	18.70
134	TAPE AND TEXTURE AND PAINT IN LIEU OF VINYL COVERED TACKBOARD	SQUARE FOOT	11.10
135	STAINLESS STEEL WALL COVERING	SQUARE FOOT	32.40
136	FIBER GLASS WALL PANELS (3/32" FRP) IN LIUE OF VCT	SQUARE FOOT	16.10
137	MAGNETIC PANEL WALL COVER - PPA-412 4X12	SQUARE FOOT	19.10
138	OPERABLE WALL	LINEAR FOOT	1,108.00
139	CERAMIC TILE WALL	SQUARE FOOT	44.60
140	WALL VINYL UPGRADE	SQUARE FOOT	3.90
141	24 GAUGE WHITE PORCELAIN ENAMEL STEEL MARKER BOARD (4'X8*)	EACH	491.00
142	LIGHT FIXTURES 2' X 4' FLOURESCENT	EACH	319.00
143	SOUNDBOARD ADD TO INTERIOR WALL	LINEAR FOOT	75.75

ATTACHMENT 2			
ITEM		UNIT	PRICE
144	WALL BLOCKING	LINEAR FOOT	26.80
145	PAINT INTERIOR WALL (STANDARD PAINT)	SQUARE FOOT	4.40
146	COLOR - CUSTOM EXTERIOR PAINT	SQUARE FOOT	5.15
147	PAINT EXTERIOR (STANDARD PAINT)	SQUARE FOOT	4.70
148	EXTERIOR TRIM	LINEAR FOOT	4.70
149	EXTERIOR DURATEMP SIDING	SQUARE FOOT	18.60
150	EXTERIOR T-1-11 SIDING	SQUARE FOOT	16.10
151	EXTERIOR PLYWOOD W/ 3 COAT STUCCO SIDING	SQUARE FOOT	41.40
152	EXTERIOR STUCCO PANEL SIDING	SQUARE FOOT	37.10
153	PITCHED ROOF 1/4:12	SQUARE FOOT	5.90
154	PITCHED ROOF 1/2:12	SQUARE FOOT	6.60
155	PITCHED ROOF 1:12	SQUARE FOOT	8.20
156	PITCHED ROOF 2:12	SQUARE FOOT	11.05
	ROOF		
157	HARD CEILINGS	SQUARE FOOT	30.05
158	1 HOUR FIRE RATED CEILINGS	SQUARE FOOT	9.10
159	2 HOUR FIRE RATED CEILINGS	SQUARE FOOT	14.60
160	VINYL COVERED GYPSUM CEILING PANELS IN COMMERICAL KITCHEN	SQUARE FOOT	4.90
161	POLYISOCYANURATE ROOF INSULATION R19	SQUARE FOOT	10.70
162	POLYISOCYANURATE ROOF INSULATION R30	SQUARE FOOT	12.80
163	COMPOSITION SHINGLE ROOF	SQUARE FOOT	19.40
164	GEO FLEX ROOF SYSTEM	SQUARE FOOT	14.60
165	BUILT UP ROOF SYSTEM	SQUARE FOOT	15.90
166	TPO ROOF SYSTEM	SQUARE FOOT	14.70
167	EPDM ROOF SYSTEM (INCLUDES FR DECK)	SQUARE FOOT	6.10
168	.60 MIL WHITE EPDM ROOF SYSTEM	SQUARE FOOT	9.04
169	COMMERCIAL GRADE COLORED STANDING SEAM	SQUARE FOOT	31.10
170	R30 FIBERGLASS INSULATION IN LIUE OF R19	SQUARE FOOT	0.59
171	MANSARD - METAL	LINEAR FOOT	361.60
172	MANSARD - TILE	LINEAR FOOT	408.00
173	MANSARD - COMPOSITION SHINGLE	LINEAR FOOT	401.00
174	18" PARAPET	LINEAR FOOT	313.00
175	42" PARAPET (On Site)	LINEAR FOOT	488.00
176	30" FASCIA METAL	LINEAR FOOT	363.00
177	30" FASCIA STUCCO	LINEAR FOOT	418.00
178	BOX SOFFIT STUCCO	LINEAR FOOT	402.00
179	BOX SOFFIT DURATEMP	LINEAR FOOT	264.00
180	2X2 SKYLIGHT WITH LIGHT SHAFT	EACH	918.45
181	2X4 SKYLIGHT WITH LIGHT SHAFT	EACH	1,802.00
182	4X4 SKYLIGHT WITH LIGHT SHAFT	EACH	1,997.00
183	10" SOLATUBE	EACH	3,310.00
184	14" SOLATUBE	EACH	3,640.00
185	GUTTERS 24 GUAGE METAL	LINEAR FOOT	34.05
186	DOWNSPOUTS (STANDARD)	LINEAR FOOT	34.15
187	ROOF DRAIN	LINEAR FOOT	2.80
188	DOWNSPOUTS - UPGRADE TO 3" DIAMETER STEEL PIPE - 144 INCH WALL THICKNESS MINIMUM	LINEAR FOOT	35.80
189	MECHANICAL EQUIPMENT SCREEN FRAMING (36" MAX) SUPPLY AND INSTALL	LINEAR FOOT	71.60
190	ROOF DECKING - UPGRADE TO 3/4 T&G PLYWOOD	SQUARE FOOT	6.15
194	WALKING PADS FOR ROOF	EACH	27.10
	DOORS		
195	EXTERIOR DOOR PACKAGE - STEEL 3070	EACH	2,460.00
196	UPGRADE TO WELDED DOOR FRAME	EACH	610.00

197	SINGLE STOREFRONT GLASS DOOR	EACH	7,997.00
198	DOUBLE STOREFRONT GLASS DOOR	EACH	16,105.00
199	DOUBLE EXTERIOR STEEL DOOR 6070	EACH	5,110.00
200	PVC EXTERIOR 3068 DOOR	EACH	2,370.00
201	PVC EXTERIOR 6070 DOOR	EACH	6,190.00
202	1 HOUR FIRE RATED DOOR	EACH	2,460.00
	ATTACHMENT 2		
ITEM		**UNIT**	**PRICE**
203	SIDE LIGHT HOLLOW METAL FRAME WINDOW	EACH	1,810.00
204	DOUBLE DOOR SIDE LITE	SQUARE FOOT	190.00
205	EXTERIOR DOOR WITH 2" SIDELIGHT	SQUARE FOOT	202.00
206	EXTERIOR DOOR WITH 6" SIDELIGHT	SQUARE FOOT	214.00
207	TRANSOM TOP DOOR HOLLOW METAL FRAME WINDOW	EACH	3,020.00
208	INTERIOR DOOR PACKAGE - WOOD	EACH	1,844.00
209	ROLL-UP OVERHEAD DOOR 10 X 8	EACH	5,905.00
210	ROLL-UP OVERHEAD DOOR 16 X 9 MOTORIZED 1 HOUR RATED	EACH	22,408.00
211	FLOOR ACCESS HATCH 24 X 24	EACH	2,148.00
212	ROOF HATCH 36 X 36	EACH	3,960.00
213	PANIC HARDWARE IN LIEU OF STANDARD LOCKSET	EACH	2,260.00
214	SCHLAGE VANDAL GUARD OR EQUAL IN LIEU OF STANDARD	EACH	988.00
215	HARDWARE UPGRADE "A"	EACH	1,180.00
216	HARDWARE UPGRADE "B"	EACH	1,744.00
217	HARDWARE UPGRADE "C"	EACH	4,840.00
218	DOOR CLOSER UPGRADE	EACH	471.00
219	CONTINOUS HINGE, PER DOOR	EACH	390.00
220	DOUBLE INTERIOR DOOR 6' X 6'-8" OR 7'	EACH	2,108.00
221	DOUBLE INTERIOR DOOR 6' X 6'-8" OR 7' 1-HOUR RATED	EACH	4,140.00
222	DOUBLE INTERIOR DOOR 6' X 6'-8" OR 7' 2-HOUR RATED	EACH	6,390.00
223	DUTCH DOOR 3' X 6'-8"	EACH	1,870.00
224	DUTCH DOOR 3' X 6'-8" 1-HOUR RATED	EACH	2,910.00
225	DUTCH DOOR 3' X 6'-8" 2-HOUR RATED	EACH	4,940.00
226	LOUVER KIT FOR DOOR	SQUARE FOOT	180.00
227	STOREFRONT DOOR 3070 GLASS DOOR CLEAR ANODIZED FRAME AND INSULATED TEMPERED CLEAR GLASS	EACH	10,970.00
228	3070 STEEL DOOR	EACH	2,670.00
229	4070 STEEL DOOR	EACH	3,660.00
230	3068 INTERIOR WOOD DOOR IN STEEL FRAME, SOLID CORE, PRE-FINISHED	EACH	1,980.00
231	6068 INTERIOR WOOD DOOR IN STEEL FRAME, SOLID CORE, PRE-FINISHED	EACH	2,770.00
232	3070 OPTIONS FOR ALL ABOVE INTERIOR DOORS (ADDER)	EACH	980.00
233	VIEW LITE	SQUARE FOOT	72.00
234	10" HIGH KICK PLATE	EACH	81.00
	WINDOWS		
235	8040 XOX / DG SLIDING ALUMINUM WINDOW 46 %	EACH	1,570.00
236	6040 XOX / DG SLIDING ALUMINUM WINDOW 46 %	EACH	1,460.00
236	4040 XOX / DG SLIDING ALUMINUM WINDOW 46 %	EACH	1,104.00
237	8040 XOX HOLLOW METAL WINDOW	EACH	2,710.00
238	6040 XOX HOLLOW METAL WINDOW	EACH	2,180.00

239	4040 XOX HOLLOW METAL WINDOW	EACH	1,740.00
240	8020 XOX HOLLOW METAL WINDOW	EACH	2,380.00
241	6020 XOX HOLLOW METAL WINDOW	EACH	2,090.00
242	4020 XOX HOLLOW METAL WINDOW	EACH	1,670.00
243	FIXED EXTERIOR HOLLOW METAL WINDOWS	SQUARE FOOT	53.10
244	8040 VINYL XOX WINDOW	EACH	1,390.00
245	6040 VINYL XOX WINDOW	EACH	1,260.00
246	4040 VINYL XOX WINDOW	EACH	1,077.00
247	4020 VINYL XO WINDOW	EACH	990.00
248	4040 FIXED INTERIOR WINDOW	EACH	910.00
249	UPGRADE TO LOW E GLAZING	SQUARE FOOT	12.10
250	UPGRADE TO LEXAN GLASS	SQUARE FOOT	49.00
	ATTACHMENT 2		
ITEM		**UNIT**	**PRICE**
251	SECURITY SCREENS	SQUARE FOOT	54.10
252	FIRE RATED WINDOWS	SQUARE FOOT	312.00
253	WINDOW BLINDS	SQUARE FOOT	16.40
254	ROLLER SHADES	SQUARE FOOT	84.80
	ELECTRICAL		
255	100 AMP SINGLE PHASE PANEL	EACH	940.00
256	150 AMP SINGLE PHASE PANEL	EACH	1,260.00
257	200 AMP SINGLE PHASE PANEL	EACH	1,420.00
258	300 AMP SINGLE PHASE PANBEL	EACH	1,610.00
259	400 AMP SINGLE PHASE PANEL	EACH	1,880.00
260	100 AMP THREE PHASE PANEL	EACH	1,248.00
261	150 AMP THREE PHASE PANEL	EACH	1,490.00
262	200 AMP THREE PHASE PANEL	EACH	1,990.00
263	225 AMP THREE PHASE PANEL	EACH	2,030.00
264	400 AMP THREE PHASE PANEL	EACH	2,605.00
265	6X6X6 EXTERIOR SIGNAL BOX W/ 3/4" CONDUIT TO ATTIC	EACH	210.00
266	12 X 12 X6 EMPTY BOX	EACH	168.00
267	3 COMPARTMENT EMPTY GUTTER TRAY	EACH	670.00
268	4 COMPARTMENT EMPTY GUTTER TRAY	EACH	840.00
269	110V DUPLEX WALL RECEPTACLE WITH COVER	EACH	148.00
270	110V DUPLEX WALL RECEPTACLE WITH COVER - DEDICATED	EACH	277.00
271	110V DUPLEX WALL GFI RECEPTACLE WITH COVER	EACH	247.00
272	110V DUPLEX WALL GFI RECEPTACLE WITH COVER - DEDICATED	EACH	391.00
274	110V DUPLEX FLOOR RECEPTACLE WITH COVER	EACH	212.00
275	110V QUAD WALL RECEPTACLE WITH COVER	EACH	619.00
276	110V QUAD WALL RECEPTACLE WITH COVER - DEDICATED	EACH	244.00
277	110V QUAD WALL GFI RECEPTACLE WITH COVER	EACH	208.00
278	110V QUAD FLOOR RECEPTACLE WITH COVER	EACH	702.00
278	110V CEILING DUPLEX RECEPTACLE WITH COVER	EACH	208.00
279	110V FOURPLEX FLOOR BOX	EACH	672.00
280	DATA CEILING BOX	EACH	198.00
281	DATA FLOOR BOX	EACH	472.00
282	220V DUPLEX WALL RECEPTACLE WITH COVER	EACH	360.00
283	30 AMP CIRCUIT - WALL	EACH	390.00
284	40 AMP CIRCUIT - WALL	EACH	420.00
285	50 AMP CIRCUIT - WALL	EACH	480.00
286	60 AMP CIRCUIT - WALL	EACH	480.00
287	DEDICATED FOURPLEX WALL RECEPTACLE	EACH	301.00
288	WIREMOLD SERIES 5500	LINEAR FOOT	104.00
289	DATA WALL BOX WITH BLANK COVER PLATE	EACH	109.00
290	INTERIOR LIGHT SWITCH	EACH	112.00
291	INTERIOR LIGHT SWITCH - THREE WAY	EACH	209.00

292	INTERIOR 2X4 FLUORESCENT FIXTURE W/ A+ LOW HARMONIC BALLAST	EACH	270.00
293	INTERIOR 2X4 FLUORESCENT FIXTURE W/ BATTERY BACKUP	EACH	488.00
294	UPGRADE INT. 2X4 FLUORESCENT FIXTURE T-8 LAMPS W/ ELECT. BALLAST	EACH	244.00
295	INTERIOR 2X4 FLUORESCENT FIXTURE WITH T-8 LAMPS	EACH	280.00
296	INTERIOR 2X2 FLUORESCENT FIXTURE WITH T-8 LAMPS	EACH	305.00
297	INTERIOR 2 X 4 LED LIGHTING FIXTURE	EACH	390.00
298	INTERIOR 2 X 2 LED LIGHTING FIXTURE	EACH	408.00
299	EMERGENCY LIGHT W/BATTERY BACKUP - INTERIOR WALL MOUNT	EACH	391.00
300	EXIT LIGHT W/BATTERY BACK UP - INTERIOR WALL MOUNT	EACH	303.00
301	EXTERIOR FLUORESCENT FIXTURE WITH INTEGRAL PHOTO CELL	EACH	490.00
302	70W HPS EXTERIOR LIGHT	EACH	420.00
303	ELECTRIC HAND DRYER	EACH	675.00
303	TV OR PROJECTORY BRACKET MOUNT WITH BACKING	EACH	290.00
304	FACTORY STANDARD CLOCK	EACH	456.00
	ATTACHMENT 2		
ITEM		**UNIT**	**PRICE**
305	FIRE ALARM SYSTEM BY BUILDING SQUARE FOOT	SQUARE FOOT	338.00
306	SMOKE / HEAT DETECTOR	EACH	202.00
307	CO2 DETECTOR	EACH	844.00
308	FIRE SPRINKLER IN OPEN BUILDING SQUARE FOOT	SQUARE FOOT	15.10
309	FIRE SPRINKLER COMPLETE TO GROUND MOUNT - INCLUDING RISER	SQUARE FOOT	27.40
310	ABC RATED WALL HUNG FIRE EXTINGUISHER	EACH	144.00
311	ABC RATED FIRE EXTINGUISHER IN SEMI RECESSED WALL CABINET	EACH	490.00
312	INTERIOR 2X4 FLUORESCENT FIXTURE W/ 277 VOLT (DUAL BALLAST)	EACH	420.00
313	PENDANT LIGHT FIXTURE W/ SEISMIC TIES	EACH	571.00
314	ADD PARABOLIC LENSES	EACH	188.00
315	CEILING MOUNTED MOTION SENSOR	EACH	282.00
316	WALL MOUNTED MOTION SENSOR @ SWITCH	EACH	281.00
317	DAYLIGHT HARVESTING	PER SKYLIGHT	1,910.00
	HEAT AND COOLING		
318	AIR BALANCING	PER HVAC UNIT	1,880.00
319	AIR BALANCING (CERTIFIED)	PER HVAC UNIT	2,710.00
320	CO2 SENSOR	EACH	408.00
321	ENERGY MANAGEMENT SYSTEM BARD CS2000 FOR GAS OR ELECTRIC UNIT WITH OCCUPANCY SENSOR AND T-STAT OR EQUAL	EACH	6,605.00
322	FRESH AIR UNIT BARD ECONOMIZER	EACH	4,871.00
323	THERMOSTAT	EACH	262.00
324	PROGRAMMABLE THERMOSTAT	EACH	344.00
325	ENERGY VENTILATOR AND HOT GAS REHEAT BARD WG-SERIES 2.5 TON OR EQUAL	EACH	4,940.00
326	WALL OR ROOF MOUNTED HVAC TO GAS (NIC: GAS LINES OR CONNECTIONS)	EACH	1,260.00
327	CROSS-OVER HOLE THROUGH BEAMS TO EXTEND AIR SUPPLY/RETURN DUCTING	EACH	2,251.00
328	2 TON WALL MOUNT HEAT PUMP UNIT	EACH	6,160.00
329	3.5 TON WALL MOUNT HEAT PUMP UNIT	EACH	7,410.00
330	4 TON WALL MOUNT HEAT PUMP UNIT	EACH	7,880.00
331	5 TON WALL MOUNT HEAT PUMP UNIT	EACH	8,210.00
332	2 TON WALL MOUNT GAS PACK	EACH	22,375.00
333	3 TON WALL MOUNT GAS PACK	EACH	22,375.00
334	3-1/2 TON WALL MOUNT GAS PACK	EACH	22,905.00
335	4 TON WALL MOUNT GAS PACK	EACH	24,101.00
336	5 TON WALL MOUNT GAS PACK	EACH	24,101.00
337	3.5 TON ROOF MOUNT HEAT PUMP UNIT	EACH	26,808.00
338	4 TON ROOF MOUNT HEAT PUMP UNIT	EACH	26,940.00
339	5 TON ROOF MOUNT HEAT PUMP UNIT	EACH	27,404.00
340	3.5 TON ROOF MOUNT GAS PACK UNIT	EACH	26,102.00
341	4 TON ROOF MOUNT GAS PACK UNIT	EACH	26,704.00
342	5 TON ROOF MOUNT GAS PACK UNIT	EACH	27,402.00
343	7 TON ROOF MOUNT GAS PACK UNIT	EACH	40,004.00
344	10 TON ROOF MOUNT GAS PACK UNIT	EACH	48,106.00
345	3.5 TON INTERIOR HEAT PUMP UNIT	EACH	18,105.00
346	4 TON INTERIOR HEAT PUMP UNIT	EACH	18,804.00
347	5 TON INTERIOR HEAT PUMP UNIT	EACH	20,047.00

348	3 TON "QUIET CLIMATE" WALL MOUNT HEAT PUMP	EACH	13,300.00
349	3.5 TON "QUIET CLIMATE" WALL MOUNT HEAT PUMP	EACH	13,920.00
350	4 TON "QUIET CLIMATE" WALL MOUNT HEAT PUMP	EACH	14,460.00
351	5 TON "QUIET CLIMATE" WALL MOUNT HEAT PUMP	EACH	16,040.00
352	MITSUBISHI TYPE MINI-SPLIT SYSTEM	EACH	7,140.00
353	SPLIT SYSTEM 2 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTIONS TO CONDENSING UNIT)	EACH	30,600.00
354	SPLIT SYSTEM 3 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTION TO CONDENSING UNIT)	EACH	35,104.00
355	SPLIT SYSTEM 3.5 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTION TO CONDENSING UNIT)	EACH	37,808.00

ATTACHMENT 2			
ITEM		**UNIT**	**PRICE**
356	SPLIT SYSTEM 4 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTIONS TO CONDENSING UNIT)	EACH	39,101.00
357	SPLIT SYSTEM 5 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTIONS TO CONDESNING UNIT)	EACH	41,941.00
358	RESTROOM CEILING HEATER	EACH	978.00
359	PER UNIT 3 PHS UPGRADE	EACH	1,740.00
360	PER UNIT BARD UPGRADE	EACH	1,508.00
361	12 SEER UPGRADE	EACH	4,516.00
362	AIR PURIFIER	EACH	3,960.00
363	SUPPLY AIR REGISTER AND 12' OF FLEX DUCT	EACH	310.00
364	RETURN AIR REGISTER AND 12' OF FLEX DUCT	EACH	280.00
365	ADD FLEX DUCTING BY LINEAR FOOT	LINEAR FOOT	30.50
366	ADD GLVANIZED DUCTING BY LINEAR FOOT	LINEAR FOOT	91.10
367	SMOKE / FIRE DAMPLERS	EACH	2,124.00
368	BARAMETRIC RELIEF DAMPER	EACH	702.00
369	HVAC RETURN AIR PLENUM CHASE WALL (12'-0")	EACH	2,410.00
370	FIRE RATED SHAFT	LINEAR FOOT	715.00
371	CEILING MOUNT FAN (120 CAM) WITH DUCT	EACH	580.00
372	KITCHEN EXHAUST FAN COOK VCR-XP-300 2750 CFM	EACH	12,400.00
373	KITCHEN EXHAUST FAN COOK VCR-XP-A80 2050 CFM	EACH	11,770.00
374	KITCHEN SUPPLY FAN, COOK 120KSP-B 220 CFM	EACH	16,990.00
375	EXHAUST FAN COOK ACEB 70C26	EACH	7,140.00
376	EXHAUST FAN COOK ACEB 60C2B	EACH	6,980.00
377	INSECT CONTROL FAN	EACH	3,910.00
	GREEN/SUSTAINABLE OPTIONS		
378	HVAC UNIT, WALL HUNG, 2 STAGE HIGH EFFICIENCY, 3, 4, OR 5 TON	EACH	14,822.00
379	HVAC UNIT, WALL HUNG, 2 STAGE HIGH EFFICIENCY, 3, 4, OR 5 TON WITH MERV 11	EACH	14,990.00
380	HVAC UNIT, WALL HUNG, SINGLE STAGE 11 EER, 3, 4, OR 5 TON	EACH	12,490.00
381	HVAC UNIT, WALL HUNG, SINGLE STAGE 11 EER, 3, 4, OR 5 TON WITH MERV 11	EACH	13,760.00
382	ECONOMIZER FOR WALL HUNG HVAC UNIT	EACH	12,408.00
383	HVAC MERV 13 FILTER UPGRADE	EACH	2,180.00

384	HVAC ISOLATION CURB (EXTERIOR) FOR NOISE REDUCTION	EACH	3,010.00
	PLUMBING		
385	INTERIOR UNISEX TOILET ROOM	EACH	9,980.00
386	INTERIOR PRIMARY UNISEX TOILET	EACH	10,140.00
387	INSTANT FLOW ELECTRIC TANK LESS WATER HEATER	EACH	710.00
388	6 GAL ELECT WATER HEATER	EACH	1,380.00
389	10 GAL ELECT WATER HEATER	EACH	1,690.00
390	20 GAL ELEC. HOT WATER HEATER	EACH	1,780.00
391	50 GAL ELECT WATER HEATER	EACH	3,870.00
392	100 GAL ELECT WATER HEATER	EACH	5,110.00
393	GAS PIPING	LINEAR FOOT	48.00
394	GAS TURRETS	EACH	790.00
395	CAST IRON DRAIN LINES	LINEAR FOOT	70.10
396	ACID RESISTANT WASTE PIPING	LINEAR FOOT	99.40
397	FLOOR DRAINS	EACH	1,015.00
398	NON FREEZE PROOF HOSE BIB WITH PLUMBERS KEY	EACH	410.00
399	PLUMB WALL FOR FIXTURE WITH SUPPLY LINES(S) AND DRAIN LINES	EACH	1,920.00
	ATTACHMENT 2		
ITEM		**UNIT**	**PRICE**
400	DRINKING FOUNTAIN DUAL WALL MOUNTED INTERIOR	EACH	4,090.00
401	DRINKING FOUNTAIN DUAL WALL MOUNTED EXTERIOR	EACH	5,610.00
402	BUBBLER FOR SINK	EACH	644.00
403	LAVATORY WALL HUYNG VITREOUS CHINA 19" X 17" WITH CARRIERS	EACH	918.00
404	TOILET WALL HUYNG VITREOUS CHINA FLUSH VALVE ADA / STANDARD	EACH	1,410.00
405	FLUSH VALVE TOILET OR URINAL	EACH	1,277.00
406	15X22 COFFEE BAR SINK W/GOOSE NECK FAUCET & WRIST BLADE HANDLES	EACH	1,890.00
407	4' TROUGH SINK	EACH	2,616.00
408	CLASSROOM 17X25 SINK	EACH	1,804.00
409	BRADLEY SINK SS-2	EACH	3,910.00
410	BRADELY SINK MG-2	EACH	4,280.00
411	BRADLEY SINK AND COUNTER 72"	EACH	6,070.00
412	DOUBLE BOWL STAINLESS STEEL WITH 8" SINGLE LEVER FAUCET	EACH	2,960.00
413	THREE BOWL 55 COMM. SINK W/DRAIN BOARDS AND FAUCET	EACH	7,170.00
414	MOP SINK FIBERGLASS W/LEGS & SWING FAUCET	EACH	1,210.00
415	MOP SINK 24" X 24" FLOOR MOUNTED WITH WALL FAUCET	EACH	1,990.00
416	36" X 36" FIBERGLASS SHOWER UNIT WITH FLOOR UNIT	EACH	5,010.00
417	FIBERGLASS ADA SHOWER STALL WITH ADA LIP AND SEAT	EACH	5,770.00
418	IN SINK GARBAGE DISPOSAL	EACH	844.00
419	EMERGENCY SHOWER	EACH	6,944.00
420	EMERGENCY EYE WASH	EACH	6,712.00
421	MIRROR, TOILET PAPER, PAPERTOWEL, SOAP, TOILET SEAT COVER DISP	EACH	804.00
422	SOLID PLASTIC PARTITION UPGRADE	LINEAR FOOT	550.00
423	FIXTURE HOLES THROUGH CONCRETE FLOOR	EACH	240.00
424	ADULT HANDICAP WATER CLOSET (INCLUDES GRAB BARD) STANDARD	EACH	1,070.00
425	HOSE BIB (RECESSED WITH LOCKING COVER)	EACH	912.00
426	HOT WATER HEATER UPGRADE TO GAS	EACH	421.00
427	ROUGH-IN GAS LINE	EACH	908.00
428	SENSOR FAUCET	EACH	852.00
429	URINAL WALL MOUNTED	EACH	1,252.00

430	SCIENCE ROOM SINK 12:" X 15" (NIC: ACID RESISTANT PLUMBING)	EACH	3,012.00
431	STAINLESS STEEL BULLNOSE COUNTERTOPS W/ BACKSPLASH	SQUARE FOOT	91.00
432	SCIENCE ROOM DRY SERVICE VALVE FOR GAS (NIC: GAS CONNECTION)	EACH	898.00
433	ROUGH-IN FOR FUTURE FUME HOOD (APPLIANCE AND INSTALLATION BY OTHERS)	EACH	1,960.00
434	ROUGH-IN FOR FUTURE VENT (APPLIANCE AND INSTALLATION BY OTHERS)	EACH	781.00
435	ACID WASTE PIPING (UTILITY CONNECTION, TANK AND ACCESSORIES NIC)	EACH	661.00
436	UPGRADE CHEM-SURF RESISTANT SINGLE BOWL SINK	EACH	2,204.00
437	WATER CLOSET, FLOOR MOUNT, TANK TYPE	EACH	1,108.00
438	WATER CLOSET, FLOOR MOUNT,FLUSH VALVE	EACH	1,612.00
439	WATER CLOSET, TANK TYPE, ADA	EACH	1,244.00
440	WATER CLOSET, WALL HUNG, TANK TYPE	EACH	2,402.00
441	WATER CLOSET, WALL HUNG, FLUSH VALVE	EACH	2,104.00
442	WATER CLOSET, CHILD 10" HEIGHT, FLOOR MOUNTED	EACH	1,280.00
443	URINAL WATERLESS	EACH	2,610.00
444	WASHING MACINE OUTLET/SUPPLY BOX	EACH	408.00
445	HOSE BIB	EACH	403.00
446	COPPER PIPE, TYPE "L" ROUGHT IN AND FIXTURE FITTING	EACH	804.00

ATTACHMENT 2			
ITEM		**UNIT**	**PRICE**
447	REMOVE STANDARD UNISEX RESTROOM	EACH	2,770.00
448	OCCUPANCY SENSOR, CEILING MOUNTED	EACH	302.00
449	OCCUPANCY SENSOR, SWITCH MOUNTED	EACH	331.00
	TOILET PARTITIONS AND ACCESSORIES		
450	SIGNAGE	EACH	188.00
451	TOILET PRIVACY PARTITIONING (HIGH DENSITY PLASTIC)	EACH	3,595.00
452	STEEL ADA PRIVACY PARTITIONS WITH ENAMEL FINISH	EACH	2,770.00
453	STEEL STANDARD PRIVACY STALL WITH ENAMEL FINISH	EACH	2,770.00
454	STEEL PRIVACY SCREEN 54X58 WITH ENAMEL FINISH	EACH	840.00
455	STEEL URINAL SCREEN 24X24 WITH ENAMEL FINISH	EACH	644.00
456	GRAB BARS	EACH	180.00
457	LIQUID SOAP DISPENSER, SURFACE MOUNTED, BOBRICK 5-2122 OR EQUAL	EACH	705.00
458	TOILET PAPER DISPENSER, SURFACE MOUNTED, SINGLE ROLL, BOBRICK B0264	EACH	390.00
459	TOILET PAPER DISPENSER, SURFACE MOUNTED, MULTI-ROLL, BOBRICK B-2888	EACH	440.00
460	TOILET PAPER DISPENSER, SEMI-RECESSED, MULTI-ROLL, BOBRICK 5-3888	EACH	390.00
461	PAPER TOWEL DISPENSER, SURFACE MOUNTED, BOBRICK B*252	EACH	180.00
462	PAPER TOWEL DISPENSER, RECESSED, BOBRICK B-359 (FOLDED TOWELS)	EACH	290.00
463	PAPER TOWEL AND WASTE DISPENSER, RECESSED (4" WALL) BOBRICK 6-3944	EACH	610.00
464	WASTE RECEPTACLE, SURFACE MOUNTED, BOBRICK 6-279	EACH	310.00
465	SANITARY NAPKIN RECEPTACLE, SURFACE MOUNTED, BOBRICK 5-254	EACH	290.00
466	DIAPER CHANGING STATION, SURFACE MOUNTED, BOBRICK B-223X24	EACH	765.00
467	MOP AND BROOM HOLDER BOBRICK B-239-44	EACH	710.00
	CABINETRY		
468	PLUMBED SINK AND CABINET W/BUBBLER	EACH	3,710.00
469	BASE CABINET - WIC # 102 L36 X D24	EACH	1,109.00

470	BASE CABINET # 142	EACH	1,150.00
471	DRAWER BASE CAN WIC # 222	EACH	1,275.00
472	DRAWER BASE CAN WIC # 240	EACH	1,310.00
473	DRAWER BASE CAN WIC # 230	EACH	1,210.00
474	WALL HUNG CAB WIC # 312	EACH	770.00
475	OPEN UPPER CABINET WIC #300 L36 X H30 X D12	EACH	810.00
476	UPPER CABINET WITH DOORS WIC #400 L36 X H84 X D24	EACH	860.00
477	OPEN TALL STORAGE CABINET WIC #402 L36 X H84 X D24	EACH	1,235.00
478	LOCKABLE TALL STORAGE CABINET WIC #402 L36 X H84 X D24	EACH	1,610.00
479	TALL STORAGE WIC #440	EACH	1,492.00
476	CABINET LOCKS	EACH	160.00
477	7' CORNER TV CABINET	EACH	1,830.00
478	TALL TEACHER CABINET WIC #530 L48 X H84 X D24	EACH	1,735.00
479	16 TEACHING WALL	EACH	12,790.00
480	30' TEACHING WALL	EACH	24,780.00
481	30' SPECIAL TECH WALL	EACH	26,110.00
482	SCIENCE WORK STATION / ISLAND	EACH	9,080.00
483	KITCHEN	EACH	23,120.00
484	WARDROBE RACK WIC #540 L60 WITH 15 HOOKS (INTERIOR)	EACH	1,210.00

ATTACHMENT 2			
ITEM		**UNIT**	**PRICE**
485	WARDROBE RACK WIC #540 L60 WITH 15 HOOKS (EXTERIOR)	EACH	1,270.00
486	CUBBY STORAGE WIC #544 L48 X H66 X D12 (48 CUBICLES)	EACH	2,130.00
487	LOW BOOK SHELVES WIC #600 L36 X H42 X D9	EACH	1,110.00
488	COUNTER ONLY - HP LAMINATE W/ SUPPORTS	SQUARE FOOT	37.00
489	HIGH PRESSURE LAMINATE COUNTER TOP W/BACKSPLASH	LINEAR FOOT	120.00
490	EPOXY COUNTER TOP	UN EAR FOOT	310.00
491	CABINET BLOCKING UPPER 4X4	LINEAR FOOT	29.10
492	CABINET BLOCKING LOWER	LINEAR FOOT	29.10
493	WIC WALL HUNG CUBICLES # 304	LINEAR FOOT	290.00
494	DRAWERS IN LIEU OF SHELVING AND DOORS	LINEAR FOOT	97.00
495	PLASTIC LAMINATED COUNTER TOP ONLY WITH BACKSPLASH	LINEAR FOOT	120.00
496	PLASTIC LAMINATED COUNTER TOP ONLY WITHOUT BACKSPLASH	LINEAR FOOT	104.00
497	UPGRADE TO CH EM-SURFACE RESISTANT COUNTER TOP WITH BACKSPLASH	LINEAR FOOT	310.00
498	UPGRADE TO CHEM-SURFACE RESISTANT COUNTER TOP WITHOUT BACKSPLASH	LINEAR FOOT	270.00
499	CASEWORK NOT INCLUDED HEREIN	LINEAR FOOT	COST + 20%
	CEILING		
500	ACOUSTICAL LAY-IN 2'X2' X 5/8"	SQUARE FOOT	6.70
501	CEILING GRID 2* X 4' WITH STANDARD EDGE CEILING PANELS	SQUARE FOOT	3.90
502	UPGRADED ACCOUSTICAL CEILING TILE	SQUARE FOOT	7.90
503	VINYL FACED FIBERGLASS CEILING TILE	SQUARE FOOT	4.90
502	WASHABLE CEILING TILE	SQUARE FOOT	4.90
503	9'-0" CEIUNG HEIGHT	SQUARE FOOT	19.70
504	9'-6" CEILING HEIGHT	SQUARE FOOT	21.90
505	10'-0" CEILING HEIGHT	SQUARE FOOT	24.70
	APPLIANCES		
506	RESIDENTIAL RANGE HOOD	EACH	610.00

507	RESIDENTIAL FREE STANDING 30" ELECTRIC RANGE	EACH	2,270.00
508	RESIDENTIAL REFRIGERATOR (18 Cu FT) FROST FREE	EACH	3,190.00
509	24" UNDER COUNTER RESIDENTIAL REFRIGERATOR (6 Cu FT)	EACH	1,344.00
510	RESIDENTIAL DISHWASHER (2 CYCLE)	EACH	2,090.00
511	RESIDENTIAL WASHER	EACH	2,130.00
512	RESIDENTIAL DRYER	EACH	2,130.00
513	COMM. RANGE HOOD 5X21 WITH FIRE SUPPRESSION SYSTEM	EACH	37,151.00
514	VULCAN 36L COMMERCIAL 6 BURNER RANGE WITH OVEN	EACH	6,825.00
515	SINGLE DOOR 27" COMM. FREEZER (23 CU FT)	EACH	5,957.00
516	SINGLE DOOR 27" COMM. REFRIGERATOR (23 Cu FT)	EACH	17,910.00
517	COMMERCIAL DISHWASHER	EACH	21,110.00
518	8X8 WALK-IN REFRIGERATOR	EACH	39,440.00
519	12X17 WALK-IN REFRIGERATOR	EACH	46,410.00
520	10X20 WALK-IN FREEZER	EACH	42,105.00
521	DISPOSER 1 1/2 HP	EACH	4,310.00
522	FAUCET PRE-RINSE	EACH	2,610.00
523	SINK FOOD PREP 1 COMPARTMENT	EACH	5,990.00
524	MICROWAVE RANGE	EACH	680.00
	FIRE PROTECTION		
525	FIRE EXTINGUISHER IN RECESSED STEEL CABINET	EACH	710.00
526	FIRE EXTINGUISHER IN SEMI-RECESSED STEEL CABINET	EACH	640.00
527	FIRE EXTINGUISHER WITH MOUNTING BRACKET	EACH	290.00
528	FIRE RATED SKIRTING	LINEAR FOOT	21.40
529	WILDLIFE/URBAN INTERFACE ADDITIONS	PER FLOOR	4,140.00
	ATTACHMENT 2		
	BUILDING AND INSTALLATION MISCELLANEOUS		
530	ONE HOUR RATED SEISMIC CLOSURE	EACH	770.00
531	TWO HOUR RATED SEISMIC CLOSURE	EACH	945.00
532	FIRE RATED SKIRTING (ONE HOUR)	LINEAR FOOT	21.40
533	FIRE RATED SKIRTING (TWO HOUR)	LINEAR FOOT	24.10
	SCIENCE LAB OPTIONS		
534	LAB FAUCET	EACH	2,010.00
535	ACID DILUTER (UNDER SINK, SINGLE STATION)	EACH	908.00
536	SINGLE-HOLE TOP-MOUNTED SINK FOR SINGLE HOLE FAUCET, STAINLESS STEEL, ACID RESISTANT ENAMEL FINISH	LINEAR FOOT	3,607.00
537	EPDXYTOP, BLACK COUNTERTOP	LINEAR FOOT	310.00
538	LABORATORY FUME HOOD (ISOLATER SERIES WITH A TOP AND BOTTOM AIROFOIL AND ERODYNAMICALY SHAPED FASCIA POSTS TO MINIMIZE TURBULENCE)		31,144.00
539	EXPANDED METAL VENTS	SQUARE FOOT	26.00
	ADA ACCESS RAMPS		
540	METAL 4' X 11' RAMP AND 5' X 7' LANDING WITH HANDRAILS	EACH	4,590.00
541	METAL 4' X 11' RAMP AND 34' X 6'-6" COMMON DECK WITH 5' X 7' LANDING W/HANDRAILS	EACH	13,260.00
542	METAL 4' X 11' RAMP AND 36' X 6'-6" COMMON DECK WITH 5' X 7' LANDING W/HANDRAILS	EACH	13,770.00
543	METAL 4' X 11' RAMP AND 40' X 6'-6" COMMON DECK WITH 5' X 7' LANDING W/HANDRAILS	EACH	14,790.00
544	REFURBISHED RAMPS AND DECKS	LINEAR FOOT	291.00
545	LEASE OF STANDARD METAL 4' X 11' RAMP AND 5' X 7' LANDING WITH HANDRAILS	ANNUAL	1,320.00
	CONCRETE FOUNDATION		
546	SHEET METAL 12" FLASHING 22 GAUGE	LINEAR FOOT	30.10
547	FLATWORK 4" THICK REINFORCED CONCRETE (200 SQUARE FOOT MINIMUM)	SQUARE FOOT	41.00

548	BOLTED INSTALLATION ON CONCRETE FOUNDATION	SQUARE FOOT	4.10
549	WELDED INSTALLATION ON CONCRETE FOUNDATION	SQUARE FOOT	4.90
550	WELD PLATES FOR CONCRETE FOUNDATION ATTACHMENT	EACH	219.00
551	12" HIGH, 24 GAUGE METAL FLASHING	LINEAR FOOT	12.40
	WOOD OR ENGINEERED WOOD PRODUCTS		
552	3/8" "SMART PANEL" WITH GROOVES 8" OC (T-I-11 SUBSTITUTION)	SQUARE FOOT	5.95
553	1/2" CDX PLYWOOD (FOR USE UNDER EXTERIOR FINISH PRODUCTS)	LINEAR FOOT	11.70
554	2" X 6" EXTERIOR WALL STUDS IN LIEU OF 2 X 4' STUDS	LINEAR FOOT	6.90
	CEMENT BASED OR STUCCO EXTERIOR FINISHES		
555	CEMENT BOARD SIDING (4' X 8') (HARDIE PANEL, OR EQUALIVENT) EXCLUDES REMOVAL OF EXISTING SIDING	SQUARE FOOT	8.70
556	CEMENT BACKER, (4' X 8' SHEET) EXTERIOR (FOR USE UNDER EXTERIOR FINISH PRODUCTS) EXCLUDES REMOVAL OF EXISTING SIDING	EACH	1,610.00
	MISCELLANEOUS EXTERIOR FINISHES		
557	EXTERIOR PAINT (AFTER TWO COLORS STANDARD), WHOLE SURFACE	SQUARE FOOT	4.80
558	METAL ROOF AND WALL CLOSURE PANELS BETWEEN BUILDINGS, UP TO 6"	LINEAR FOOT	8.05
559	WOOD CLOSURE PANEL BETWEEN BUILDINGS, UP TO 2'	EACH	206.00
560	EXTERIOR HARDIE PANEL SIDING - WUI CODE PRODUCT	LINEAR FOOT	61.10
561	EXTERIOR HARDIE LAP SIDING	LINEAR FOOT	89.20
562	ROOF ACCESS LADDER, EXTERIOR, FIXED TO WALL	EACH	3,191.00
563	ROOF INTERIOR ACCESS LADDER WITH HATCH	EACH	2,970.00
563	STANDARD AWNING/CANOPY (COVERS EACH SINGLE EXT. DOOR)	EACH	2,050.00
565	PLUMBING MANIFOLD (SHIP LOOSE)	PER FLOOR	1,200.00
	ROOFING OPTIONS - NEW BUILDING ONLY		
566	EXTEND REAR OVERHANG TO 5' (2'-6" STANDARD)	MODULE	3,515.00
567	MANSARD FASCIA, MAX 2'-4" HIGHER THAN CEILING LEVEL, FACTORY BUILT (SHIPPING HEIGHTS AND WIND LOADS MUST BE CONFIRMED)	LINEAR FOOT	408.00
568	EXTEND FRONT OVERHANG FROM 5' TO 8'	MODULE	3,735.00
569	1 HOUR FIRE RATED CEILING	SQUARE FOOT	41.00
570	2 HOUR FIRE RATED CEILING	SQUARE FOOT	62.00

ATTACHMENT 2			
571	LEVEL 3 DRYWALL FINISH	SQUARE FOOT	12.10
572	LEVEL 4 DRYWALL FINISH	SQUARE FOOT	16.40
	ON SITE WORK		
573	PARAPET INSTALLATION	LINEAR FOOT	397.00
574	CUSTOM RAMP/DECK INSTALLATION	SQUARE FOOT	29.90
575	CARPET SEAMS	PER FLOOR	800.00
576	EXTERIOR DRNKING FOUNTAIN INSTALLATION	EACH	2,144.00
577	INSTALL STANDARD ABS PLUMBING MANIFOLD	PER FLOOR	1,500.00
578	FLASHING INSTALLATION	LINEAR FOOT	91.00
	FACTORY MODIFICATIONS		
579	REMOVE WINDOWS AND INFILL	SQUARE FOOT	420.00
580	REMOVE DOORS AND INFILL	SQUARE FOOT	490.00
581	CEILING LIGHT CHANGES	EACH	240.00
582	REMOVE INTERIOR WALLS	LINEAR FOOT	105.00
	MISCELLANEOUS		
582	ADDITIONAL METAL 4X11 RAMP AND 5X7 LANDING WITH HANDRAILS	EACH	4,590.00
583	ADD A STEEL 3 STEP RISER WITH HANDRAILS	EACH	1,310.00
584	EXTEND METAL RAMP OR LANDING WITH HANDRAILS (TRANSITION TO GRADE NOT INCLUDED)	LINEAR FOOT	340.00
585	CONCRETE 4X11 RAMP AND 5X7 LANDING WITH HANDRAILS	EACH	10,100.00
586	EXTEND CONCRETE RAMP OR LANDING WITH HANDRAILS	LINEAR FOOT	620.00
587	WIRE MESH HANDRAILS	LINEAR FOOT	281.00
588	PERFORATED HANDRAILS	LINEAR FOOT	312.00
589	METAL GALVANIZING	LINEAR FOOT	289.00
590	TWO STORY BRIDGING	LINEAR FOOT	1,810.00
591	TWO STORY SWITCH BACK STAIR SYSTEM	EACH	51,040.00
592	TWO STORY STRAIGHT RUN STAIR SYSTEM	EACH	44,770.00
593	CAIS ON STAIR SUPPORT SYSTEM	EACH	7,993.00
594	TWO STORY ELEVATOR MODULE	EACH	304,110.00
595	EXTERIOR PLASTER STUCCO	SQUARE FOOT	26.10
596	EXTERIOR DRY VIT	SQUARE FOOT	31.40
597	RODENT SLAB	SQUARE FOOT	7.10
598	LIGHT WEIGHT CONCRETE	SQUARE FOOT	5.22
599	LIGHT WEIGHT CONCRETE WATER PROOF COATING	SQUARE FOOT	6.35
600	SITE SURVEY (MINIMUM 4 HOURS)	PER HOUR	405.00
601	PHOTO VOLTAIC SYSTEM	PER KW	2,370.00
602	EXCAVATION FOR FOUNDATION	CUBIC YARD	601.00
603	SPOIL REMOVAL-GENERAL 40-YARD CONTAINER	CUBIC YARD	43.00
604	SPOIL REMOVAL/SITE DEBRIS/RECORDED	CUBIC YARD	62.30
605	BUILDING WASTE REMOVAL-RECORDED-LANDFILL	CUBIC YARD	64.10
606	BUILDING WASTE REMOVAL-RECORDED-RECYCLABLE	CUBIC YARD	60.70
607	ADD FOR CUSTOM EXTERIOR COLORS	EACH MODULE	590.00
608	GUTTERS / DOWNSPOUTS	LINEAR FOOT	27.00
609	BONDS IF REQUIRED/REQUESTED	PERCENT	2.81
610	10' BICYCLE RACK W/MOUNTING RACK	EACH	1,490.00
611	RAIN BARRELL WATER COLLECTION	EACH	1,605.00
612	ENGINEERING AND DESIGN	PER HOUR	280.00
613	CONTRACT AND PROJECT SUPERVISION	PER HOUR	190.00
614	PERFORMANCE AND PAYMENT BONDS (% OF P.O. TOTAL)	PERCENT	2.81
615	COURSE OF CONSTRUCTION.BUILDINGS RISK MISC. INS. (% ABOVE COST)	PERCENT	COST + 20%
616	TEMP TOILET PER MONTH	EACH MO	310.00
617	UNFORESEEN ITEMS NOT ITEMIZED (% ABOVE COST)	PERCENT	COST + 20%
618	CRANE PER HOUR MINIMUM OF 4 HOURS	PER HOUR	1,870.00
619	DAILY CREW PER DIEM OUTSIDE OF 150 MILES	PER DAY	1,040.00
620	DEBRIS BIN (1 DUMP, UP TO 30 YD, PER WEEK)	WEEK	1,165.00
621	FINAL BUILDING CLEAN UP	MODULE	540.00
622	FORKLIFT AT JOB SITE (PER DAY)	PER DAY	880.00

623	ADDITIONAL LABOR DUE TO SITE CONDITIONS	PER MAN HOUR	171.00
624	PERIMETER SKIRTNG	LINEAR FOOT	21.00
	ATTACHMENT 2		
625	EQUIPMENT RENTAL LARGE (8 HOUR MINIMUM)	HOUR	910.00
626	EQUIPMENT RENTAL MEDIUM (8 HOUR MINIMUM)	HOUR	797.00
627	EQUIPMENT RENTAL SHALL (8 HOUR MINIMUM) PERCENTAGE)	HOUR	688.00
628	ADDITONAL LABOR AND MATERIALS FOR ITEMS NOT LISTED HEREIN (AS A PERCENTAGE)	EACH	COST + 20%
629	BONDS, IF REQUIRED/REQUESTED	EACH	COST + 20%
630	UNFORSEEN ITEMS NOT ITEMIZED WILL BE INVOICE TO INCLUDE %	PERCENT	COST + 20%
631	DAILY CREW PER DIEM OUTSIDE 150 MILES	PER DAY	1,310.00
632	MODULE SHUTTLE SERVICE AT SITE	MODULE	410.00
633	TRANSPORTATION CITY PERMITS	PER FLOOR	310.00
634	PILOT CARS	EACH	COST + 20%
	ADDITIVE ALTERNATE DELIVERY SERVICE CAL TRANS APPROVED ROUTES RATES FOR UP TO 40 MODULE (ALSO FOR RETURN DELIVERY SERVICE)		
635	0-30	EACH	1,310.00
636	31-40	EACH	1,310.00
637	41-50	EACH	1,580.00
638	51-60	EACH	1,580.00
639	61-70	EACH	1,900.00
640	71-80	EACH	1,900.00
641	81-90	EACH	2,340.00
642	91-100	EACH	2,340.00
643	101-115	EACH	2,680.00
644	116-130	EACH	2,680.00
645	131-145	EACH	3,110.00
646	146-160	EACH	3,110.00
647	161-180	EACH	3,405.00
648	181-200	EACH	3,405.00
649	201-225	EACH	3,715.00
650	226-250	EACH	3,715.00
651	251-275	EACH	4,200.00
652	276-300	EACH	4,200.00
653	301-325	EACH	4,580.00
654	326-350	EACH	4,580.00
655	351-375	EACH	4,800.00
656	376-400	EACH	4,800.00
657	401-425	EACH	5,000.00
658	426-450	EACH	5,000.00
659	450-475	EACH	5,200.00
660	476-500	EACH	5,200.00
661	501-525	EACH	5,470.00
662	526-550	EACH	5,470.00
663	551-755	EACH	5,810.00
664	576-600	EACH	5,810.00

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 9, 2025
SUBJECT:	Approval of Award of Contract, Sierra School Equipment Co., Furnish and Install New Crusader Chairs, Auditorium, Roosevelt Elementary (Gift Fund)

Background:
The Roosevelt School PTA is the process of fundraising to upgrade the seats in the Auditorium as many are broken and unusable, making it difficult to seat large audience groups. The BUSD Facilities Department has repaired throughout the years, but many of the parts are no longer available due to their age.

On October 17, 2023, the Arvin Union School District awarded a contract for a piggyback bid, No. 2023-24-012, with Sierra School Equipment Company for school furnishings, office furniture, and accessories. The bid was extended from October 17, 2024-October 16, 2025 using the current manufactures price list.

Discussion/Issues:
On August 29, 2025, a proposal from Sierra School Equipment Co., was received to remove and dispose of the existing auditorium seats and replace with new Irwin Crusader chairs. There will be a total of 238 fixed floor-mounted chairs with maple veneer plywood seats as well as maple hardwood center and aisle armrests. In addition, there will be three (3) ADA swing-away aisle standard sets as well as spares of each chair/equipment provided. Two (2) inch round aluminum row letter plates mounted into a recess on the aisle end panel and oval aluminum seat number plates mounted into a recess on the armrests will also be included for an additional price.

Fiscal Impact:
$134,092.00 (Gift Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Sierra School Equipment Co., for the Furnish and Install of new Crusader Chairs in the Auditorium at Roosevelt Elementary, effective October 10, 2025 to October 9, 2026, not to exceed $134,092.00 (010-90820-0-11100-10000-6405-214-0000-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

SIERRA
SCHOOL EQUIPMENT CO.

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P.O. Box 80667 Bakersfield, CA 93380-0667
O 661-399-2993 | F 661-399-0218
www.ssecinc.com

August 29, 2025

David Gerharter
Director of Purchasing, Warehouse, and Reprographics
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

Office: (818) 729-4533
E-Mail: DavidGerharter@burbankusd.org

RE: ROOSEVELT ELEMENTARY SCHOOL
NEW IRWIN SEATING COMPANY CRUSADER CHAIRS

Dear David,

In accordance with your request, and our onsite meeting, we are pleased to present the following proposal that includes provision and installation of new Irwin Seating Company Crusader chairs for your consideration. Proposal is based upon standard Irwin Seating Company Construction, and Finish Selections. We have included multiple chair component upgrades below the main proposal pricing for your review. Proposal is lump sum and includes applicable 10.50% sales tax and payment/performance bond costs. Proposal is based upon work being completed prior to the end of December 2025. Proposal is valid for 60 days from date noted above. Demo/Disposal of the existing seating is also included within this proposal pricing. This proposal may be purchased via the Arvin Piggyback Bid No. 2023-24-012 with a full breakdown for accounting purposes available if you wish to proceed with this order. Please contact us with any questions or if you need additional information. Thank you.

Quantity:	**Description:**
1 Lot	Irwin Seating Company Crusader Chairs Model No. 1B-14S-56E-4C as described herein:

- Two Hundred and Eighty-Three (283) each fixed floor-mounted chairs.
- No. 1B Crusader - Non-upholstered 7/16" thick 7-ply plywood back surfaced with class A face **Maple Veneer**.
- No. 14S Crusader - non-upholstered 7/16” thick 7-ply **Maple Veneer** plywood seat.
- No. 56E Decorative Aisle End with **Maple Veneer** surfaced panel.
- No. 4C Universal steel chair platform.
- Comfort curved solid **Maple** hardwood Center armrests.
- Comfort curved solid **Maple** hardwood Aisle armrests.
- Three (3) each ADA Swing-Away style Aisle End Standards for compliance.

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EST. 1957

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- Hilti KB-TZ2 1/4" x 3 1/4" concrete anchors with Foot Shrouds to conceal anchor bolt heads.
- Standard Irwin 5-Year warranty.

SPARES FOR ATTIC STOCK:

- Five (5) each Spare No. 1B Crusader - Non-upholstered 7/16" thick 7-ply plywood back surfaced with class A face **Maple Veneer**.
- Five (5) each Spare No. 14S Crusader - non-upholstered 7/16" thick 7-ply **Maple Veneer** plywood seat.
- Three (3) each Spare No. 4C Universal steel chair platform.
- Two (2) each Spare No. 56E Decorative Aisle End with **Maple Veneer** surfaced panel.
- Three (3) each Spare Comfort curved solid **Maple** hardwood Center armrests.
- Two (2) each Spare Comfort curved solid **Maple** hardwood Aisle armrests.

FINISHES:

- Wood Species: Maple (Rotary Cut).
- Wood Stain: Standard Irwin Selections.
- Powder Coat: Standard Irwin Selections.
- Plastic Color: Standard Irwin Selections.

PRICE: **Demo and Disposal of Existing Seating, Furnish, Freight, Offload, Installation of New Irwin Chairs, 10.50% CA Sales Tax, and Payment/Performance Bond Costs: . . . . . .$ 132,965.00**

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OPTIONAL CHAIR COMPONENT UPCHARGES

1) If we are to include **2" round aluminum row letter plates (mounted into a recess on the aisle end panel, and Oval aluminum seat number plates (mounted into a recess on the armrests)**, please **ADD $1,127.00** to the above pricing proposal.

2) If we are to include **1"x 4" Aluminum Donor Plates (non-engraved) (mounted into a recess on the armrests)**, please **ADD $2,518.00** to the above pricing proposal.

QUALIFICATIONS:

1) **Project is based upon Material and Labor being completed by the end of December 2025. If the project is delayed beyond this date due to action or inaction of the GC, the Owner, the Architect, another subcontractor, or another third party, there may be an escalation in pricing from the Factory or the Installation Subcontractors, that must be addressed by the Owner via an additive change order to our Firm. This change order may include escalation in material costs being applied to the quote by the Factory and/or labor increases to install the said product.**

2) Our COST does NOT include cost for SAFETY PROVISIONS for VIRUSES or NATURAL DISASTERS.

3) We CANNOT provide insurance coverage that does not exclude "communicable disease, viruses, bacteria, or fungi" therefore that coverage is NOT available.

4) Prices quoted are valid for 60-days due to raw material pricing extreme volatility. The Factory will only hold pricing for 60-days from Bid Date, if we do not receive a Letter of Intent within 60-days, the proposal is subject to an escalation from the factory.

5) Prices quoted are based on furnishing the above-described equipment in accordance with the manufacturer's published standard construction specifications (unless otherwise noted) and specifically exclude furnishing products by any other manufacturer or to any other specification.

6) The unit prices provided are based upon supplying the quantity provided for above. Purchasing less material may require an escalation from the factory.

7) If a license is required to be provided to comply with a local jurisdiction, such as a city business license or any other local compliance fees or licenses, the cost is not included in our proposal and said cost will need to be added to the subcontract amount if the general contractor requires said license to be provided.

8) Sales tax has been included at 10.50%.

INSURANCE QUALIFICATIONS FOR SSEC AND ONSITE INSTALLATION SUBCONTRACTORS:

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1) We shall provide insurance coverage for our work as per the attached Certificate of Insurance.

2) If Additional insured status is required, we shall use Travelers blanket endorsement form #WC 99 03 76. This may or may not be the additional insured endorsement you request. We cannot provide the CG2010 1085 or 11/85 form.

3) Our general liability policy includes waiver of subrogation and primary insurance wording. We cannot provide severability of interest or cross liability coverage.

STANDARD SUBCONTRACT / PURCHASING AGREEMENT QUALIFICATIONS:

We reserve the right, upon review of the Subcontract / Purchasing Agreements, **TO REQUEST MODIFICATIONS AS NEEDED** to these documents. We will not agree to a blanket request to execute subcontract forms and agreements without modification.

ADDENDA:	N/A.
BONDS:	We are bondable, **AND** the bond price is **INCLUDED**. Our bond rate is 1.25%.
WAGE:	**Standard prevailing wage labor rates included.**
STATUS:	We are not MBE, WBE, DVBE or SBE.
CONTACTS:	**Lucas McAndrews @ (661) 374-7196 or lucasmcandrews@ssecinc.com** Tony Hellus @ (435) 574-2464 or tonyhellus@ssecinc.com

CONTRACTOR'S LICENSE NUMBER: 422359

EXPIRATION DATE: 5/31/2026

DEPARTMENT OF INDUSTRIAL RELATIONS NUMBER: 1000003627

EXPIRATION DATE: 6/30/2028

FEDERAL TAX ID: 95-3159131

EMR: .74

GENERAL NOTES:

Pricing includes Demo and Disposal of Existing Seating, Furnish, Freight, Offload, Installation of New Irwin Chairs, 10.50% CA Sales Tax, and Payment/Performance Bond Costs. Prices quoted are based on furnishing the above-described equipment in accordance with the manufacturer's published standard construction specifications (unless otherwise noted) and specifically exclude furnishing products by any other manufacturer or to any other specification. **Prices quoted are valid for 60 days from quote date. If a purchase order is received after this**

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date, the proposal is subject to an escalation from the factory. Delivery timeline will be based on final color selection and when order is placed. Shop Drawings (if necessary) take approximately 4-weeks after receipt of order. This quotation shall become part of any order entered into for any of the described equipment. Proposal valid for work completed prior to the end of December 2025.

Sincerely,

SIERRA SCHOOL EQUIPMENT COMPANY

Lucas McAndrews

Lucas McAndrews
Account Representative
(661) 374-7196 Cell
(661) 399-0218 Fax
lucasmcandrews@ssecinc.com

Dated: August 29, 2025