BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, February 18, 2021

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

Virtual Meeting - Burbank, California

Disclaimer: Please note that the Burbank Public Libraries (as listed below) are currently closed. Due to the Coronavirus Pandemic Social Distancing Guidelines, please continue to view the online agenda at www.burbankusd.org/boemeetings.

AGENDA

The entire agenda packet is available for review online at www.burbankusd.org; 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

NOTICE IS HEREBY GIVEN that the Closed Session will be held by teleconference to discuss matters on the Closed Session agenda, at 6:00 p.m. The teleconference (6:00 p.m.) and online meeting (7:00 p.m.) is held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom, which suspends certain requirements of the Ralph M. Brown Act. Balancing the health risks associated with the Coronavirus (COVID-19), while appreciating the public's right to conduct the people's business in a transparent and open manner, during the current State of Emergency and in the interest of public health and safety, most-and possibly all of the Board Members will be participating by teleconference. District facilities are closed to the public until further notice and the public will not be able to physically attend the Board of Education meeting. The Board will reconvene in Public Session at 7:00 p.m. 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. The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/boemeetings.

The Board of Education is committed to ensuring the health and safety of the entire Burbank Unified community. Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, Board of Education meetings will be closed to the public until social distancing directives have been lifted.

A new system has been implemented to allow Public Speakers to provide live comments. Please note that Public Comments will no longer be accepted via email or voicemail.

Listed below are the new instructions for public comment during Board of Education meetings:

1. Public Speakers please email Kimberley Clark at kimberleyclark@burbankusd.org no later than 1 hour and 15 minutes prior to the start of the public meeting (before 5:45 p.m.) stating your full name and the topic you wish to speak about.
2. Speakers are asked to log into the Board meeting virtually through the Zoom invitation no later than 5.45 p.m. The meeting will open at 6:00 p.m. and will be locked at 6:45 promptly. Please note that only those individuals who have emailed Kimberley Clark prior to 5:45 p.m. will be allowed to enter the Zoom meeting. Upon receipt of an email request, the Zoom meeting login details will be emailed to each individual speaker.
3. Speakers should rename their Zoom profile to indicate their real name to expedite this process.
4. When it is time for a speaker to address the Board, the speaker's name will be called and the microphone on the Zoom account will be activated. Speakers must be present in the Zoom meeting when their name is called in order to be given an opportunity to address the Board. Speakers are also requested to state their name prior to addressing the Board.
5. After a speaker completes their public comment or if the five-minute (5) time limit has been reached, the microphone for the speaker's Zoom profile will be muted.
6. The Zoom meeting will be closed following the Public Communications portion of the meeting.

If you have questions or need assistance regarding the process, please email Kimberley Clark at kimberleyclark@burbankusd.org or Rose Garcia at rosegarcia@burbankusd.org.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction. In order to facilitate public participation at Board meetings while adhering to proper social distancing guidelines, the Board of Education will accept public communications virtually through a Zoom invitation no later than 5:45 p.m. on February 18, 2021. The meeting will be locked at 6:45 p.m. promptly. Please note that only those individuals who have emailed Kimberley Clark prior to 5:45 p.m. will be allowed to enter the Zoom meeting (please see the Notice to Public in the agenda section I to see the new instructions regarding Public Comment via a Zoom invitation). The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/boemeetings.

2.b Staff Responses

2.c Board Members' Comments and Responses

3. CLOSED SESSION

The Board will meet in Closed Session for the purpose of the following:

3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6
Agency Negotiator: Sarah Niemann
Employee Organization: Burbank Teachers Association (BTA)

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

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

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. REPORTS FROM THE BOARD

8.a Student Representatives
Carmen Blanchard, BHS; Nadaly Jones, JBHS; and Caleb Lopez, MHS; will report on activities at their respective schools.

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications
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2021. The meeting will be locked at 6:45 p.m. promptly. Please note that only those individuals who have emailed Kimberley Clark prior to 5:45 p.m. will be allowed to enter the Zoom meeting (please see the Notice to Public in the agenda section I to see the new instructions regarding Public Comment via a Zoom invitation). The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/boemeetings.

9.b Staff Responses

9.c Board Members' Comments and Responses

10. REPORTS TO THE BOARD

10.a Superintendent's Comments
Matt Hill, Superintendent, will comment on items of interest to the Board of Education and community.

10.b Report on School Resource Officers (SROs)
Matt Hill, Superintendent, will introduce Sergeant Stephen Turner, Burbank Police Department, who will provide an update on School Resource Officers.

10.c Report on the Governor's Budget Proposal for 2021-2022
Debbie Kukta, Assistant Superintendent, Administrative Services, will facilitate a presentation on the Governor's Budget Proposal for 2021-2022, as presented.

Governor's Budget Proposal.pdf

10.d First Reading of Report on School Facility Naming Committee for David Starr Jordan Middle School
John Paramo, Assistant Superintendent, Educational Services, will facilitate the first reading report on the School Facility Naming Committee for David Starr Jordan Middle School, as presented.

Jordan_Middle_School_Renaming_2-18.pdf

10.e Report on the Superintendent's Fundraising Advisory Committee
John Paramo, Assistant Superintendent, Educational Services, will report on the progress of the Superintendent's Advisory Committee, as presented.

2 18_Fundraising_Report_to_the_Board.pdf

10.f Report on Facilities and Technology Projects

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

Facilities and Technology PowerPoint_2-18-2021.pdf

11. NEW AND/OR UNFINISHED BUSINESS

11.a Adoption of Resolution 27 Proclaiming March 2021 as Intellectual and Developmental Disability Awareness Month

Tamara Schiern, Director of Special Education, recommends that the Board of Education adopt Resolution 27 proclaiming the month of March 2021 as Intellectual and Developmental Disabilities Awareness Month, as presented.

Resolution 27 Intellectual Disability Awareness Month 2021.pdf

11.b Adoption of Resolution 28 Proclaiming March 2, 2021 as Read Across America Day

Peter Knapik, Director, Elementary Education, recommends that the Board of Education adopt Resolution 28 Proclaiming March 2, 2021, as Read Across America Day in the Burbank Unified School District, as presented.

Resolution 28 Read Across American 021821.pdf

11.c Approval of Comprehensive School Safety Plans

Stacy Cashman, Director of Student Services, recommends that the Board of Education approve each school's 2021-2022 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 are available for review by contacting Stacy Cashman at (818) 729-4456.

Safety Plan Board Report 2021.pdf

11.d Adoption of the Proposed 2021-2022 Instructional Calendar

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed 2021-2022 Instructional Calendars, as presented.

Instructional Calendar.pdf

11.e 2021 California School Boards Association (CSBA) Delegate Assembly Election – Subregion 23-A

Matt Hill, 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 Subregion 23-A. The two candidates running are Jennifer Freemon (Glendale USD) and Suzie Abajian (South Pasadena USD) and both are running as incumbents. As indicated, the Board may also choose to write in candidates on the attached ballot, as presented.

CSBA Delegate Assembly Election_021821.pdf

11.f Acceptance of Gifts

Matt Hill, Superintendent, recommends that the Board of Education take formal action

accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report_021821.pdf

12. 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.

12.a Approval of 2021-2022 Regular Board of Education Meeting Dates

Matt Hill, Superintendent, recommends that the Board of Education approve its regular meeting dates for the 2021-2022 school year, as presented.

Board Meeting Dates_2021-2022.pdf

12.b Approval of Minutes

Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of February 4, 2021, as presented.

Minutes.02.04.21.pdf

12.c Approval of Personnel Report Number 20-21-13

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 20-21-13, covering Certificated and Classified personnel, and consisting of Pages 1 to 11 inclusive, as presented.

Personnel Report.pdf

12.d 2020-2021 Purchase Order Report

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2020-2021 as listed through January 15, 2021, as presented.

2020-2021 Purchase Order Report.pdf

12.e Approval of Warrants

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $1,113,303.93, commercial warrants in the total amount of $826,943.33, as presented.

Warrants.pdf

12.f Ratification and Approval of Instructional Consultant Services

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

Approval of Instructional Consultants - Redacted.pdf

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

Approval of Non-Instructional Consultants.pdf

12.h Ratification of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Tiny Talks Speech Therapy, to provide speech and language assessments, written reports and attend student IEP meetings, not to exceed $2,600 (01.0-65000.0-57602-11901-5850-7440000), effective January 25, 2021 through April 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Consultant AGreement_Tiny Talks_Ratification.pdf

12.i Ratification of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Professional Tutors of America, to provide Learning Loss Mitigation Intervention supports to students with IEPs, not to exceed $22,800 (01.0-32150.0-57602-11100-1130-7449000), effective January 25, 2021 through May 28, 2021 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Consultant Agreement_Professional Tutors_Ratification.pdf

12.j Amendment of Professional Services Agreement, All American Inspection Inc., Division of State Architect (DSA) In-Plant Modular Classroom and Restroom Building Inspection Services, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend a professional services agreement between Burbank Unified School District and All American Inspection Inc., to perform DSA In-Plant Modular Classroom and Restroom Building Inspection Services at Walt Disney Elementary School, effective February 7, 2021 through June 7, 2021, not to exceed $27,500
(213-00000-0-91008-85000-6281-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The original agreement was Board approved on February 6, 2020. The amended agreement corrects the effective dates from February 7, 2020 through February 7, 2021 and extends the agreement through June 7, 2021.

amend_all american inspection_Disney_Bond.pdf

12.k Approval of Award of Contract, Golden State Labor Compliance LLC., Labor Compliance Services for the Two-Story Modular Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Golden State Labor Compliance LLC. for Labor Compliance services for the Two-Story

Modular Project at Walt Disney Elementary School, effective February 19, 2021 through February 19, 2023, not to exceed $34,000 (213-00000-0-91008-85000-6252-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_Golden State Labor Compliance_Disney_Bond.pdf

12.l Approval of Award of Contract, Mariposa Tree Management, Tree Maintenance Services for the Two-Story Modular Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Mariposa Tree Management for Tree Maintenance Services for the Two-Story Modular Project at Walt Disney Elementary School, effective February 19, 2021, not to exceed $5,120 (213-00000-0-91008-85000-6282-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_Mariposa Tree Management_Disney_Bond.pdf

13. REQUESTS TO ADDRESS THE BOARD

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13.b Staff Responses

13.c Board Members' Comments and Responses

14. ADJOURNMENT

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Debbie Kukta, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	February 18, 2021
SUBJECT:	Report on the Governor's Budget Proposal for 2021-2022

Background:

School Services of California (SSC) hosts an annual Governor's Budget Workshop which focuses on major policy issues and funding proposals from the Governor and the Legislature.

Discussion/Issues:

This years' Governor's Budget Workshop was held on January 15, 2021. The workshop focused on the major policy issues and funding proposals of the Governor, and provided detail for Local Education Agencies (LEAs) to project its revenues for 2021–22, and for the balance of 2020–21, in accordance with the Administration's Budget recommendations and fiscal assumptions. The workshop also offered SSC's insights and advice on what LEAs should do now to prepare for the upcoming year.

Financial Impact:

None.

Recommendations:

Debbie Kukta, Assistant Superintendent, Administrative Services, will facilitate a presentation on the Governor's Budget Proposal for 2021-2022, as presented.

Burbank Unified School District Governor's 2021-22 Budget Update

By Debbie Kukta, CPA, CGMA
Assistant Superintendent, Administrative Services

Agenda

- Governor's 2021-2022 Budget Workshop – Excerpts from School Services of California Presentation
- BUSD Multiyear Projection



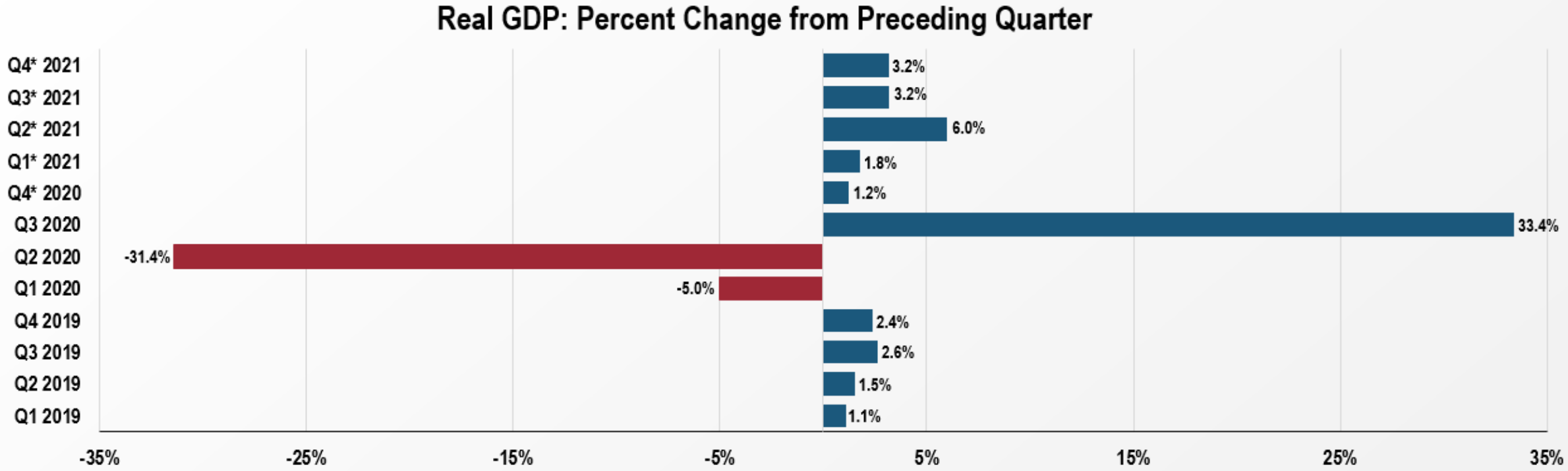
Governor's 2021-2022 Budget Workshop

Excerpts from School Services of California Presentation

Gross Domestic Product

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- GDP is the monetary value of all the goods and services produced nationally, representing the most comprehensive measure of U.S. economic activity
- For the 3rd quarter of 2020, GDP increased 33.4%



Source: U.S. Bureau of Economic Analysis, December 22, 2020, and UCLA Economic Forecast (projections)
Seasonally adjusted annual rates
* = Projected

Rising Federal Debt

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- Public debt as percentage of GDP increased from 79% in 2019 to 98% in 2020
- By 2050, the national debt is projected to reach 195% of GDP
- Tax cuts, and tax bracket inflation, end in 2026, therefore, most will pay more taxes later



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Source: Congressional Budget Office, Federal Policies in Response to Declining Entrepreneurship, December 2020

Surplus and Shortfalls—California Budget

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Budget Projects Surplus and Future Shortfalls[1]

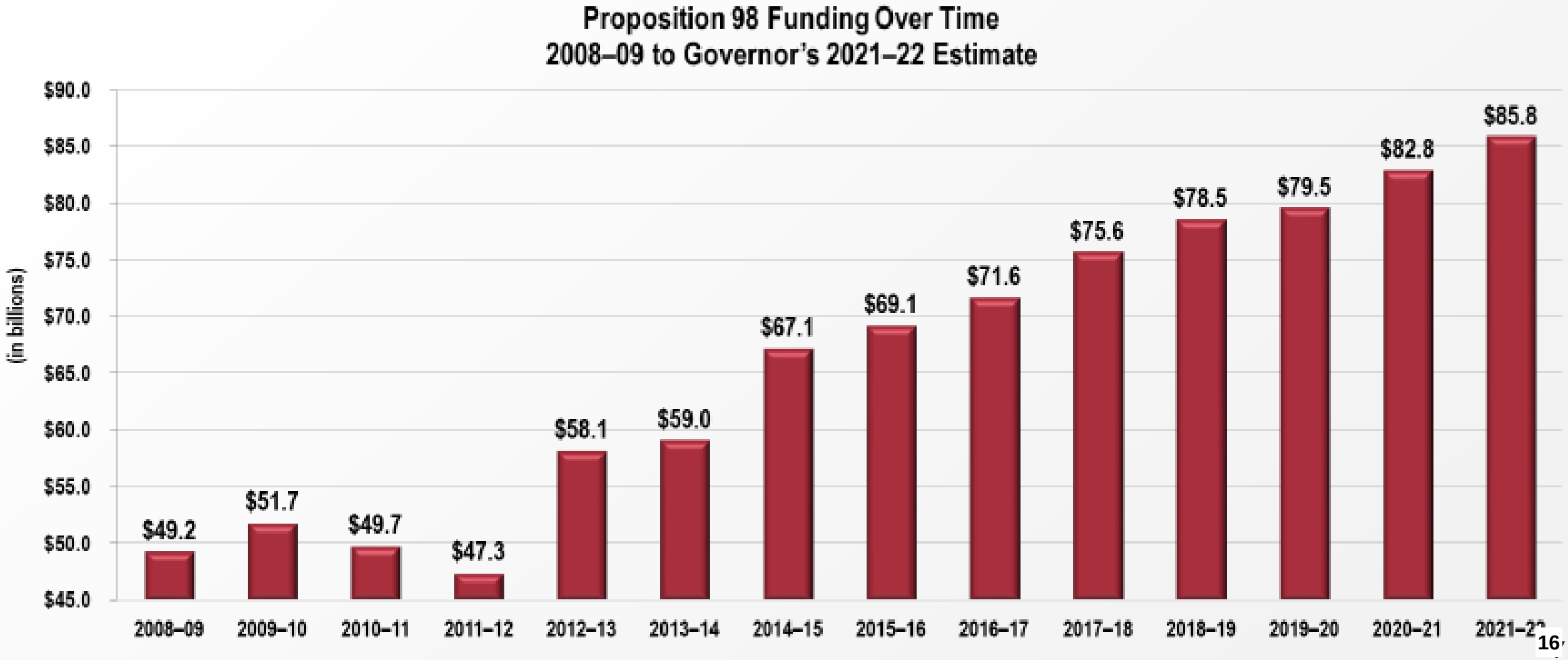


[1]Budget shortfalls or surplus, measured by the annual Governor's Budget

Source: *2021–22 Governor's Budget Summary*, page 3

Proposition 98

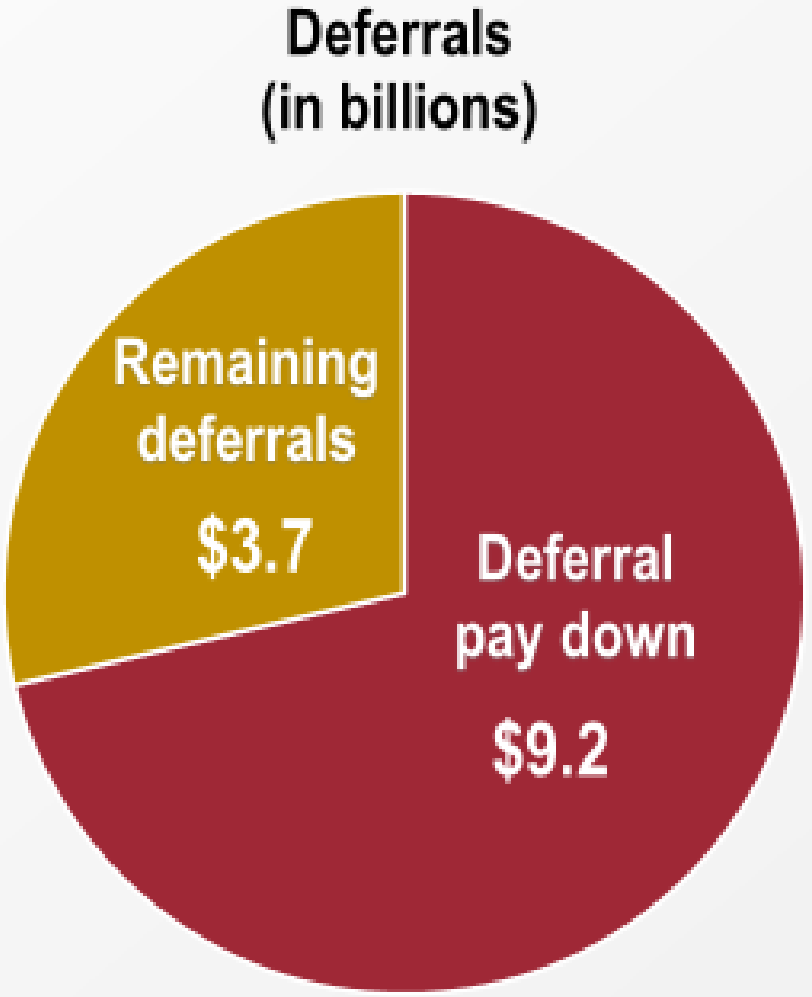
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Deferrals

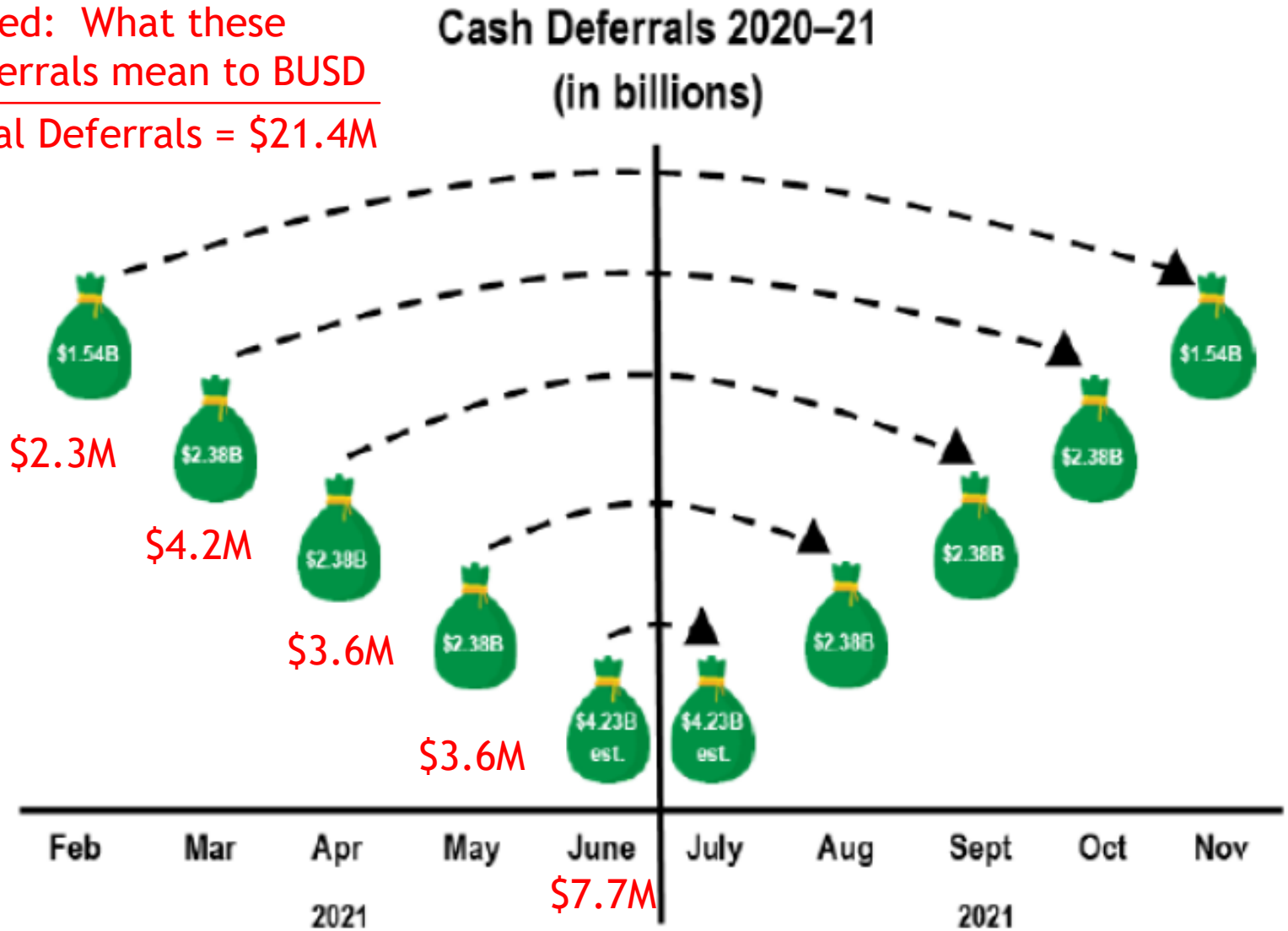
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- The 2020–21 Enacted Budget included almost $13 billion in K–12 LCFF deferrals
- The Governor's Budget proposes paying down a portion of the deferrals—effectively eliminating the on-going deferrals scheduled for February through May 2022
  - Note that this pay down does not impact the deferrals currently scheduled for February through June 2021!
    - The repayment schedule for these deferrals remains the same



In red: What these deferrals mean to BUSD

Total Deferrals = $21.4M



Financing Methods:

- TRANS
- Interfund Borrowing
- Borrowing from County Treasury
- Deferral Waiver
- Legislative Action?

Source: 2020 School Services

What's Not in the Budget?

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- While the Governor's Budget proposal seems to have everything plus the kitchen sink, there are several items that LEAs would have liked to see proposed:
  - COVID-19 liability coverage for LEAs
  - UPP hold harmless for those LEAs seeing a drop in their official number of low-income students
  - Additional CalSTRS and CalPERS employer rate reduction
  - More discretionary dollars and less tied up in restrictive programs

Funding for Reopening Schools

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- Governor Newsom is calling for swift and early action by lawmakers to appropriate at least $2 billion in one-time Proposition 98 funds to aid in the safe reopening and operation of in-person instruction for K–12 students

Funding Formula (per ADA)

Base Grants = $450 (February reopening)
= $337.50 (March reopening)

Additional grants above base grant based on LEA's relative share of LCFF



Funding based on TOTAL ADA *less* students enrolled in independent study

Updated Public Health Guidance for Reopening K–12 Schools

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- Updated guidance outlines specific actions, or core mitigation strategies, school sites should take to keep students and staff safe, and include, but are not limited to the following:



Testing Cadences

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- Schools are expected to implement symptom and exposure screening based on CDPH recommendations, and the state has committed support to conduct asymptomatic testing of all students and staff based on case rates

Tier 2 – RED Adjusted Case Rate of 4–7 per 100K Positive Test Rate 5-8%	Tier 1 – PURPLE Adjusted Case Rate of 7–13.9 per 100K Positive Test Rate 8% or higher	DEEP PURPLE Adjusted Case Rate of 14 or more per 100K
Asymptomatic testing every 2 weeks	Asymptomatic testing every 2 weeks	Asymptomatic testing weekly

- Schools must also test staff when there are multiple COVID-19 cases or major outbreaks based on Cal/OSHA requirements

	Multiple COVID-19 Infections	Major COVID-19 Outbreaks
Definition	Three or more COVID-19 cases in an exposed workplace within a 14-day period	Twenty or more COVID-19 cases in an exposed workplace within a 30-day period
Testing Frequency	All exposed employees shall be tested and once per week thereafter	Twice a week for all exposed employees, or more frequently if recommended by the local health department

President-Elect Biden's Education Agenda

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Triple Title I funding for schools

Increase funding for teacher mentoring, leadership, and professional development

Strengthen the Public Service Loan Forgiveness Program for teachers

Provide "full funding" for special education

Double the number of psychologists, counselors, nurses, and social workers in schools

Invest $775 billion in early education initiatives including universal preschool

SSC Financial Projection Dartboard

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LCFF PLANNING FACTORS					
Factor	2020–21	2021–22	2022–23	2023–24	2024-25
DOF Estimated Statutory COLA	2.31%	1.50%	2.98%	3.05%	N/A
DOF Estimated Funded COLA	0.00%	3.84%*	2.98%	3.05%	N/A
SSC Estimated Statutory COLA	0.00%	3.84%*	1.28%	1.61%	1.90%

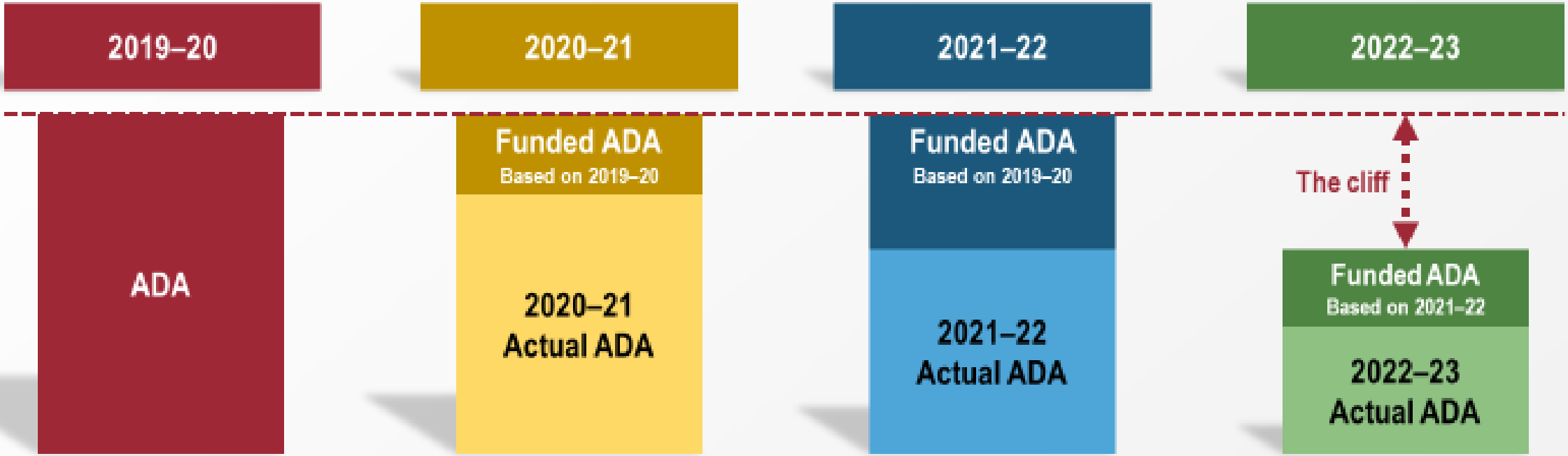
*Calculated by compounding the unfunded COLA of 2.31% from 2020–21 and the estimated statutory COLA of 1.50% in 2021–22

- SSC Estimated Statutory COLA was calculated by SSC's independent economist
- In most years, the SSC estimates and the Department of Finance (DOF) estimates are very close, so we only include the DOF calculation on the dartboard
- Due to the large difference in the estimates, we have included our estimate for your consideration

2021–22 ADA Impacts

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- The adage "There is no such thing as a free lunch" applies to the current-year ADA hold harmless provision—that is to say, many school districts will experience a funding cliff at some point in the future if they are experiencing natural attendance declines exacerbated by COVID-19



- Significant drops in LEAs' LCFF unduplicated pupil counts, which were not held harmless, and enrollment loss from COVID-19 will determine the full cliff effect

Local Agency Reserves

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- Reserves provide local school agency governance teams with the ability to be more strategic in reducing expenditures when faced with a financial crisis
  - Reserves protect students, employees, and the public
- Current state financial projections show a deficit beginning in 2022–23, and the Public School System Stabilization Account balance will not last long
  - LEAs with higher reserves are better equipped to protect the community they serve



Collective Bargaining

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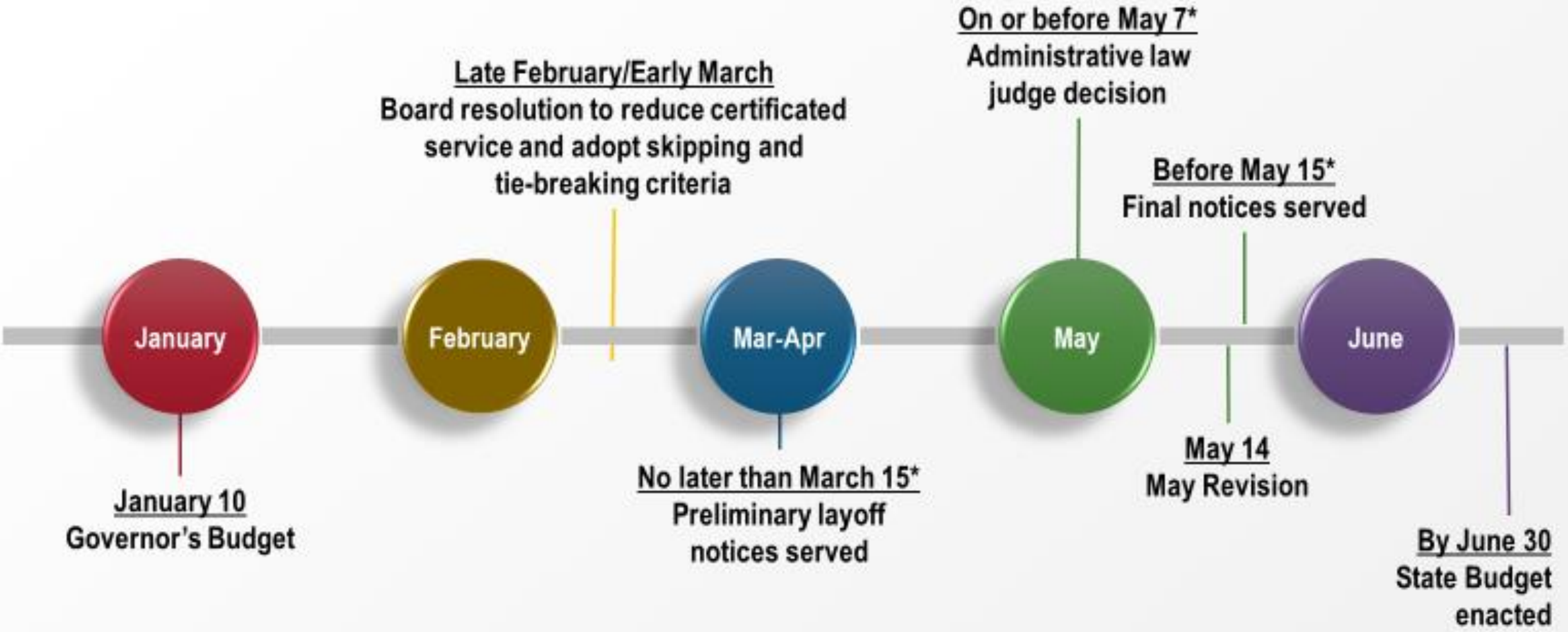
- The proposed Governor's Budget provides some bargaining opportunities and challenges
  - The 3.84% compounded COLA will assist LEAs in meeting existing obligations—but not much else
    - The annual increased cost of maintaining existing salary schedules, and related benefits, leaves few dollars on the table

Base Grant	3.84%
Minus cost increase as a percent of an LEA budget	
Step and Column	-1.50%
Health and Welfare Benefit	-0.50%
CalPERS Employer Contribution Change (2021–22)	-2.30%

- ? Declining enrollment
- ? Deficit spending
- ? Increased contributions to special education and other restricted programs

Certificated Layoffs and State Budget Timelines

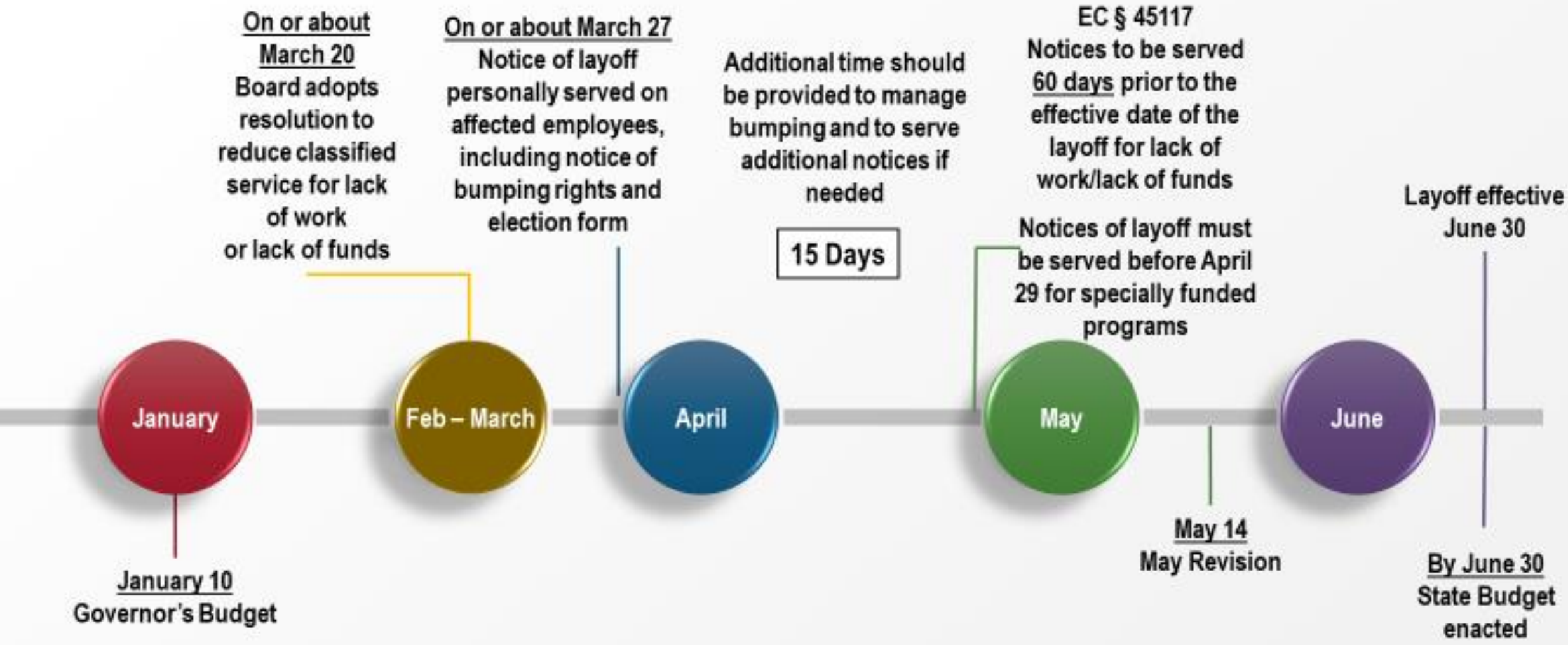
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*Statutory deadlines per EC § 44949 and 44955

Classified Layoffs and State Budget Timelines

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BUSD Multiyear Projections

Multiyear Projection – First Interim

	2020-21	2021-22	2022-23
Revenue	$175,264,489	$162,105,740	$155,999,782
Expenses, Other Financing Sources/Uses:			
As Projected	180,036,638	166,471,153	175,291,249
Fiscal Stability Plan - Expense Reduction	0	0	(18,289,560)
Adjusted Expenditures	180,036,638	166,471,153	157,001,689
Operating Deficit	(4,772,149)	(4,365,413)	(1,001,907)
Beginning Fund Balance	16,346,412	11,574,263	7,208,850
Ending Fund Balance	$ 11,574,263	$ 7,208,850	$ 6,206,943
Components of Fund Balance			
Nonspendable	$ 100,060	$ 100,060	$ 100,060
Restricted/Assigned	2,873,800	2,043,377	1,389,200
Reserve for Economic Uncertainties (REU)(3%)	5,401,099	4,994,135	4,710,051
Board REU - Additional 3%	3,199,304	71,280	7,633
Total Fund Balance	$ 11,574,263	$ 7,208,852	$ 6,206,944
Unified School District Statewide	$ 30,606,228	$ 28,300,096	$ 26,690,288

Multiyear Projection – First Interim

Adjusted for the Governor's PROPOSED COLAs

	2020-21	3.84% 2021-22	1.28% 2022-23
Revenue	$180,997,239	$167,358,660	$162,746,811
Expenses, Other Financing Sources/Uses:			
As Projected	180,036,638	166,471,153	175,291,249
Fiscal Stability Plan - Expense Reduction	0	0	0
Adjusted Expenditures	180,036,638	166,471,153	175,291,249
Operating Deficit	960,601	887,507	(12,544,438)
Beginning Fund Balance	16,346,412	17,307,013	18,194,520
Ending Fund Balance	$ 17,307,013	$ 18,194,520	$ 5,650,082
Components of Fund Balance			
Nonspendable	$ 100,060	$ 100,060	$ 100,060
Restricted/Assigned	8,606,550	7,776,127	7,121,950
Reserve for Economic Uncertainties (REU)(3%)	5,401,099	4,994,135	5,258,737
Board REU - Additional 3%	3,199,304	5,324,200	0
Unassigned/Unappropriated Amount	0	0	(6,830,665)
Total Fund Balance	$ 17,307,013	$ 18,194,522	$ 5,650,082
Unified School District Statewide	$ 30,606,228	$ 28,300,096	$ 26,690,288

Questions?

Debbie Kukta, CPA, CGMA
Assistant Superintendent, Administrative Services
DebbieKukta@BurbankUSD.org
(818)729-4473

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: John M. Paramo, Assistant Superintendent, Educational Services

PREPARED BY: John M. Paramo, Assistant Superintendent, Educational Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: February 18, 2021

SUBJECT: First Reading of Report on School Facility Naming Committee for David Starr Jordan Middle School

Background:
At a general session of the Board of Education in the Burbank Unified School District a formal request was made by a community member to rename David Starr Jordan Middle School because of the namesake's support of eugenics. Board Policy 7310 prescribes the process for naming a district facility, which includes participation from the community. Therefore, the Boardof Education solicited requests from the public to serve on the committee, and at a public school board meeting selected the members. The committee consists of two school board members, the principal, a David Starr Jordan School teacher and student, three members of the community and the Director, Secondary Education.

Districtwide Goals for 2020-2021:

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

Discussion and Issues:
On Monday, October 19, 2020, the Burbank Unified School District launched a community wide effort to gather input on the renaming of Jordan Middle School. The community had approximately 5 weeks to submit suggestions to the Jordan School Renaming Committee. At the end of 5 weeks, the committee received input from 911 people, and the top five suggestions were:

- Ruth Bader Ginsberg Middle School
- Amelia Earhart Middle School
- Jordan Middle School
- Mariposa Middle School
- Barbara Jordan Middle School

The Committee considered all 911 suggestions and each member selected their top five names for consideration, using the parameters of Board Policy as a guide. By working through the process the committee was able to narrow the choices down to 20 names. Once the committee had the list to 20 names, the committee met via zoom conference and we discussed the merits of each of the 20 names, again using the language of the Board Policy to drive our discussion. Collectively, the committee was able to get the list

down to 11 names in total. The committee then took the 11 names and each member choice their top 3 names and the result is as follows:

- Mariposa Middle School'
- Amelia Earhart Middle School
- Ruth Bader Ginsberg Middle School
- Barbara Jordan Middle School
- Dolores Huerta Middle School

Therefore, the Jordan Renaming Committee is submitting the 5 names listed above for Board consideration in the renaming of Jordan Middle School.

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, will facilitate the first reading report on the School Facility Naming Committee for David Starr Jordan Middle School, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	Laura Erisman, Administrative Secretary
DATE:	February 18, 2021
SUBJECT:	Report on the Superintendent's Fundraising Advisory Committee

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Background:
The Superintendent's Advisory Committee was formed this summer based on recommendations made by the Board of Education in the spring. The Superintendent, district staff, and board members worked together to create bylaws. The bylaws were presented to the formal committee for review. The committee members reviewed the bylaws and they made suggestions for revisions, which were approved by the Board.

District Wide Goals for 2020-2021:
2.0 Improve Learning and Achievement for all students.

Discussion/Issues
One of the priorities of the advisory committee is to understand Board and District goals for fundraising. The Committee was presented with potential "big-bucket" goal items so that district fundraising is focused on the areas that the Superintendent and the Board of Education feel are priorities.

The Committee meets monthly and reports back to the Board monthly. The intention of the monthly reports to the Board is to ensure everyone is on the same page with the work of the committee. The Chair of the Fundraising Committee will address the Board monthly.

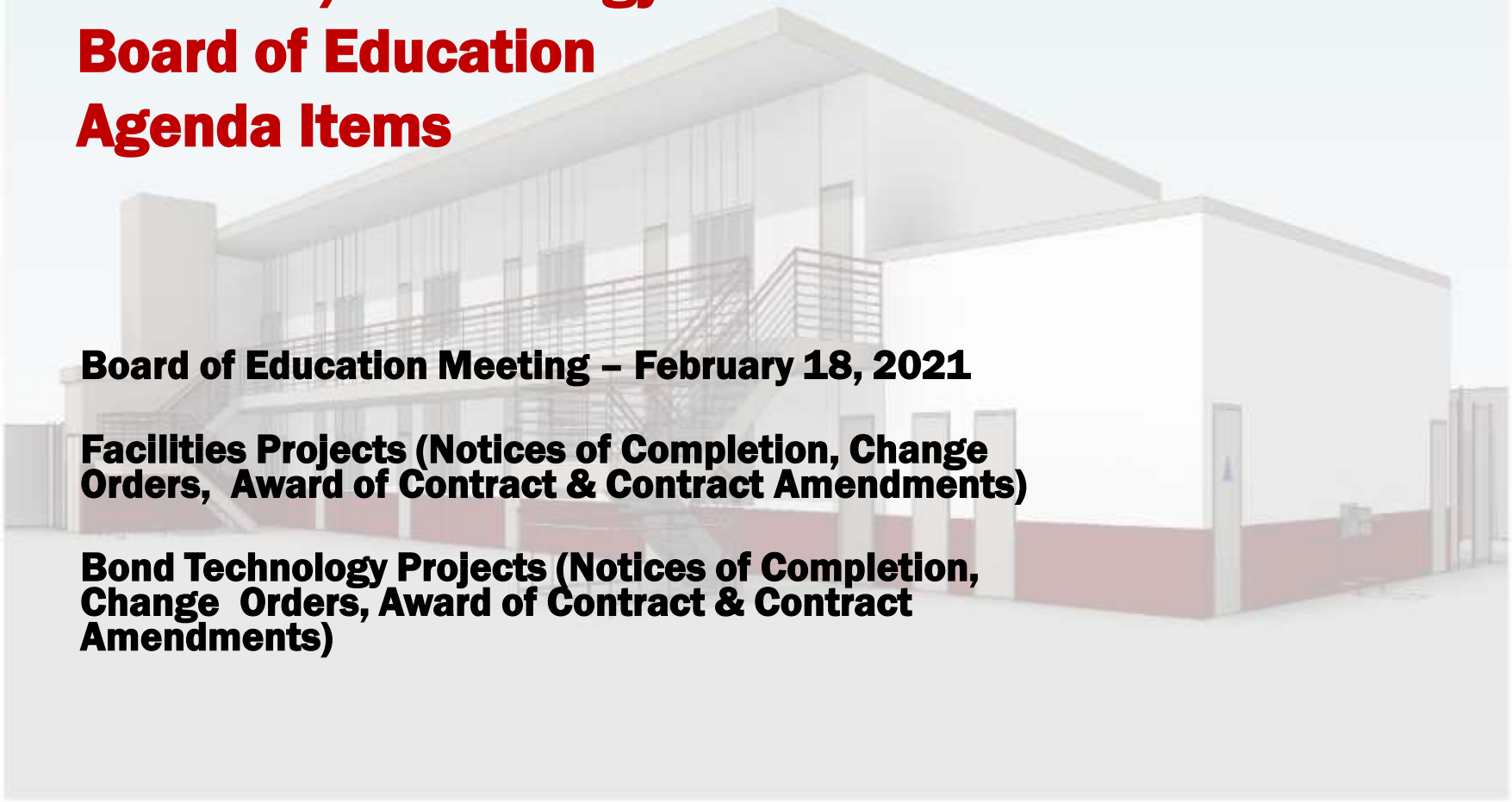
Recommendation
John Paramo, Assistant Superintendent, Educational Services, will report on the progress of the Superintendent's Advisory Committee, as presented.

Facilities/Technology Board of Education Agenda Items

Board of Education Meeting – February 18, 2021

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

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



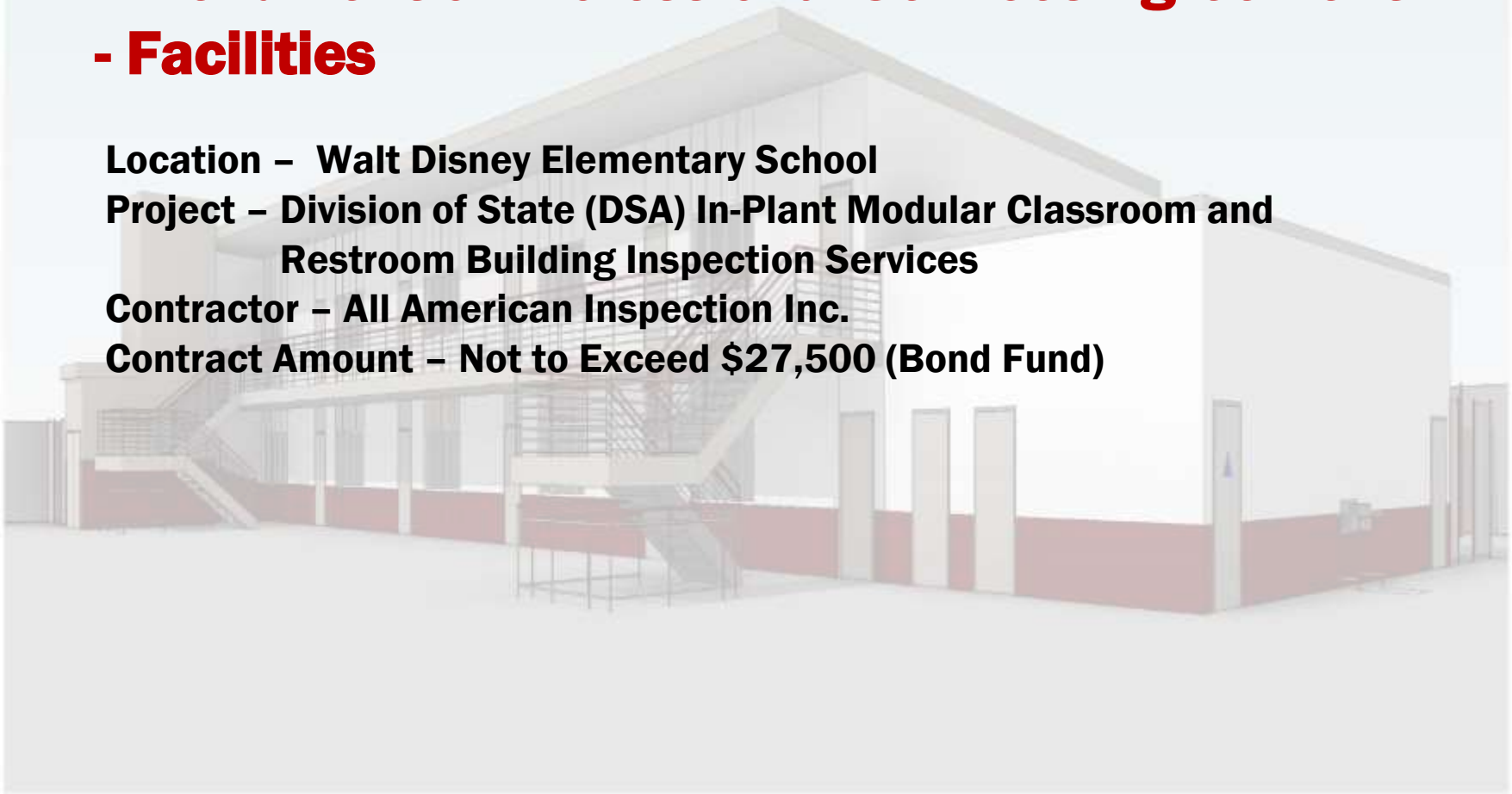
Award of Contract - Facilities

Location – Walt Disney Elementary School
Project – Tree Maintenance Services for the Two-Story Modular Project
Contractor – Mariposa Tree Management
Contract Amount – Not to Exceed $5,120 (Bond Fund)

Location – Walt Disney Elementary School
Project – Labor Compliance Services for the Two-Story Modular Project
Contractor – Golden State Labor Compliance LLC
Contract Amount – Not to Exceed $34,000 (Bond Fund)

Amendment of Professional Services Agreement - Facilities

Location – Walt Disney Elementary School
Project – Division of State (DSA) In-Plant Modular Classroom and Restroom Building Inspection Services
Contractor – All American Inspection Inc.
Contract Amount – Not to Exceed $27,500 (Bond Fund)



Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	February 18, 2021
SUBJECT:	Adoption of Resolution 27 Proclaiming March 2021 as Intellectual and Developmental Disability Awareness Month

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Background:

In 1987, in his proclamation, President Ronald Reagan invited "all individuals, agencies, and organizations …to observe this month with appropriate observances and activities directed toward increasing public awareness of the needs and the potential of Americans with [intellectual and developmental] disabilities." Three years later, in 1990, the American with Disabilities Act ("ADA") became law, leading to widespread changes. March of 2021 marks the 34th year of the National Intellectual and Developmental Disabilities Awareness Month.

Every year during the month of March, the National Association of Councils on Developmental Disabilities (**NACDD**) partners with the Association for University Centers on Disabilities (**AUCD**) and National Disabilities Rights Network (**NDRN**) to create a campaign that highlights the many ways in which individuals with and without disabilities come together to form strong, diverse communities. The campaign seeks to raise awareness about the inclusion of individuals with developmental disabilities in all aspects of community life, as well as to raise awareness of the barriers that individuals with disabilities may face when connecting to the communities in which they live.

Discussion/Issues:

Burbank Unified School District (BUSD) currently services over 100 students identified with Intellectual Disabilities. BUSD provides a full continuum of services and supports for students with Intellectual and Developmental Disabilities that may include a combination and range of services within general education classroom settings as well as receiving Specialized Academic Instruction and Related Services in Special Education classrooms. Our District's innovative programs for students with Intellectual and Developmental Disabilities continue to have positive effects on all of the Burbank community.

The District's resolution will formally acknowledge the importance of raising awareness of Intellectual and Developmental Disabilities and the value of being part of a community that supports individuals with Developmental and Intellectual Disabilities, as well as their families and those who work with them in the District's schools.

Recommendation:

Tamara Schiern, Director of Special Education, recommends that the Board of Education adopt Resolution 27 proclaiming the month of March 2021 as Intellectual and Developmental Disabilities Awareness Month, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
RESOLUTION 27

PROCLAIMING MARCH 2021 AS INTELLECTUAL AND DEVELOPMENTAL DISABILITIES AWARENESS MONTH

Whereas: Intellectual and Developmental Disabilities are disabilities characterized by significant limitations both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior, which covers a range of everyday social and practical skills and typically appears before the age of 18;

Whereas: In 1987, President Ronald Regan declared March to be Developmental Disabilities Awareness Month;

Whereas: Quality and effective programs can lead to significantly positive outcomes for individuals with Intellectual and Developmental Disabilities;

Whereas: Individuals with Intellectual and Developmental Disabilities often require a lifetime of specialized and community support services to ensure their health and safety and participation in the community;

Whereas: Individuals with Intellectual and Developmental Disabilities are living and working in the community; pursuing higher education; developing their faith; falling in love and getting married; and making their voices heard in all aspects of life;

Whereas: Burbank Unified School District employs qualified and caring individuals who strive to support the education and lives of students with Intellectual and Developmental Disabilities and support their families;

Whereas: Burbank Unified School District is dedicated to developing and sustaining programs and resources that support students with Intellectual and Developmental Disabilities and their families;

Whereas: March, 2021 is designated as National Intellectual and Developmental Disabilities Awareness Month to increase public awareness of the need to support individuals and family members, educators, and other professionals who teach and care for individuals with Intellectual and Developmental Disabilities to ensure they are respected, valued and fully included in the community.

Now, Therefore Be It Resolved: That the Board of Education recognizes National Intellectual and Developmental Disabilities Awareness Month from March 1 to March 31, 2021.

Adopted: This 18th day of February, 2021 by the Board of Education of the Burbank Unified School District.

_____
Clerk, Board of Education

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director, Elementary Education
PREPARED BY:	Peter Knapik, Director, Elementary Education
SUBMITTED BY:	Gabriella Platten, Administrative Secretary
DATE:	February 18, 2021
SUBJECT:	Adoption of Resolution 28 Proclaiming March 2, 2021 as Read Across America Day

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Background:
In May 1997, a small reading task force at NEA (National Education Association) came up with a big idea. They wanted to create a day to celebrate reading similar to holding pep rallies to get kids excited about football. They called it "Read Across America" and tied it to Dr. Seuss's birthday, one of America's most beloved authors. And so was born on March 2, 1998, the largest celebration of reading this country has ever seen.

Discussion / Issues:
In cities and towns across the nation, teachers, students, teenagers, librarians, politicians, actors, athletes, parents, grandparents, and others develop and deliver Read Across America activities to bring reading excitement to children of all ages. Governors, mayors, and other elected officials recognize the role reading plays in their communities with proclamations and floor statements. Athletes and actors issue reading challenges to young readers. Teachers, classified staff and principals seem to be more than happy to dye their hair green or be duct-taped to a wall if it boosts their students' love for reading.

Motivating children to read is an important factor in student achievement and creating lifelong successful readers. Research has shown that children who are motivated and spend more time reading do better in school and in life.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Director, Elementary Education, recommends that the Board of Education adopt Resolution 28 Proclaiming March 2, 2021, as Read Across America Day in the Burbank Unified School District, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
2020-2021 Resolution 28

PROCLAIMING MARCH 2, 2021, AS "READ ACROSS AMERICA DAY"

WHEREAS, reading is a catalyst for our students' future academic success, preparation for American jobs of the future and our students' future ability to compete in the global market;

WHEREAS, the Burbank School Board has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that educational investment is key to the community's well-being and long term quality of life;

WHEREAS, Read Across America, a national celebration of Dr. Seuss's birthday, promotes reading and adult involvement in the education of our community's students;

WHEREAS Read Across America brings the joys of reading to children of all ages;

NOW, THEREFORE, BE IT RESOLVED, that March 2, 2021, be recognized as "Read Across America Day" in the Burbank Unified School District.

I HEREBY CERTIFY that Resolution 28 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 18th day of February, 2021.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Stacy Cashman, Director of Student Services
SUBMITTED BY:	Melinda Drechsler, Administrative Secretary
DATE:	February 18, 2021
SUBJECT:	Approval of Comprehensive School Safety Plans

Background

On an annual basis, as per California Education Code sections 32280-32289, schools are required to develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process.

District Goals (2020/2021)

7.4: Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

Discussion/Issues

This year's work on Comprehensive School Safety Plans involved administrators working closely with staff, parents and other stakeholders to analyze and assess their school environments and focus on specific areas of need that require attention. The focus of state law is to assure that each school safety plan addresses the school's procedures for complying with existing laws related to school safety. As schools have been doing Distance Learning due to the Pandemic, some assessments and goals were modified or continued so they can resume when schools open. Towards this mandate, school community members were assigned by the principal to conduct needs assessments in each area. Upon completion of the assessments, each School Site Council or safety committee was required to create goals that addressed the school's most critical areas of need. The result of this work is the updated Comprehensive School Safety Plan for the 2021-2022 school year. Each plan was reviewed for compliance before being submitted for your approval.

Upon approval, the Comprehensive School Safety Plans will be accessible on school and district webpages.

Fiscal Impact None.

Recommendation

Stacy Cashman, Director of Student Services, recommends that the Board of Education approve each school's 2021-2022 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 are available for review by contacting Stacy Cashman at (818) 729-4456.

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	February 18, 2021
SUBJECT:	Adoption of the Proposed 2021-2022 Instructional Calendar

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Background
The Instructional Calendar is reviewed annually through the District Calendar Committee process. The District Calendar Committee has reviewed the 2021-2022 Instructional Calendar with input from all stakeholders. The Instructional Calendar serves as a mechanism to inform the public of the first day of instruction and for staff to begin to develop the Instructional program timeline.

Discussion/Issues
The District Calendar Committee developed the 2021-2022 Instructional Calendar. Members of the Calendar Committee include representatives from CSEA, BTA, BASA and PTA.

Once the Instructional Calendar has gone through the committee review process, then both Burbank Teachers Association and California School Employees Association use the Instructional Calendar as the basis to negotiate their respective work calendars.

Fiscal Impact
None

Recommendation
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed 2021-2022 Instructional Calendars, as presented.

Burbank Unified School District
K – 12 Instructional Calendar for 2021-2022

Fall Semester

Independence Day Holiday (All offices and schools closed July 5) ..... Monday, July 5
District Staff Development ..... August 9-11
Teacher Workdays ..... August 12, 13
Instruction Begins ..... Monday August 16
Labor Day Holiday (All offices and schools closed) ..... September 6
Back-to-School Night - Elementary Schools** ..... August 26
Back-to-School Night – Middle Schools** ..... September 1
Back-to-School Night - High Schools** ..... September 9
Veterans Day (All offices and schools closed) ..... Thursday, November 11
Minimum Teaching Day for Middle Schools ..... October 13
Elementary Schools Only: Non-student attendance: Parent-Teacher Conference ..... November 15
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences ..... November 16 – 19
Non-Instructional Day ..... November 24
Thanksgiving Holidays (All offices and schools closed) ..... November 25, 26
Final Exam Schedule for Comprehensive High Schools ..... December 14, 15, 16
Minimum Teaching Day for Middle Schools ..... December 16
Minimum Teaching Day for Elementary ..... December 17
Semester Ends, Pupil Free Secondary/Shortened Day K-5 ..... December 17
Winter Recess ..... December 20 – December 31
(All offices and schools closed December 23, 24, 30, 31)

Spring Semester

School Reopens / Instruction Begins ..... Monday, January 3
Martin Luther King Day (All offices and schools closed) ..... Monday, January 17
Open House - Elementary Schools** ..... March 10 or April 28
Open House - Middle Schools** ..... March 16
Open House - High Schools** ..... March 9
Lincoln Holiday (All offices and schools closed) ..... Monday, February 14
President's Day (All offices and schools closed) ..... Monday, February 21
Minimum Teaching Day for Middle Schools ..... February 23
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences. February 22-February 25
Spring Recess (All offices and schools closed March 24, 25***) ..... March 21-25
School Reopens ..... March 28
Final Exam Schedule for Comprehensive High Schools ..... May 24, 25, 26
Minimum Day K-12 Semester Ends ..... Thursday, May 26
Teacher Work Day & Check-out ..... Friday, May 27
Memorial Day (All offices and schools closed) ..... Monday, May 30
Summer School Opens ..... Wednesday, June 8

** All schools have shortened days the day following Back to School Night and Open House
*** In lieu of Admission Day

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley Clark, Executive Assistant to the Superintendent
DATE:	February 18, 2021
SUBJECT:	2021 California School Boards Association (CSBA) Delegate Assembly Election – Subregion 23-A

Background:
The California School Boards Association (CSBA) conducts periodic elections for representative Delegates from their defined regions throughout the state of California. The Burbank Unified School District is situated in Los Angeles County and within the CSBA Delegate Subregion 23-A. Background information on the candidates is provided and a vote may also be cast for a write-in candidate if approved by the Board.

Discussion/Issues:
During this reelection period nominations are accepted and placed on the official 2021 Delegate Assembly Ballot. During the election period, ending Tuesday, March 15, 2021, each local school board in the affected region has the opportunity to put the official election ballot on a School Board meeting agenda and cast their respective vote for their preferred candidate. A copy of the ballot and the candidates' biographical sketches accompany this report. CSBA Delegate representation is an important part of the CSBA statewide governance process. BUSD has enjoyed the benefit in past years of having BUSD School Board representatives serve in this capacity, most recently through the services of past Board of Education Member, Mr. Ted Bunch.

Fiscal Impact:
None

Recommendation:
Matt Hill, 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 Subregion 23-A. The two candidates running are Jennifer Freemon (Glendale USD) and Suzie Abajian (South Pasadena USD) and both are running as incumbents. As indicated, the Board may also choose to write in candidates on the attached ballot, as presented.

Delegate Assembly
Appointed Biosketch Form for 2021

csba
California School Boards Association

Deadline: Thursday, January 7, 2021

Please submit completed form via e-mail to nominations@csba.org no later than anuary 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691.

Your signature indicates your consent to serve as a Delegate.

Signature: Jennifer Freemon **Date:** 11/20/2020

Name: Jennifer Freemon **CSBA Region & subregion #:** 23-A

District or COE: Glendale Unified School District **Years on board:** 5.5

Profession: Educator **Contact Number (☐ Cell ☐ Home ☐ Bus.):** 818-388-1251

Primary E-mail: jfreemon@gusd.net

Are you an incumbent Delegate? ☑ Yes ☐ No **If yes, year you became Delegate:** 2019

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am a passionate public education advocate who is committed to full and fair state funding for public schools. I would like to continue as a delegate to empower school Boards in their efforts to build and maintain quality public schools at the local level. I am excited to bring several years of public school teacher experience to the delegate assembly. Moreover, I have served as a leader on multiple community organizations, including my role on the Glendale USD Board. Some experiences I bring to the delegate assembly center around budget and charter school challenges, and a variety of community issues around district boundaries and facility improvements bonds.

Please describe your activities and involvement on your local board, community, and/or CSBA.

My local Board serves 26000 students and is actively engaged in advocacy on many levels. Together, we passed a $285 million facilities bond. Collectively, we approve and monitor a $300 million annual budget. As a Board member, I am engaged with our staff in the examination of academic programs such as our dual immersion and CTE programs. I serve on various Board appointed subcommittees that strengthen our district. I serve as a Cub Scout leader, school volunteer, and am actively addressing the issue of homelessness in the region. Moreover, I am a CSBA Masters in Governance graduate and regular CSBA AEC attendee.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The single biggest issue facing governing Boards across the state is funding. School Boards are facing STRS/PERS obligations, increased needs for mental health services, rising special education costs, and increased services to meet LCAP goals. If that weren't enough, we are now faced with the nearly insurmountable challenge of COVID-19. We need to find ways to use our inadequate funding to pivot to distance learning, create entirely new health and safety systems for our districts, and then be ready to keep students and staff safe and virus free when they return. CSBA should lead the state in advocating for full and fair state funding. Additionally, CSBA has the ability to work with partner organizations to build unified voice to change the state budget priorities. CSBA is able to help districts connect and share best practices on budget management and meeting the needs of students.

Jennifer Freemon

Member, Board of Education
Glendale Unified School District
(818) 388-1251 ▪ jfreemon@gusd.net

Jennifer Freemon was first elected to the Glendale Unified School District Board of Education in 2015 and re-elected in 2020. Prior to her election on the board, she served as a middle school teacher and high school coach in the district for several years. She has three children currently attending GUSD schools, one in elementary school, one in middle school, and one in high school.

Ms. Freemon started her career in education after completing her Bachelor of Arts and Master of Arts in Teaching from Occidental College. She began in the Glendale Unified School District teaching middle school social studies. Over the years she taught, she was the head aquatics coach for Hoover High School, coaching and managing the boys and girls swim and water polo programs. She also had the opportunity to lead the AVID program at the middle school.

After teaching in the district, Ms. Freemon moved into children and family ministry. She served as the Coordinator for Children and Youth at the First United Methodist Church of Glendale. Her duties included program management, curriculum development, and general leadership for all the church programs involving children and youth.

This year, Ms. Freemon returned to teaching to follow her passion, and is currently a middle school teacher for the Los Angeles Unified School District. Most recently, she was named "Educator of the Year" by the Crescenta Valley Chamber of Commerce.

In the community, Ms. Freemon is a Cub Scout leader for Pack 313 and a regular team parent and coach for the various AYSO, Baseball, Track, and Volleyball teams on which her children participate. She is a regular volunteer and organizer for Family Promise, which provides housing and support to displaced families. She is the team leader for the local Sierra Service Project team, who go to areas in need to build and repair homes. Ms. Freemon is also an experienced PTA board member, having served in many roles over the years. She has been the president, treasurer, membership chair, committee chair, legislative chair, and parliamentarian for the elementary and middle school PTAs, in non-pandemic times. She has also been the council health and welfare VP, and is currently the legislative chair at the elementary school PTA.

On the School Board, Ms. Freemon has completed her Masters in Governance training. She has served on many district committees including the World Languages Committee, LCAP Committee, Superintendent Facility Advisory Committee, Glendale Educational Foundation board representative, Crescenta Valley Legislative Committee, Glendale Civic Leaders Roundtable, and the Five Star Education Coalition.

Delegate Assembly
Biographical Sketch Form for 2021 Election

csba
California School Boards Association

Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m.. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Suzie Abajian **Date:** December 1, 2020

Name: Suzie Abajian **CSBA Region & subregion #:** 23 A

District or COE: South Pasadena Unified School District **Years on board:**

Profession: Educator/Administrator **Contact Number (■ Cell ☐ Home ☐ Bus.):** 818-720-0107

Primary E-mail: suzieabajian@gmail.com

Are you an incumbent Delegate? ☑ Yes ☐ No **If yes, year you became Delegate:** 2016

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I would like to continue being involved in CSBA's governance structure. I am committed to ensuring that CSBA advocates for the interests of our school districts in Region 23. I have been an active member of the CSBA Delegate Assembly for the past 4 years and have participated in CSBA's Legislative Action Day in Sacramento. I have also participated in organizing one of the local CSBA PAC fundraisers. Additionally, I have been actively involved in local and statewide campaigns for full and fair funding for public education and for providing culturally responsive curricula for CA students such as Luis Alejo's AB2016 that has enabled CDE to begin the process of developing a statewide framework for Ethnic Studies.

Please describe your activities and involvement on your local board, community, and/or CSBA.

During my tenure on the SPUSD Board, we passed a $98 million bond measure to upgrade and modernize our school district facilities and we renewed/expanded our parcel tax to support our vast offerings of educational programs in the Arts and CTE. I was actively involved in both campaigns and have raised awareness in my community regarding educational funding issues in CA. Also, during my tenure, we implemented and expanded two Dual Language Immersion programs, a Multicultural Literature Course for 9th graders and expanded our course offerings in STEAM. In 2019, I was elected and served my term as the school board president. In addition to my leadership within our district I have also served on the 5-Star Educational Coalition board.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The biggest challenges facing governing boards in California today is the physical safety and social-emotional well being of students and staff throughout the COVID-19 crisis, the learning loss for our most vulnerable student populations as a result of school closures and the challenges of online instruction, and the continued funding crisis for CA public schools. The way that CSBA can address the COVID-19 related issues is through collaboration with legislators and labor partners in CA and advocating for statewide solutions while keeping in mind local needs and local control. In terms of the continued funding issues, CSBA can continue pushing for legislation and ballot measures that will change the volatile funding stream for CA schools.

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "**X**" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT
SUBREGION 23-A
(Los Angeles County)

Number of vacancies: 2 (Vote for no more than 2 candidates)

Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023

**denotes incumbent*

☐ Suzie Abajian (South Pasadena USD)*

☐ Jennifer Freemon (Glendale Unified SD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

REGION 23 – 12 Delegates (11 elected/1 Appointed◈)

Director: Helen Hall (Walnut Valley USD)

Below is a list of all elected or appointed Delegates from this Region.

Los Angeles County: San Gabriel Valley & East Los Angeles

Subregion 23-A

Suzie Abajian (South Pasadena USD), term expires 2021
Jennifer Freemon (Glendale USD), term expires 2021
Gregory Krikorian (Glendale USD), term expires 2022
Gary Scott (San Gabriel USD), term expires 2022

Subregion 23-B

Adam Carranza (Mountain View ESD), term expires 2021
David Diaz (El Monte Union HSD), term expires 2021
Elizabeth Rivas (El Monte City SD), term expires 2022

Subregion 23-C

Cory Ellenson (Glendora USD), term expires 2022
Steven Llanusa (Claremont USD), term expires 2022
Christina Lucero (Baldwin Park USD), term expires 2021
Eileen Miranda Jimenez (West Covina USD), term expires 2021
Roberta Perlman (Pomona USD)◈, appointed term expires 2021

County
Los Angeles

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	February 18, 2021
SUBJECT:	Acceptance of Gifts

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

a. The U.S. Bureau of the Census, Los Angeles Regional Office, wishes to donate to the District a large quantity of hand sanitizer and touchless dispensers for use Districtwide.

b. Logix Smarter Banking wishes to donate to the District $2,250 to be used as needed at John Muir Middle School.

c. The Blackbaud Giving Fund (YourCause) wishes to donate to the District $461.52 to be used as needed at William McKinley Elementary School.

d. The Joaquin Miller Elementary PTA wishes to donate to the District $127.55 to be used to purchase bookmarks for Kindness Week at Miller Elementary School.

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Rose Garcia, Superintendent's Office Assistant
SUBMITTED BY:	Rose Garcia, Superintendent's Office Assistant
DATE:	February 18, 2021
SUBJECT:	Approval of 2021-2022 Regular Board of Education Meeting Dates

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Background:
Regular meetings of the Board of Education are held on the first and third Thursdays of each month. Special Board meetings may be scheduled as necessary throughout the year.

Discussion/Issues:
Listed below are the Board meeting dates for the 2021-2022 school year:

July 1, 2021	**Dark – July 4 Holiday**
July 15, 2021	
August 5, 2021	
August 19, 2021	
September 2, 2021	
September 16, 2021	**Dark – Yom Kippur**
October 7, 2021	
October 21, 2021	
November 4, 2021	
November 18, 2021	
December 2, 2021	**Dark – Thanksgiving and CSBA Conference**
December 16, 2021	
January 6, 2022	**Dark – Winter Recess**
January 20, 2022	
February 3, 2022	
February 17, 2022	
March 3, 2022	
March 17, 2022	
April 7, 2022	**Dark – (Spring Recess)**
April 21, 2022	
May 5, 2022	
May 19, 2022	
June 2, 2022	
June 16, 2022	

Recommendation:
Matt Hill, Superintendent, recommends that the Board of Education approve its regular meeting dates for the 2021-2022 school year, as presented.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

February 4, 2021

Virtual (Online) Meeting
Burbank, California

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

STUDENT MEMBERS PRESENT:
Carmen Blanchard, Burbank High School
Nadaly Jones, John Burroughs High School
Caleb Lopez, Monterey High School

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

1. CALL TO ORDER

The Closed Session was called to order at 6:02 p.m. by Board President Aghakhanian.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications – All public comments were heard during item 9a.

2.b Staff Responses

2.c Board Members' Comments and Responses

The Board adjourned to Closed Session at 6:02 p.m.

3. CLOSED SESSION

3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6:
Agency Negotiator: Sarah Niemann
Employee Organization: Burbank Teachers Association (BTA)

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

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

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

3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960018415 and 960033887

Confidential Exhibit (OF 28,560)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:00 p.m. Vice President Char Tabet, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Frintner announced that Closed Session items 3a through 3e, were for discussion only, with no action taken. He then announced the passing of retired Bret Harte principal Basia Oslund, who retired in spring of 1992 and Burbank High School coach and campus supervisor Pete Roses sudden loss. He expressed his condolences to their families and friends and announced that the meeting would adjourn in memory of Ms. Oslund and Mr. Roses.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

Clerk Frintner requested a conversation regarding social media.
Member Weisberg requested a City Library Services Update Report.
Vice President Tabet requested a review of the School Facilities Oversight Committee (SFOC) Bylaws and the Jordan Middle School Renaming Committee, as a first and second report.

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of the 2020-2021 Math Madness Winners and Special Recognitions

Peter Knapik, Director, Elementary Education, introduced Jennifer Almer-Johnson, Curriculum Specialist, Joaquin Miller Elementary School, who provided information regarding the Math Madness program and facilitated the recognition of the 2020-2021 Math Madness Winners and Special Recognitions.

Peter Knapik introduced Jennifer Almer-Johnson who used a PowerPoint to guide the recognition. The Math Madness program is asynchronous (online) competition from AreteLabs National. Approximately 330 Students in Grades 4-12 signed up to participate. The playoffs included a National Collegiate Athletic Association (NCAA) style tournament. The District's highest scoring school teams moved on to the playoffs. Students attended matches and coaching sessions weekly, sometimes even choosing to do extra practice on the weekends. Finalist schools: Jefferson, Miller, Stevenson, Muir and Burroughs. Individual recognition included high scorers amongst finalists. Jefferson: Niteesh Patil and Japleen Kaur Chhabra and Miller: Aryan Danesh and Agampreet Kaur. Muir: Anjena Raja (Ranked Nationally). Burroughs: Maggie Roberts, and Bret Harte: Brennan Klier (special award).

Stevenson won the championship for their division. There were approximately 150 teams at each level at the beginning of pre-season. 36 were in Stevenson's division for the finals. Other participants included: Pratikshha Anan, Sofia Apice, Kylee Beveridge, Saanvi Biswal, Benjamin Covarrubias, Lakshya Edara, Enzo Fujita, Avery Koenig, Nischal Mellahalli, Rayhil Shah, Atharva Shimpi, and Avaneesh Suryavanashi.

Dr. Knapik thanked Jennifer Almer-Johnson for her dedication to students and for coordinated the event.

All Board members were ecstatic, as this is the first event of this type since social-distancing in March 2020. They expressed their appreciation to Ms. Almer-Johnson and congratulated all the students who participated, thanked them for hard work and dedication, and for representing the District well, as well as the parents for supporting their students during these challenging times.

9. OATH OF OFFICE

9.a Administration of the Oath of Office for Student Board Member

Steve Frintner, President, Board of Education, administered the Oath of Office to Student Board Member Caleb Lopez, representing Monterey High School (MHS); who will serve as Student Board Member for the reminder of the 2020-2021 school year.

President Frintner administered the Oath of Office to new Student Board Member Caleb Lopez and welcomed him into his new role.

10 REPORTS FROM THE BOARD

10.a Student Representatives

Nadaly Jones, JBHS; Carmen Blanchard, BHS; and Caleb Lopez, MHS; reported on activities at their respective schools.

Student Board Member Blanchard commented on the passing of Pete Roses and noted that ASB was looking at ways to honor him. Student Board Member Jones and Blanchard welcomed new Student Board Member Caleb and offer to assist him if needed.

11. REQUESTS TO ADDRESS THE BOARD

11.a Public Communications

Louis Ayala, CSEA President, was allowed to join the meeting via a Zoom format. He commented on the possibility of bringing back small Special Education groups and shared his concerns as well as CSEA member concerns regarding equity and or options provided to teachers and classified staff, such as Instructional Aides and Discrete Trial Facilitators (DTF) and asked the Board to keep employees in mind as decisions are made to bring back classified employees to work with students without providing the required equipment, guidelines, and vaccinations. He also expressed his condolences to classified families who have lost loved ones due to the pandemic. He noted that classified employees are the core of the District and for that reason classified employees must be treated equally. He asked if the Board and staff were willing to visit the classrooms to ensure that employees are safe. He asked for better communication and more training regarding guidelines and noted that the Board had the power to ensure that classified employees are safe.

Mackenna Brooks, Discreate Trial Facilitator, Jordan Middle School, was allowed to join the meeting via a Zoom format. She shared her concerns regarding the plan to bring back Special Education small groups, health and safety inequities between certificated and classified employees, assigning a substitute teacher not trained for Special Education, training not being provided. She misses her students, but it is not worth risking her life and the safety of her family. She asked for the same opportunity to keep her family safe.

11.b Staff Responses

Superintendent Hill thanked Louis Ayala and Mackenna Brooks for their comments. He knows that it is scary returning to work during a pandemic. He thanked all CSEA employees, specially Food Services, Child Care, Facilities, custodial staff, and Office Managers for working during the pandemic. The District has provided proper equipment, guidelines, and regulations and the District will continue to provide the necessary requirements to try to keep everyone safe. He will visit the classrooms to witness the work, as

requested by Mr. Ayala and responded to Ms. Brooks that he works both from home and the Office depending on the situation following proper safety protocols. He clarified that the CSEA employee who passed away did not contract the virus at work. There is also no evidence that the spouses who have passed away have contracted the virus from work, as noted by Mr. Ayala and Ms. Brooks. It is tragic to lose loved ones to COVID-19 and expressed his sincere condolences to those who have lost their lives. Vaccinations and proper supplies is a nationwide issue and he will continue to advocate to the Governor and legislators. Equipment, protocols, and training will be provided when school reopen in the future. Special Education teachers are not able to teach Distance Learning and Special Education small groups at the same time, that is why they are not being asked to return to campus. Parents have not been informed yet, because this is a proposal for discussion with the Negotiations team. Once negotiations take place and an agreement is reached, families will be informed. In addition, Behavior Interventionist will be available to assist the small groups. Face masks will be mandated and a process will be in place and implemented by site and District administrators. He knows it is scary time and he is looking forward to working with CSEA to ensure that it is safe to return to be able to serve Special Education students and to meet their educational needs.

11.c Board Members' Comments and Responses

Member Weisberg welcomed new Student Board Member Lopez and thanked Ms. Blanchard for her powerful words regarding Peter Roses. She understands the fear and anxiety expressed by Louis Ayala and Mackenna Brooks with the reopening of small groups. She knows how much time and energy is dedicated to try to figure out in a thoughtful way with safety of all staff in mind. She would love an opportunity to visit the Facilities Department and Special Ed classes. She and other Board Members share concern and value placed on classified staff is as deep and as valued as teachers. Everyone is taken into consideration when making decisions. She heard them and related to the fear and anxiety that we all are currently experiencing. A decision has not been made and or a secret plan has not been developed. The Board and staff are getting the same news from the Governor and she echoed Superintendent Hill's frustrations regarding the vaccination plan and they will continue to communicate. She noted that nothing is concrete and discussion are beginning to take place and that the Board and staff are thinking deeply and intentionally about students and staff.

Member Aghakhanian congratulated Caleb Lopez and hoped to meet in person soon. He thanked Mr. Ayala and Ms. Brooks for sharing their concerns. He echoed Board member and staff comments that the safety of staff is the number one priority and he was thankful for those classified employees who risk their lives on a daily basis. He then announced that the Burbank for Armenia group (a diverse community group) is coordinating a library book donation drive in March 2020 for elementary schools in different languages. The middle and high school book drives will take place at a later time. He thanked all the partners and encouraged the community to participate.

Clerk Ferguson thanked both speakers. He addressed Mr. Ayala and noted that it was a challenging time to be a leader in any capacity. He understands the emotion and the fear, as we are all human. Every single employee is critical for student success and every employee matter. Through the negotiations process accommodations will be made to ensure the safety of all employees however, he is always available to discuss additional concerns and to ensure that processes and guidelines are in place. He trusted that Superintendent Hill and staff are working to hear all concerns and suggestions and develop a communications plan to ensure that all members are receiving current information. He knows that families are being impacted and asked collaboration to try to do the best of the situation until everyone is back in the classroom. The Board is committed to working with all staff and the community.

Vice President Tabet was experiencing connectivity issues and noted that she would contact both Mr. Ayala and Ms. Brook after she hears their comments. She then congratulated Jennifer Almer-Johnson for her work and dedication with the Math Madness competition and congratulated the students for a job well done. She also thanked the Associated Student Body (ASB) group for trying to make this year special during these difficult times. She misses school events and visiting classrooms and reported that recently she was invited to participate in a classroom instruction via Zoom and noted that teachers and instructional staff are working hard and thanked them for their passion and compassion for students every day. She sincerely noted that all staff are valued and important for the success of all students.

President Frintner thanked Mr. Ayala and Ms. Brooks for their comments and noted that it was easy for them to say the they hear and care about their concern. He understands that as a leader, Mr. Ayala understands and cares about the people he represents. The health and safety of staff is extremely important. The negotiations process was also important to ensure that accommodations are agree upon both parties and that the Board will do everything possible to protect the safety of employees. The Board is trying to follow the science and does not want to rush into returning to school and the Board will try to do everything possible for the safety of all employees and students. If possible, he would also like to visit a Special Ed cohort to observe the risks in the classroom and he will work to provide the safest environment possible.

12. REPORTS TO THE BOARD

12.a Superintendent's Comments

Superintendent Hill noted that it has been almost a year of dealing with trauma due to the pandemic. The District encourages all conversations regarding the reopening of schools to share emotions and/or frustrations to be able to move forward. He shared his frustration regarding the media and elected officials on the reopening of schools as they tried to pit each other against each other. He encouraged that Burbank continues to be thoughtful and talk it through together. The reason for the decision to continue with Distance Learning this year was due to stability. Finding the right answer to reopen schools was a challenge. Asynchronous learning time allows the District the opportunity to offer small group opportunities on campus, such as Special Education and English learners by implementing safety protocols. The District will continue to plan and work together to reopen in case the County numbers return to acceptable levels. He would like a stable platform to continue to add additional small groups and or activities and/or scenarios to be able to reopen in the future. He noted that the State needs to prioritize the vaccination process for educators and provide the vaccine – don't say that the State is focus on educators and not provide the vaccine or funding for testing." Conversations are taking place with local elected officials encouraging the State to match their words with actions if schools are to reopen. He will continue to fight and advocate to receive the resources for schools. He will continue to plan to be ready to reopen and noted that the District will be stronger if everyone continues to work together.

12.b Report on Distance Learning

Matt Hill, Superintendent, reported on the progress of distance learning.

Superintendent Hill used a PowerPoint to guide his report. He noted that the report will now be presented monthly. He then provided an update on the current average number of meals, Chromebooks, and hotspots distributed to date and noted that the Chromebook order ETA is March 2021 and that staff continues to work on checking all distributed hotspots for any not being used. He then reviewed the average attendance data through January 29, 2021 and noted that District's overall attendance rate is 97% and that Synchronous and Asynchronous Learning and Friday's Asynchronous data remain consistent.

Distance Learning Update_020421 (OF 28,561)

12.c Report on the Diversity, Equity, and Inclusion (DEI) Committee

Matt Hill, Superintendent, reported on the progress of the Diversity, Equity, and Inclusion (DEI) Committee, as presented.

DEI Update_020421.pdf (OF 28,562)

Superintendent Hill used a PowerPoint to provide an update regarding the Committee's current work. Engagement includes developing a definition for engagement and goals for the remainder of the year, beginning the process to reach out to students to hear about how they want to engage with the DEI committee, and reaching out to PTA DEI committees to collect best practices. Policy: The subcommittee completed the process of making suggestions and addressing concerns at it pertains to Board Policy on Instructional Materials, and currently working through the Administrative Regulations for Instructional

Materials. Instruction: Waiting on the expected approval of the Ethnic Studies framework in March. Update received on the progress of the curriculum work at elementary, which is being done by grade level teams and updated on the progress of the work to revise the instructional material selection criteria with an equity lens. Social Emotional: Resources have been identified and posted on the District's website, a Social Emotional Learning (SEL) booklist for students, staff, and parents is posted on the website (the booklist was provided to the Burbank for Armenia group that is doing a library book donation drive in March), The subcommittee is going to contribute some suggested questions to the school satisfaction survey, and the Committee has accomplished its current tasks.

Member Aghakhanian thanked all the parents and volunteers who serve on the Committee and sub-committees and Clerk Ferguson and Member Weisberg for their commitment and Luis Ayala for his participation. There's still work to be done and he was looking forward to the final outcome.

Member Weisberg asked if it would be possible to review the job description for the Director of Burbank Adult School to include some of the practices in place reflecting Diversity, Equity, and Inclusion.

President Frintner also thanked the Committee for their work and was happy to see the Ethnic Studies partnership with the Community College.

Member Aghakhanian asked regarding the status of the State Ethnic Study process. Superintendent Hill noted that once the Framework is approved the District will then be able to use as a guide.

13. NEW AND/OR UNFINISHED BUSINESS

13.a Acceptance of Updated Actuarial Report as of June 30, 2020 – Governmental Accounting Standards Board (GASB) 74/75 Other Post-Employment Benefits (OPEB) and Direction on the Trust Contributions

That the Board of Education accept the updated actuarial report, as presented.

Actuary Study 2020.pdf (OF 28,563)

Debbie Kukta noted that the Governmental Accounting Standards Board (GASB) Statement Nos. 74 and 75 require public employers to perform an actuarial valuation to measure and disclose the value of the District's liability for providing retiree health care benefits. This valuation must be done every two years for a district the size of Burbank Unified. Total Compensation Systems, Inc. prepared the current report based upon information as of June 30, 2020. The current report includes benefits for 436 retirees as well as 1,234 active employees who may become eligible to retire and receive benefits in the future. She then introduced Luis Murrillo, who used a PowerPoint to highlight his report. He reviewed the Current Benefit Structure, the Purpose of Valuation, the Current Valuation Results, and the Next Fiscal Year, which included anticipating performing a roll-forward valuation –GASB 75 requires full valuation to be performed every two years –This allows for streamlined roll-forward valuations to be performed in the off-years –Will reflect up-to-date asset value. If design changes are made or irregular demographic shifts occur, full valuation should be considered.

Member Aghakhanian noted that that the Bond option was not doing well and if the bonds were the only option. Mr. Murillo explained that the expect return was estimated at 5% and explained how the formula works.

Debbie Kukta noted that the investment portfolio is managed by Payton and Regal and suggested that the Board look at the investment policy, as the 5% investment rate is conservative. She also noted that a meeting with Payten and Regal is scheduled next week and that she would ask if they are able to provide an update to the Board in the Future as suggested by Member Aghakhanian.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Frintner, Tabet, Ferguson, Weisberg, and Aghakhanian.

13.b Approval of Zoom Licensing for Distance Learning (COVID-19 Funds)

That the Board of Education approve the Zoom for Education licenses, effective February 5, 2021 through September 10, 2022, not to exceed $59,094.82, out of COVID-19 funds (01.0-74200.0-11100-10000-5840-7409000) and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of Zoom Licensing.pdf (OF 28,564)

Sharron Cuseo reported that as the District continues to plan for reopening school in the fall, the additional tools will help to support teacher either the hybrid or 100% distance learning model. The upgrade would provide teachers additional tools such as closed captioning, polling and session reporting. A survey revealed that half of District teachers use Zoom and/or Google Meet for their live instruction. In addition, with the new package, the District will have access to webinars for large audiences and increased accessibility.

It was moved by Steve Ferguson, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Frintner, Tabet, Ferguson, Weisberg, and Aghakhanian.

13.c Approval of Job Description for Director of Burbank Adult School, Independent Learning Academy and FACTS Program and Placement on Exhibit A, Certificated Supervisors and Managers Salary Schedule, Range B

That the Board of Education Approve the job description for Director of Burbank Adult School, Independent Learning Academy and FACTS Program and Placement on Exhibit A, Certificated Supervisors and Managers Salary Schedule, Range B, effective as soon as the position is filled, as presented.

Director of Burbank Adult School.pdf (OF 28,565)

Sarah Niemann reported that the anticipated vacancy due to the retirement of current Adult Education Director, the new description is being submitted to reflect the current job responsibilities and new salary range.

It was moved by Armond Aghakhanian, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Frintner, Tabet, Ferguson, Weisberg, and Aghakhanian.

13.d Second Reading and Approval of Proposed Revision of Selected Board Policies and Administrative Regulations

That the Board approve the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented.

Policy Updates_2nd Read_July 2020_020421.pdf (OF 28,566)

Superintendent Hill reported that this was the second reading and that additional changes had not been made.

It was moved by Steve Ferguson, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Frintner, Tabet, Ferguson, Weisberg, and Aghakhanian.

13.e Acceptance of Gifts

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_020421.pdf (OF 28,567)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Frintner, Tabet, Ferguson, Weisberg, and Aghakhanian.

14. CONSENT AGENDA

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960033887, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective January 14, 2021 through May 28, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960033887 Settlement Agreement.docx.pdf CE (OF 28,560)

14.b Amended Final Settlement Agreement (Special Education)

That the Board of Education amend Final Settlement Agreement for Special Education Student 960018415, not to exceed $9,600 (01.0-65000.0-50010-36000-5813-7440000), effective March 13, 2020 through May 28, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Settlement Agreement was approved on April 16, 2020 at a total cost of $7,800. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment extends the date to access services from May 13, 2020 to May 31, 2021 and it also increases the not to exceed amount by $1,800 for a total not to exceed of $9,600.

SPED Student 960018415_Amended_Settlement Agreement.docx.pdf CE (OF 28,560)

14.c Approval of Minutes

That the Board of Education approve the minutes of the Regular Meeting of January 21, 2021, as presented.

Minutes.01.21.21.pdf (OF 28,568)

14.d Approval of Personnel Report Number 20-21-12

That the Board of Education approve Personnel Report number 20-21-12, covering Certificated and Classified personnel, and consisting of Pages 1 to 13 inclusive, as presented.

Personnel Report.pdf (OF 28,569)

14.e 2020-2021 Purchase Order Report

That the Board of Education approve Purchase Orders for 2020-2021 as listed through January 11, 2021, as presented.

2020-2021 Purchase Order Report.pdf (OF 28,570)

14.f Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $2,409,856.53, commercial warrants in the total amount of $6,691,758.53, as presented.

Warrants.pdf (OF 28,571)

14.g Approval of Instructional Consultant Services

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

Instructional Consultants-Redacted.pdf (OF 28,572)

14.h Approval of Non-Instructional Consultant Services

That the Board of Education approve the non-instructional consultant services for the purpose of supporting the school and/or District goals, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Non-Instructional Consultants.pdf (OF 28,573)

14.i Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between Burbank Unified School District and Professional Tutors of America, to provide support to BUSD teachers for assessments, written reports and attend student IEP meetings, not to exceed $50,400 (01.0-65000.0-50010-36000-5813-7440000), effective January 4, 2021 through May 28, 2021 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Consultant Agreement_Professional Tutors_Ratification.pdf (OF 28,574)

14.j Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between Burbank Unified School District and total Education Solutions, to provide Learning Loss Mitigation Intervention supports to students with IEPs, not to exceed $5,600 (01.0-32150.0-57602-11100-1130-7449000), effective January 19, 2021 through May 28, 2021 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Consultant Agreement_Total Education.pdf (OF 28,575)

14.k Acceptance of Ownership Change for Claims Administration Services, Hazelrigg Claims Management (HCMS) to Transfer Ownership to Tristar Risk Management, a California corporation (Tristar)

That the Board of Education accept the ownership change for Claims Administration Services from Hazelrigg Claims Management (HCMS) to Tristar Risk Management, a California corporation (Tristar), as presented.

Hazelrigg Claims Mgmt New Ownership - Tristar.pdf (OF 28,576)

14.l Ratification of Addendum to Agreement for Audit Services, CliftonLarsonAllen

That the Board of Education ratify the addendum to the agreement between the Burbank Unified School District and CliftonLarsonAllen LLP, to perform specific additional

services, effective July 1, 2020 through June 30, 2021, not to exceed $3,000 (01.0-00000.0-00000-71900-5820-7401000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CLA Attendance Tracking Addendum.pdf (OF 28,577)

14.m Approval Amended Agreement for Bond Accounting Software, California Financial Services (CFS) (Bond Fund)

That the Board of Education approve the amended agreement between Burbank Unified School District and California Financial Services (CFS) for the KeyAnalytics Services system effective July 1, 2019 through June 30, 2022, not to exceed $75,000 per year (21.0-00000.0-92000-85000-5840-7400021), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original agreement was Board approved June 6, 2019 for an annual fee of $60,000. This amendment is an increase of $15,000 due to the additional cost of .02 for OPSC revenue generation of $706,454 for Bret Hart Elementary school project.

CFS Amended Agreement.pdf (OF 28,578)

President Frintner announced the retirement of Burbank High School Custodian Edgar Orellana and thanked him for his years of service to the District.

It was moved by Steve Ferguson, and seconded by Charlene Tabet, that the Board of Education approve the items 14a through 14m, as recommended. The motion carried unanimously with the following roll-call vote: AYES – Frintner, Tabet, Ferguson, Weisberg, and Aghakhanian.

15. REQUESTS TO ADDRESS THE BOARD

15.a Public Communications - were allowed during 11a only.

15.b Staff Responses - There were no staff responses.

15.c Board Members' Comments and Responses

Member Weisberg highlighted Black History Month and noted that it was great to see the phenomenal work by teachers to celebrate Black excellence and history dung this month.

16. ADJOURNMENT

The meeting adjourned at 8:50 p.m. in memory of Basia Oslund and Pete Roses.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

2/18/2021
_____
DATE

_____
STEVE FERGUSON, CLERK

TO: Board of Education / Superintendent Consent 2/18/2021

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

SUBJECT: Certificated Personnel - Report Number 20-21-13. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

ELECTION: INTERVENTION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
ECHEVERRIA, ELSA J Miller Elementary School	Teacher: Intervention Hourly Intervention Teacher	01.0-01500.0-11100-11102-1130-2102000	100			2/1/2021
MAHONEY, GERALD Roosevelt Elementary School	Teacher: Intervention Hourly Intervention Teacher - FTE:	01.0-01500.0-11100-11102-1130-2142000	100			2/5/2021

CHANGE OF END DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CT-0138-21, Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months - FTE:50%	12.0-90602.0-11100-10000-1110-2150000	100		To correct end date Paid Leave of Absence per ed code (Covid)	1/13/2021 1/18/2021
WARNER, JACKSON Harte Elementary School	Long Term Sub Teacher 1st Grade	01.0-00000.0-11100-10000-1160-2050000	100			10/26/2020 5/28/2021

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CT-0158-21, Childrens Center	Cc Teacher: School Age Leave of Absence - FTE:50%	12.0-90602.0-11100-10000-1110-2150000	100	RA:005 - ST:08	Paid Leave of Absence due to classroom closure	1/19/2021 1/22/2021
CT-0159-21, Childrens Center	Cc Teacher: School Age Leave of Absence - FTE:100%	12.0-90602.0-11100-10000-1110-2100000	100	RA:005 - ST:06 STP: $82	Paid Leave of Absence due to classroom closure	1/19/2021 1/22/2021
CT-0160-21, Childrens Center	Cc Teacher: School Age Leave of Absence - FTE:43.75%	12.0-90602.0-11100-10000-1110-2020000	100	RA:004 - ST:02	Paid Leave of Absence due to classroom closure	1/22/2021 1/22/2021
CT-0179-21, Childrens Center	Cc Teacher: School Age Leave of Absence - FTE:37.5%	12.0-90602.0-11100-10000-1110-2100000	100	RA:004 - ST:02	Paid Leave of Absence per edcode (COVID)	1/27/2021 2/5/2021
CT-0180-21, Childrens Center	Cc Teacher: School Age Leave of Absence - FTE:100%	12.0-90602.0-11100-10000-1110-2060000	100	RA:003 - ST:07 STP: $82	Paid Leave of Absence due to classroom closure	1/27/2021 1/29/2021

CT-0139-21, Harte Elementary School	Elementary Spec Ed Teacher Leave of Absence - FTE:100%	01.0-65000.0-57602-11100-1110-2050000	100	RA:004 - ST:05 STP: $1345	Paid Leave of Absence per ed code - COVID.	1/13/2021 1/22/2021
CT-0140-21, Washington Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2160000	100	RA:006 - ST:08	Paid Leave of Absence per ed code - COVID.	1/20/2021 1/26/2021
CT-0140-21, Washington Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2160000	100	RA:006 - ST:08	Paid Leave of Absence per ed code - COVID.	1/20/2021 2/5/2021

RETURN FROM LEAVE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CODY, NICOLE Harte Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-01500.0-00000-21300-1910-7420000	100	RA:006 - ST:13 STP: $1345	From Parental Bonding LOA's	3/1/2021

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MAHONEY, GERALD Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-11100-1160-755200	100	Salary Rate: $135/140		2/3/2021
STEWART, CARLA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-755200	100	Salary Rate: $135/140		2/1/2021
VAN AALSBURG, ALLISON Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-755200	100	Salary Rate: $135/140		01/21/2021

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
STEWART, CARLA Human Resources	Long Term Spec Ed Sub Tchr Elem Sped	01.0-65000.0-57601-11100-1160-2150000	100	Salary Rate: $279.02		2/8/2021 3/31/2021
CHRISTENSEN, SAMANTHA Special Education	Long Term Spec Ed Sub Tchr IA Sp Ed/Translator	01.0-65000.0-57602-11100-1160-4310000	100	Salary Rate: $170.00		1/22/2021 2/26/2021

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 20-21-13

February 18, 2021
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Abelmalak, Moheb	Adult	Staff Development	Hourly	$22.98	2	January - May
Adams-Mubiru, Katrice	Adult	Staff Development	Hourly	$22.98	2	January - May
Adams-Mubiru, Katrice	Adult	Weekly Assignment	Hourly	$44.72	180	January - May
Almer, Jennifer	Instr. Services	Intervention Planning	Hourly	$33.77	3	January
Amirmozafari Sabet, P.	Adult	Staff Development	Hourly	$22.98	2	January - May
Amirmozafari Sabet, P.	Adult	Weekly Assignment	Hourly	$46.56	84	January - May
Assali, Hayat	Adult	Staff Development	Hourly	$22.98	2	January - May
Ault, Callie	Instr. Services	Intervention Planning	Hourly	$33.77	3	January
Avagyan, Anush	Adult	Staff Development	Hourly	$22.98	2	January - May
Avagyan, Anush	Adult	Weekly Assignment	Hourly	$39.63	155	January - May
Bagdasarian, Susanna	Adult	Staff Development	Hourly	$22.98	10	January – May
Bagdasarian, Susanna	Adult	Weekly Assignment	Hourly	$44.6	155	January - May
Balboa, Alana	Spec Ed	Intervention Teaching	Hourly	$45.52	8	January - May
Bennett, Edward	Adult	Staff Development	Hourly	$22.98	10	January – May
Bennett, Edward	Adult	Weekly Assignment	Hourly	$48,45	155	January - May
Bethel, Lisa	Edison	Intervention Planning	Hourly	$33.77	2.5	January
Bethel, Lisa	Edison	Intervention Teaching	Hourly	$45.52	2.75	January
Berhitoe, George	Adult	Staff Development	Hourly	$22.98	10	January – May
Bogchalyan, Goar	Adult	Staff Development	Hourly	$22.98	10	January - May
Bogchalyan, Goar	Adult	Weekly Assignment	Hourly	$48.45	155	January - May
Bonino, Gabriella	Health Services	Home Teacher	Hourly	$36.09	100	January - May
Cera, Patricia	CC	Additional hours at Assignment	Hourly	$19.66	105	January - February
Chae, David	Adult	Staff Development	Hourly	$22.98	10	January - May
Chugg, Kelli	Instr. Services	Intervention Planning	Hourly	$33.77	1	January
Chung, Li Hsiang	JBHS	Other Hourly	Hourly	$33.77	6	January
Colvin-Marvin, Katherine	Providencia	Master Teacher	Stipend	$300.00	1	January
Cooney, Margaret	Adult	Staff Development	Hourly	$22.98	2	January - May
Cooney, Margaret	Adult	Weekly Assignment	Hourly	$46.56	155	January - May
Creager, Jane	Adult	Staff Development	Hourly	$22.98	10	January - May
Creager, Jane	Adult	Weekly Assignment	Hourly	$41.37	155	January - May
Crosby, Lucila	Spec Ed	Intervention Teaching	Hourly	$45.52	80	January – May

Crosby, Lucila	Spec Ed	Intervention Planning	Hourly	$33.77	20	January – May
Curran, Emily	Spec Ed	Intervention Teaching	Hourly	$45.52	80	January – May
Dadekian, Kristina	McKinley	Intervention Teaching	Hourly	$45.52	3	January – May
Dadekian, Kristina	McKinley	Intervention Teaching	Hourly	$45.52	43	January – May
Dadekian, Kristina	McKinley	Intervention Planning	Hourly	$33.77	14.5	January - May
Davis, Maggie	Jefferson	Intervention Teaching	Hourly	$45.52	29.5	January – May
Davis, Maggie	Jefferson	Intervention Planning	Hourly	$33.77	28.5	January – May
Desai, Rekha	Adult	Staff Development	Hourly	$22.98	10	January - May
Diaz, Liliana	Adult	Staff Development	Hourly	$22.98	10	January - May
Diaz, Liliana	Adult	Weekly Assignment	Hourly	$41.37	155	January - May
Dionysian, Zvart	Adult	Staff Development	Hourly	$22.98	10	January – May
Duboe, Brooke	Providencia	Intervention Teaching	Hourly	$45.52	29.5	January – May
Duboe, Brooke	Providencia	Intervention Planning	Hourly	$33.77	15.6	January - May
Edwards, Amber	Instr. Services	Intervention Planning	Hourly	$33.77	3	January
Elkin, Justin	Adult	Staff Development	Hourly	$22.98	2	January - May
Elkin, Justin	Adult	Weekly Assignment	Hourly	$38.20	87.5	January - May
Fallahi, Edwin	Adult	Staff Development	Hourly	$22.98	10	January - May
Fallahi, Edwin	Adult	Weekly Assignment	Hourly	$48.45	36	January - May
Funk, Shaunna	Roosevelt	Intervention Planning	Hourly	$33.77	20	January – May
Funk, Shaunna	Roosevelt	Intervention Teaching	Hourly	$45.52	100	January – May
Gamboa, Patricia	Adult	Staff Development	Hourly	$22.98	2	January - May
Gamboa, Patricia	Adult	Weekly Assignment	Hourly	$46.56	155	January - May
Gamboa, Patricia	Adult	Weekly Assignment	Hourly	$46.56	33.5	January - May
Gregoire, Deborah	Spec Ed	Teacher Additional Duties	Hourly	$87.38	30	January - May
Hakopyan, Olga	Adult	Staff Development	Hourly	$22.98	2	January - May
Hakopyan, Olga	Adult	Weekly Assignment	Hourly	$48.45	310	January – May
Hakopyan, Olga	Adult	Weekly Assignment	Hourly	$48.45	36	January - May
Henry, Tracy	McKinley	Intervention Teaching	Hourly	$45.52	46	January – May
Henry, Tracy	McKinley	Intervention Planning	Hourly	$33.77	7.5	January - May
Henry, Tracy	McKinley	Intervention Planning	Hourly	$33.77	4.5	January
Hernandez, Harold	Adult	Staff Development	Hourly	$22.98	2	January - May
Hernandez, Harold	Adult	Weekly Assignment	Hourly	$44.33	120	January - May
House, Dorothy	Adult	Staff Development	Hourly	$22.98	2	January - May
Howitt, Elayne	Adult	Staff Development	Hourly	$33.77	2	January - May
Howitt, Elayne	Adult	Intervention Plannings	Hourly	$33.77	10	January - June
Jaramillo, Carmella	Roosevelt	Intervention Planning	Hourly	$33.77	20	January – May
Jaramillo, Carmella	Roosevelt	Intervention Teaching	Hourly	$45.52	100	January – May
Jennings, Deanna	Adult	Staff Development	Hourly	$22.98	10	January - May
Jennings, Deanna	Adult	Weekly Assignment	Hourly	$44.60	34.75	January - May
Johnson, Sandra	Edison	Intervention Planning	Hourly	$33.77	15	January

Juarez, Candice	McKinley	Intervention Teaching	Hourly	$45.52	38	January – May
Juarez, Candice	McKinley	Intervention Planning	Hourly	$33.77	12	January - May
Jurman, Marla	Jefferson	Master Teacher	Stipend	$300.00	1	January
Keshishi, Yvette	Adult	Staff Development	Hourly	$22.98	2	January – May
Keshishi, Yvette	Adult	Weekly Assignment	Hourly	$46.56	155	January - May
Kimmel, Michael	Adult	Staff Development	Hourly	$22.98	2	January - May
Kimmel, Michael	Adult	Weekly Assignment	Hourly	$46.56	155	January - May
King, Robert Jonathan	Adult	Staff Development	Hourly	$22.98	2	January - May
King, Robert Jonathan	Adult	Weekly Assignment	Hourly	$44.72	87.5	January – May
Lerner, Lia	Adult	Staff Development	Hourly	$22.98	2	January - May
Levein, Karen	Adult	Staff Development	Hourly	$22.98	2	January - May
Levy, Jodi	JBHS	Other Hourly	Hourly	$33.77	10	January
Matlock, Colleen	Adult	Staff Development	Hourly	$22.98	10	January - May
Matsumoto, Linda	Adult	Staff Development	Hourly	$22.98	10	January - May
Meza, Abraham	Adult	Weekly Assignment	Hourly	$44.79	165	January - May
Meza, Manuela	Adult	Weekly Assignment	Hourly	$44.72	189	January - May
Mucha, Michele	Spec Ed	Intervention Teaching	Hourly	$45.52	80	January – May
Mucha, Michele	Spec Ed	Intervention Planning	Hourly	$33.77	20	January – May
Nguyen, Ty	Adult	Weekly Assignment	Hourly	$46.56	200	January - May
Noss, Marianne	Adult	Weekly Assignment	Hourly	$48.45	45	January - May
Noss, Marianne	Adult	Staff Development	Hourly	$22.98	2	January - May
Noss, Marianne	Adult	Weekly Assignment	Hourly	$48.45	310	January - May
Osborne, Samuel	Adult	Staff Development	Hourly	$22.98	10	January - May
Pohlman, Amanda	Instr. Services	Intervention Planning	Hourly	$33.77	1	January
Rivas, Fredi	Adult	Staff Development	Hourly	$22.98	2	January - May
Rivas, Fredi	Adult	Weekly Assignment	Hourly	$44.72	165	January - May
Rivas, Fredi	Adult	Weekly Assignment	Hourly	$44.72	105	January - May
Rodney, John	Adult	Staff Development	Hourly	$22.98	10	January - May
Rosales,Jessica	Roosevelt ATB	Add'l Hours as Substitute	Hourly	$16.76	16	January
Rosa, Brian	Adult	Staff Development	Hourly	$22.98	10	January – May
Ruback, Sharyl	Adult	Staff Development	Hourly	$33.77	2	January - May
Sardarian, Astghik	Adult	Staff Development	Hourly	$22.98	2	January – May
Sardarian, Astghik	Adult	Weekly Assignment	Hourly	$46.56	155	January - May
Schmidt, Elizabeth	Adult	Weekly Assignment	Hourly	$43.02	155	January – May
Schmidt, Elizabeth	Adult	Weekly Assignment	Hourly	$43.02	41.25	January - May
Schmidt, Elizabeth	Adult	Staff Development	Hourly	$22.98	2	January - May
Scolari, Gianna	Instr. Services	Intervention Planning	Hourly	$33.77	1	January
Shah, Tracy	Instr. Services	Intervention Planning	Hourly	$33.77	3	January
Sheetz, Carol	Adult	Staff Development	Hourly	$22.98	2	January - May
Sheetz, Carol	Adult	Weekly Assignment	Hourly	$44.72	45	January - May

Shorten, Dana	Spec Ed	Intervention Teaching	Hourly	$45.52	80	January – May
Shorten, Dana	Spec Ed	Intervention Planning	Hourly	$33.77	20	January – May
Silver, Shirley	CC	Additional hours at Assignment	Hourly	$18.70	12	January - March
Sohn Lim, Jennifer	JBHS	Other Hourly	Hourly	$33.77	6	January
Steinberg, Jessie	JBHS	Other Hourly	Hourly	$33.77	6	January
Steinberg, Steven	Adult	Staff Development	Hourly	$22.98	2	January - May
Steinberg, Steven	Adult	Weekly Assignment	Hourly	$44.6	155	January - May
Steinberg, Steven	Adult	Staff Development	Hourly	$22.98	10	January - May
Stephenson, Kathryn	Adult	Staff Development	Hourly	$22.98	10	January - May
Suarez-Grant, Jeffrey	Adult	Staff Development	Hourly	$22.98	2	January - May
Thomson, Roberta	Adult	Weekly Assignment	Hourly	$44.72	396	January - May
Vasquez, Jonathan	Adult	Staff Development	Hourly	$22.98	10	January - May
Vehuni, Lilit	Adult	Staff Development	Hourly	$22.98	10	January - May
Viallet, Marianne	Spec Ed	Intervention Teaching	Hourly	$45.52	80	January – May
Viallet, Marianne	Spec Ed	Intervention Planning	Hourly	$33.77	20	January - May
Wenzel, Anne	Spec Ed	Intervention Planning	Hourly	$33.77	20	January - May
Wiebler, Megan	Providencia	Intervention Teaching	Hourly	$45.52	45.52	January – March
Wiebler, Megan	Providencia	Intervention Planning	Hourly	$33.77	15	January - May
Wieden, Marlene	Providencia	Intervention Teaching	Hourly	$45.52	29.5	January – May
Wieden, Marlene	Providencia	Intervention Planning	Hourly	$33.77	15	January - May
Yew, Christina	Adult	Staff Development	Hourly	$22.98	10	January – May
Yew, Christina	Adult	Weekly Assignment	Hourly	$46.56	37.75	January – May
Zacher, Marianna	Spec Ed	Intervention Teaching	Hourly	$45.52	12	January
Zonshine, Rachel	Instr. Services	Intervention Planning	Hourly	$33.77	3	January

Retirement								
CHAPUT, Edward	Systems Analyst	01.0-00000.0-00000-77000-2410-7730000	1.0	67-VI	A	06-04-21		Technology Services Began service 02-14-12
NICOLAOU, Theresa	Student Information Systems Analyst	01.0-00000.0-00000-77000-2410-7420000	1.0	59-VI	A	05-31-21		Instructional Services Began service 11-01-97
Death of an Employee								
ROSES, Peter	Campus Supervision Assistant	01.0-00000.0-00000-83000-2210-4310000	1.0	35-VI	D	01-26-21		Burbank High School Began service 08-28-06
Resignation								
MACHON, Nelly	Elementary School Aide	01.0-00000.0-11100-10009-2910-2032000	.400	27-V	D	01-29-21		Emerson Elementary
SAYAMOUNGKHOUNE, Paul	Behavior Interventionist	01.0-01500.0-00000-31420-2211-7440000	1.0	L1-2	C	02-09-21		Special Education
JASTREM, Christopher Bryan	Custodian	01.0-00000.0-11100-10009-2960-7552000		35-I	G	02-01-21		Facilities Services
Termination								
AVAGYAN, Anush	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	02-01-21		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	01-01-21		Special Education
Leave								
ASLANIAN, Agavni	Career Center Technician	01.0-00000.0-00000-27000-2410-4310000	1.0	39-VI	B	01-06-21	02-08-21	Burbank High School Unpaid Healthcare
CL 0129-21		01.0-65000.0-57602-11200-2110-2130000	.6563	32-VI	D	01-11-21	02-05-21	Human Resources Paid LOA (COVID) Change to end date
CL 0143-21		01.0-00100.0-00000-82100-2210-4320000	1.0	36-VI	A	01-04-21	01-15-21	Human Resources Paid LOA (COVID)
CL 0144-21		01.0-00100.0-00000-82100-2210-2130000	1.0	36-VI	A	01-05-21	01-19-21	Human Resources Paid LOA (COVID)
CL 0145-21		01.0-81500.0-00000-81100-2210-7523000	1.0	52-VI	A	01-19-21	02-04-21	Human Resources Paid LOA (COVID)

Leave (Continued)

CL 0146-21	01.0-00100.0-00000-82100-2210-2060000	1.0	35-VI	A	01-04-21	01-08-21	Human Resources Paid LOA (COVID)
CL 0147-21	01.0-65000.0-57601-11100-2110-3220000	.8125	45-II	D	01-04-21	01-08-21	Human Resources Paid LOA (COVID)
CL 0148-21	01.0-33100.0-57602-11100-2110-4320000	.8125	32-VI	D	01-07-21	01-29-21	Human Resources Paid LOA (COVID)
CL 0149-21	01.0-00100.0-00000-82100-2210-4310000	1.0	40-VI	A	01-04-21	01-12-21	Human Resources Paid LOA (COVID)
CL 0150-21	01.0-81500.0-00000-81100-2210-7523000	1.0	56-VI	A	01-15-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0151-21	01.0-00100.0-00000-82100-2210-7520000 01.0-00010.0-00000-82100-2210-4320000	.40 .60	35-III	A	01-02-21	01-08-21	Human Resources Paid LOA (COVID)
CL 0152-21	01.0-00100.0-00000-82100-2210-7520025	1.0	35-VI	A	01-13-21	01-13-21	Human Resources Paid LOA (COVID)
CL 0153-21	01.0-00100.0-00000-82200-2210-7520000	1.0	40-VI	A	01-07-21	01-13-21	Human Resources Paid LOA (COVID)
CL 0154-21	01.0-00100.0-00000-82100-2210-3200000	1.0	35-VI	A	01-04-21	01-26-21	Human Resources Paid LOA (COVID)
CL 0155-21	01.0-00100.0-00000-82100-2210-320000	1.0	40-VI	A	01-11-21	01-19-21	Human Resources Paid LOA (COVID)
CL 0156-21	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7523000	.10 .90	40-III	A	01-05-21	01-19-21	Human Resources Paid LOA (COVID)
CL 0157-21	01.0-81500.0-00000-81100-2210-7523000	1.0	58-V	A	01-19-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0161-21	13.0-53100.0-00000-37000-2210-2150000	.625	32-VI	D	01-22-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0162-21	01.0-81500.0-00000-81100-2210-7523000	1.0	50-IV	A	01-19-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0163-21	01.0-81500.0-00000-81100-2210-7523000	1.0	48-VI	A	01-19-21	01-22-21	Human Resources Paid LOA (COVID)

Leave (Continued)

CL 0164-21	01.0-81500.0-00000-81100-2210-7523000	1.0	44-II	A	01-19-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0165-21	01.0-81500.0-00000-81100-2210-7523000	1.0	56-V	A	01-14-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0166-21	01.0-81500.0-00000-81100-2210-7523000	1.0	44-II	A	01-19-21	02-04-21	Human Resources Paid LOA (COVID)
CL 0167-21	01.0-81500.0-00000-81100-2210-7523000	1.0	50-V	A	01-19-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0168-21	01.0-81500.0-00000-81100-2210-7523000	1.0	50-VI	A	01-19-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0169-21	01.0-81500.0-00000-81100-2210-7523000	1.0	44-VI	A	01-19-21	02-01-21	Human Resources Paid LOA (COVID)
CL 0170-21	01.0-33100.0-57601-11100-2110-4320000	.8125	35-III	D	01-20-21	01-28-21	Human Resources Paid LOA (COVID)
CL 0171-21	01.0-81500.0-00000-81100-2210-7523000	1.0	48-V	A	01-19-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0172-21	01.0-81500.0-00000-81100-2210-7523000	1.0	44-VI	A	01-19-21	01-22-21	Human Resources Paid LOA (COVID)
CL 0173-21	11.0-63910.0-41100-82100-2210-5330044 11.0-63910.0-41101-82100-2210-5330000 11.0-63910.0-41102-82100-2210-5300000 11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41106-82100-2210-5330000 11.0-00639.0-41100-82100-2210-5330000 11.0-63910.0-41100-83000-2210-5330044 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 .07 .145 .07 .06 .08 .075 .07 .145 .07 .06 .08	35-VI	C	01-19-21	02-05-21	Human Resources Paid LOA (COVID)
CL 0174-21	01.0-01500.0-47600-10000-2110-2130000 01.0-30100.0-47600-10000-2110-2139000	.375 .250	32-VI	D	01-14-21	01-15-21	Human Resources Paid LOA (COVID)

Leave (Continued)

CL 0175-21		01.0-00000.0-11100-10000-2110-2090000	.3125	30-VI	D	01-25-21	02-05-21	Human Resources
		01.0-01501.0-47600-10000-2110-2090000	.375	32-VI	D	01-25-21	02-05-21	Paid LOA (COVID)
		01.0-01500.0-47600-10000-2110-2090000	.0625					
CL 0176-21		01.0-00000.0-00000-27000-2410-2140000	1.00	34-VI	C	01-25-21	01-29-21	Human Resources Paid LOA (COVID)
CL 0177-21		12.0-90602.0-11100-10000-2110-2060000	.500	32-V	D	01-27-21	01-29-21	Human Resources Paid LOA (COVID)
CL 0178-21		12.0-90602.0-11100-10000-2110-2160000	.500	32-III	D	01-27-21	02-05-21	Human Resources Paid LOA (COVID)
CL 0179-21		12.0-90602.0-11100-10000-2110-2030000	.375	32-VI	D	01-27-21	02-05-21	Human Resources
		12.0-90602.0-11100-10000-2110-2030000	.2813		D	01-27-21	02-05-21	Paid LOA (COVID)
		12.0-90602.0-11100-10000-2110-2030000	.2188		C	01-27-21	02-05-21	
NGUYEN-MAI, Yen	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2110-2100000	.625	32-VI	D	01-19-21	01-22-21	Edison ATB
		12.0-90602.0-11100-10000-2110-2100000	.375		D	01-19-21	01-22-21	Paid leave due to site closure
RIOS, Lydia	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2110-2050000	.6875	32-VI	C	01-19-21	01-22-21	Stevenson ATB Paid leave due to site closure
TIGRANYAN, Hayk	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000	.8125	40-IV	D	01-22-21	02-05-21	Special Education Parental Bonding

Additional Compensation for Bilingual Translation

DIAZ, Yajaira	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000	.8125	40-I	D	02-01-21		Special Education $43/mo. Oral Translation
SHAHBAZIAN, Shakeh	Middle School Aide	01.0-00000.0-11100-10009-2910-3221000	.6667	34-V	D	02-01-21		John Muir Middle School
		01.0-00000.0-11100-10009-2910-3222000	.3330					$96/mo. Oral & Written

Change of Assignment – Classification/Location/FTE

HARRIS, Jennifer	Senior Attendance Technician	01.0-00000.0-00000-27000-2410-3210000	1.0	39-III	B	02-02-21		Jordan Middle School

Election – Monthly

CAMACHO, Aaron	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000	.8125	40-I	D	02-01-21		Special Education

Election – Monthly (Continued)

RUTHERFORD, Mary	Instructional Assistant-Special Education	01.0-33100.0-57602-11100-2110-2130000	.750	32-I	D	02-08-21		Providencia Elementary
SMITH, Lauren	Educational Interpreter III	01.0-33100.0-57602-11104-2110-3220000	.8125	54-I	D	01-28-21		Muir Middle School

Election – Hourly

ALDOUD, Sahar	Instructional Assistant Children's Center	12.0-90602.0-11100-10000-2130-2140000		32-I	G	02-01-21	02-28-21	Roosevelt Day Care Center
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	G	01-20-21	01-26-21	Burroughs High School
CELIS, Juan	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	10-29-20	11-06-20	Jefferson Elementary
CHILDS, Jennifer	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-2060000		32-VI	D	01-01-21	01-31-21	Jefferson Around the Bell
COCA, Leslie	Instructional Assistant-English Language Development	01.0-42030.0-47600-10012-2130-7429000		32-VI	D	01-01-21	05-27-21	Jefferson Elementary
MAIDA, Souzan Khajo	Bilingual Translator	01.0-30100.0-00000-24950-2950-3229000		16.24	G	01-04-21	01-04-21	Muir Middle School
		01.0-30100.0-00000-24950-2950-2169000		16.24	G	01-04-21	05-27-21	Washington Elementary
RIOS, Lydia	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-2050000		32-VI	C	01-01-21	05-31-21	Bret Harte Around the Bell
STEIN, Jeffry	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	G	01-01-21		Burbank Adult School
SYMONS, Fern Harlene	Instructional Assistant Children's Center	12.0-90602.0-11100-10000-2130-2050000		32-I	G	01-05-21	01-15-21	Bret Harte Children's Center
		12.0-90602.0-11100-10000-2130-2050000		32-I	G	01-06-21	01-08-21	Bret Harte Children's Center

Election – Walk on Coach

BRIGGS, James Robert	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		14.00	F	01-01-21	01-31-21	Burroughs High School
ESTRADA, Blake Jonathan	Short Term Athletic	01.0-90201.0-17006-41002-2171-4328500		14.00	F	01-01-21	01-31-21	Burroughs High School
MC GUIRE, Amy	Short Term Performing	01.0-90201.0-17007-41001-2171-2068700		14.00	F	01-01-21	05-31-21	Jefferson Elementary

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 01/12/2021 & 01/15/2021

PO Number	Vendor	Description	Site	Fund	Total Amount
21000034	LOWE'S HOME IMPROVEMENT	C/O 1: INCREASE BY $5,000.00; 2020-21 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$10,000.00
21000953	FELLERS INC	C/O 1: ADD ACCOUNT STRING - CRF FUNDS; 2020-21 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$30,000.00
21000988	DISCOUNT SCHOOL SUPPLY	C/O 1: REDUCE BY $393.56; CLASSROOM SUPPLIES; GIFT FUNDS	HORACE MANN CHILDREN´S CENTER	010	$3,343.43
21001198	WAXIE SANITARY SUPPLY	C/O 2: CANCEL BACKORDER; SAFETY SUPPLIES; ESSER & GEER FUNDS	WAREHOUSE	010	$55.08
21001585	PRINTERSAURUS REX, INC.	C/O 1: INCREASE BY $2,869.76 FOR BALANCE DUE; BACK TO SCHOOL SPIRIT WEAR; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$4,547.76
21001795	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: INCREASE BY $2,929.00 - GIFT FUNDS; 2020-21 BLANKET ORDER; SAFETY SUPPLIES	JEFFERSON ELEMENTARY	010	$3,929.00
21001796	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: INCREASE BY $921.00 - GIFT FUNDS; 2020-21 BLANKET ORDER; SAFETY SUPPLIES	JEFFERSON ELEMENTARY	010	$1,921.00
21001950	AMAZON CAPITAL SERVICES	C/O 1: CANCEL ITEMS - REDUCE BY $46.24; CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$650.44
21001954	AMAZON CAPITAL SERVICES	C/O 1: CANCEL ITEM; CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$29.73
21001969	LOWE'S HOME IMPROVEMENT	C/O 1: REVISE PART NUMBER; SAFETY SUPPLIES; CRF LCAP FUNDS	FACILITIES SERVICES	010	$14,850.34
21002027	AMAZON CAPITAL SERVICES	C/O 1: REDUCE BY $170.55; OFFICE SUPPLIES	MILLER ELEMENTARY	010	$63.98
21002103	SCHOLASTIC INC.	MAGAZINES; TITLE III IMMIGRANT EDUCATION FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$107.20
21002104	TALK TOOLS LLC	TESTING MATERIALS	SPECIAL EDUCATION	010	$57.61
21002105	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; STEM GRANT FUNDS	MUIR MIDDLE SCHOOL	010	$120.79
21002106	RED RIVER PRESS INC.	SOFTWARE SUBSCRIPTION; TITLE III FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$204.00
21002107	UME FEDERAL CREDIT UNION	SOFTWARE LICENSE; TITLE III FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$120.00
21002108	TOTAL COMPENSATION SYSTEMS, INC	PROFESSIONAL SERVICES AGREEMENT; ACTUARIAL STUDY; BOARD APPROVED 7/16/20	FISCAL SERVICES	010	$6,000.00
21002109	TEACHER SYNERGY LLC	2020-2021 BLANKET ORDER; INSTRUCTIONAL MATERIALS; TITLE I FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,000.00
21002110	DEPARTMENT OF INDUSTRIAL RELATIONS	ANNUAL CONVEYANCE PERMIT FEE FOR MILLER ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$675.00
21002111	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$800.35
21002112	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$50.24

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 01/12/2021 & 01/15/2021

PO Number	Vendor	Description	Site	Fund	Total Amount
21002113	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$29.41
21002114	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$187.62
21002115	ELITE MODULAR LEASING AND SALES INC	LEASE EXTENSION OF RELOCATABLE CLASSROOMS @ DISNEY ES; PIGGYBACK SSPU #40-09/2016-17; CAPITAL FACILITIES FUNDS; BOARD APPROVED 12/17/20	FACILITIES SERVICES	250	$16,400.00
21002116	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$206.60
21002117	PAL, MELANIE	REIMBURSEMENT TO PARENT FOR SOFTWARE SUBSCRIPTION; GIFT FUNDS	STEVENSON ELEMENTARY	010	$149.90
21002118	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$110.19
21002119	OLIVEROS, MARICAR	REIMBURSEMENT TO TREASURER OF PFC FOR PRINTING SERVICES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$53.56
21002120	KIM, BARBARA	REIMBURSEMENT TO TEACHER FOR OFFICE SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$61.79
21002121	ALBARIAN, KRISTINA	REIMBURSEMENT TO TEACHER FOR BOOKS; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$50.00
21002122	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$217.92
21002123	PIERCE, EMILY	REIMBURSEMENT TO TEACHER FOR SOFTWARE SUBSCRIPTIONS	JOHN BURROUGHS HIGH SCHOOL	010	$398.99
21002124	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT	PROVIDENCIA ELEMENTARY	010	$319.45
21002125	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	MUIR MIDDLE SCHOOL	010	$127.78
21002126	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT	MUIR MIDDLE SCHOOL	010	$50.70
21002127	AMERICAN TECHNOLOGY SOLUTIONS, CORP.	SOFTWARE & MAINTENANCE FOR PROGRAM TO MANAGE 1095-C; BOARD APPROVED 6/18/20	PERSONNEL SERVICES	010	$4,805.22
21002128	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$29.72
21002129	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$16.53
21002130	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLY	BRET HARTE ELEMENTARY	010	$26.99
21002131	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLY	JORDAN MIDDLE SCHOOL	010	$41.55
21002132	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$128.85
21002133	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GEER FUNDS	HORACE MANN CHILDREN´S CENTER	010	$50.63
21002134	SHERWOOD FOREST FARMS	HOLIDAY SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$3,648.93
21002135	HARBRIDGE, CHRISTINA	REIMBURSEMENT TO PSYCHOLOGIST FOR OFFICE SUPPLIES; GEER FUNDS	SPECIAL EDUCATION	010	$102.24

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 01/12/2021 & 01/15/2021

PO Number	Vendor	Description	Site	Fund	Total Amount
21002136	BERICH, ERIN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GEER FUNDS	SPECIAL EDUCATION	010	$64.58
21002137	KESHISHIAN, ARAZ	REIMBURSEMENT TO TEACHER FOR OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$148.68
21002138	AIDINYANTZ, LINDA	REIMBURSEMENT TO SECRETARY FOR OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$85.07
21002139	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$61.17
21002140	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$17.40
21002141	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$42.96
21002142	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	SPECIAL EDUCATION	010	$99.09
21002143	SCHOOL HEALTH CORP.	HEALTH SUPPLIES	PROVIDENCIA ELEMENTARY	010	$333.25
21002144	AMAZON CAPITAL SERVICES	OFFICE SUPPLY	STEVENSON ELEMENTARY	010	$12.63
21002145	MORREALE, KATELYN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES AND SOFTWARE LICENSE	JOHN BURROUGHS HIGH SCHOOL	010	$160.87

PO Count: **54** **Total:** **$106,766.22**

Printed between 01/12/2021 & 01/15/2021

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	53	$90,366.22
250	Capital Facilities Fund	1	$16,400.00
		Total:	**$106,766.22**

2/18/2021

To the Superintendent of Schools:

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

Warrants	Payroll		Warrants	Commercial	
6836324	6836325		26189262	26189292	
6837157	6837199		574437	574439	
6838017	6838037		26190535	26190548	
6839088	6839108		26192173	26192211	
2627764	2627853		575169	575284	
2654592	2654770		26193599	26193609	
			575531	575531	
			26194791	26194801	
			26198489	26198505	
			576120	576121	
			26199680	26199703	
			26201281	26201289	
			26202650	26202674	
			576608	576613	

2/1/21 - 2/5/21	**$**	**1,113,303.93**	**1/27/21 - 2/8/21**	**$**	**826,943.33**

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	February 18, 2021
SUBJECT:	Ratification and Approval of Instructional Consultant Services

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Background:

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

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION and APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: February 18, 2021

Site	Name	Purpose	Dates	Cost	Appropriation Number
Roosevelt Elementary School	The Music Center	The Music Center will present a theatrical presentation to: Shadow Ball: The Story of Black Baseball. Presenter uses pantomime and movement to convey the action of the game, told with humor and music. Presentation will be a virtual online live assembly for TK-5th grade students.	2/25/2021	$1,300.00	01.0-90201.0-11100-10000-5810-2148200
Roosevelt Elementary School	Academic Entertainment	Academic Entertainment will provide (2) 45-minute online science shows including stunts, goofy silliness, magic tricks and a live Q&A with the students. Topics include physical science, math, air pressure, safety in the lab, Bernoulli's principle and much more.	3/4/2021	$1,295.00	01.0-90201.0-11100-10000-5810-2148200
Edison Elementary School	Mad Science	Mad Science will present a virtual family STEAM night for Edison Elementary School.	3/31/2021	$560.000	01.0-90350.0-11100-10000-5810-2028000
Edison Elementary School	Megan McNulty	Ms. McNulty will provide (7) weekly grade level choreography and dance lessons for all classrooms via video, culminating in (1) live dance performance with students via Zoom. This is part of the art wheel instruction.	4/1/2021 – 5/5/2021	$2,500.00	01.0-90201.0-11100-10000-5810-2028700
Edison Elementary School	Pamela Massengale	Ms. Massengale will provide virtual sewing classes to grades 3-5 as part of the Arts wheel instruction.	2/22/2021 – 3/15/2021	$300.00	01.0-90201.0-11100-10000-5810-2028700
Providencia Elementary School Luther Burbank Middle School	The Music Center	The Music Center will provide multicultural virtual assemblies for all Providencia Elementary and Luther Burbank Middle School students as part of the Music Center OnTour Grant Program. A fully live virtual performance allows students to experience a performance with artists during a 30-35 minute Zoom session. Students have direct access to the artists for interactive engagement.	2/19/2021 – 5/14/2021	$200.00	01.0-00000.0-11100-10000-5810-2131000 01.0-90700.0-11100-10000-5810-3208000
Bret Harte, Roosevelt, and Stevenson Elementary Schools	Box Cars and One-Eyed Jacks	Box Cars and One-Eyed Jacks will provide one virtual family math night for ELD students at the three schools combined. Students and families will learn math strategies with games, and be given the materials purchased from Box Cars and One-Eyed Jacks to continue learning at home. Speakers fee is being waived in lieu of materials purchased.	4/6/2021	$0	N/A

Bret Harte Elementary School	George Kalcoff (RATIFICATION)	Mr. Kalcoff created videos of art lessons to be available in teachers' Google Classroom. Kindergarten – 2nd will have similar lessons; 3rd – 5th will have different, similar lessons.	1/4/2021 – 2/28/2021	$1,400.00	01.0-90201.0-11100-10000-5810-2058200

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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 7th of JANUARY, 20 21 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and THE MUSIC CENTER hereinafter referred to as "Consultant."

Payee's Name THE MUSIC CENTER Daytime Phone Number 213-972-4310

Email Address MTurner@musiccenter.org

Mailing Address 135 N GRAND AVE; LOS ANGELES, CA 90012

Sponsoring Administrator MATTHEW OSMOND, PRINCIPAL

Board Approval Date February 18, 2021

Account String 010-90201-0-11100-10000-5810-2148200

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 650.00 per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 1300.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on FEBRUARY 25, 2021 and terminating on FEBRUARY 25, 2021.
3. Payment Terms: UPON COMPLETION OF FINAL ASSEMBLY
4. Consultant will provide the following services:

Automne

TO PRESENT A THEATRICAL PRESENTATION OF SHADOW BALL: THE STORY OF BLACK BASEBALL. PRESENTER USE AND MOVEMENT TO CONVEY THE ACTION OF THE GAME. TOLD WITH HUMOR AND MUSIC.

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

Burbank Unified School District of Los Angeles County

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

_____		DocuSigned by: Keith Wyffels 884D687E8EF94D6...		1-7-2021
BUSD Authorized Signature/Title	Date	Consultant	THE MUSIC CENTER	Date

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

Revised 06/19

CURRICULUM CONNECTIONS

THE MUSIC CENTER

ROCHEL GARNER COLEMAN—Shadow Ball: The Story of Black Baseball

ART FORM: Theatre

STYLE: Contemporary

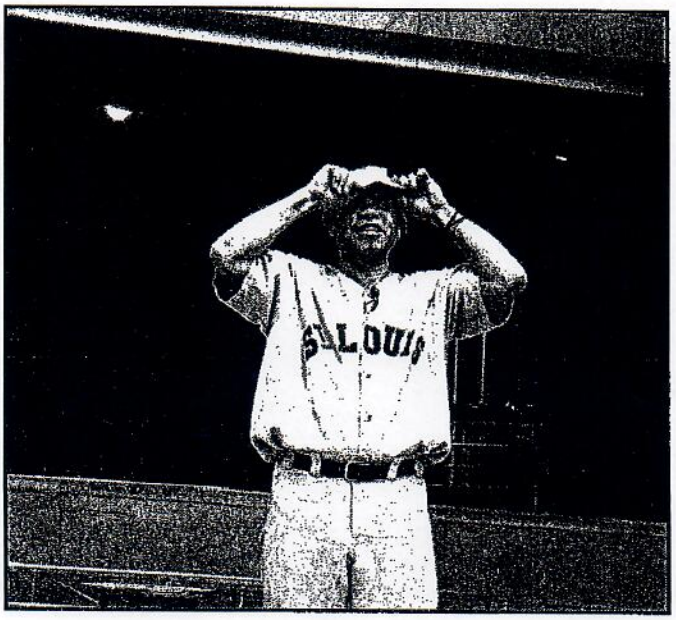
CULTURE: African American

MEET THE ARTIST:

Rochel Garner Coleman is an actor, singer and storyteller whose career began at the age of nine. Singing professionally with the Berkshire Boys' Choir, he distinguished himself as a soloist performing with Pablo Casals and the Boston Symphony at Tanglewood, Massachusetts. His first theatre experience was as a cast member in Leonard Bernstein's "Mass," a production which opened the John F. Kennedy Center for the Performing Arts in Washington, D.C. and later traveled to Lincoln Center in New York City. At Indiana University and Colorado College, Rochel studied music and theatre, continuing professional studies at Trinity Repertory Conservatory in Providence, R.I. A talented and charismatic performer, Rochel created the historical portrait of black cowboy Nat Love, as well as other theatre pieces portraying the African American cadets known as the Tuskegee Airmen and the slain civil rights champion, Dr. Martin Luther King, Jr.

ABOUT THE PERFORMANCE:

Shadow Ball tells the story of James Thomas Bell, known as "Cool Papa Bell," the fastest man ever to play baseball. In this one man show, Rochel Coleman recreates the life and times of the players of the Negro Leagues from the early 1920's, through the Great Depression, to the breaking of the color barrier by Jackie Robinson's signing with the Brooklyn Dodgers in 1947. Dressed in reproductions of actual Negro League uniforms, Mr. Coleman uses pantomime and movement to convey the action of the game. Compellingly told with humor and music, this authentic production is truly a home run.



PREPARING FOR THE EXPERIENCE:

The term 'shadow ball' referred to the pre-game warm-up in pantomime that the barnstorming black teams of the Negro Leagues liked to do. They threw an invisible ball around the infield, hit and fielded imaginary fly balls, making close plays and diving catches. To the fans in the stands, it all looked real.

The first documentation of African Americans playing baseball comes from the collected papers of a slave brought to the front lines of the Civil War by his owner. He learned the game from soldiers he watched playing the sport. Baseball was played in American colleges by 1880 and team pictures suggest that integrated teams were relatively common. As Jim Crow segregation spread across state boundaries North and South, Negroes were prevented from playing on the same teams with white athletes.

Rube Foster, the father of Black baseball, founded the Negro League in 1920. He organized teams around the country into a body governed by a council of owners. Pennant races developed strong rivalries as the teams traveled from town to town by train, car or bus.

The Negro Leagues flourished during the 1920's but were hit hard by the Great Depression, when the price of admission, fifty cents a game, became a luxury. The election of Franklin Delano Roosevelt and his "New Deal" politics paved the way for the integration of baseball. Jackie Robinson's signing with the Brooklyn Dodgers in 1947 and Satchel Paige's signing with the Cleveland Indians in 1949 were landmark moves that brought top black players to the major league teams. By 1960, only four Negro teams existed and the League folded.

Some of the great players included: Ernie Banks, Hank Aaron, Willie Mays, Roy Campanella and James Thomas ("Cool Papa") Bell. In 1974, on the same day as Whitey Ford and Mickey Mantle, James Thomas Bell was inducted into the Baseball Hall of Fame in Cooperstown, New York.

DISCUSSION QUESTIONS:

• Prior to the performance, were you aware that there was a time in our country's history when African Americans could not play in major league baseball?

• Discuss some of the challenges that black ballplayers faced in the 1920's-1940's. How were their experiences different from those of black ballplayers today?

• Do you think that working as a baseball player was a good job for James Thomas Bell?

• What does the term "shadow ball" mean?

• How did Rochel Coleman use his body and voice during the performance to convey the actions of a real baseball game?

FRAMEWORK FOCUS—MATHMATICS:

Identify the geometric shapes one would find on a baseball field (diamond - infield; circle - pitcher's mound; square - bases; rectangle - dug-out.)

Figure out a player's batting average by dividing the number of "hits" (single, double, triple, home run) by the number of "at bats." A walk or "base on balls" is not counted as a hit.

Example: 180 hits ÷467 at bats =.385 average

Compute a pitcher's ERA or "earned run average." Earned run average is the average number of earned runs scored on a pitcher per game. It is calculated by taking the number of earned runs scored on a pitcher

(excluding men on base as a result of errors), and dividing it by one-ninth, the total number of innings pitched.

ERA= Earned runs/(innings pitched/9)

California Arts Standards: Artistic Processes	
Cr	Creating
Pr	Performing/Producing/Presenting
Re	Responding
Cn	Connecting
Learn more at:	
https://tinyurl.com/ArtsStandardsCA	

ACTIVITIES TO ENHANCE THE EXPERIENCE:

Pr Use pantomime and creative movement to prepare a "shadow ball" routine with fielding, batting and pitching elements.

Cn Music from different eras is used in the performance of Shadow Ball to convey a sense of the time periods. Listen to recordings that were popular during the 1920's to the 1940's, from the Jazz Age (1920's), the Depression (1930's) and World War II (1940's).

Pr Role-play a scene in which a Negro Leagues' team comes in contact with Jim Crow segregation laws. Possible settings: a hotel, a restaurant, a store.

Cr Develop a radio broadcaster's play-by-play description of part of a baseball game using some of baseball's unique vocabulary:

Can of Corn - a fly ball that can be easily caught.

Chin Music - a ball pitched close to a batter's chin.

Ducks on the Pond - runners on the base.

Lumber - a bat.

Tweener - a ball hit between two outfielders.

Shoestring Catch - a catch made by an outfielder just before the ball touches the ground.

Cn Shadow Ball reveals the struggles that players like James Thomas Bell endured during the course of their careers. Describe the scenes in the play that were turning points for him. Interrelate the connections between "Cool Papa" Bell's experiences in the play and challenges you may have faced in your life. Write about the meanings or lessons learned from the theatrical presentation.

SUGGESTED RESOURCES:

McKissack, Patricia C. and Fredrick, Jr., *Black Diamond.* Scholastic Inc., 1994.

Peterson, Robert W., *Only the Ball Was White.* Prentice Hall, Inc., 1970.

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 28th of January, 20 21 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and ACADEMIC ENTERTAINMENT hereinafter referred to as "Consultant."

Payee's Name ACADEMIC ENTERTAINMENT, INC. Daytime Phone Number 800-883-9883

Email Address Office@AcademicEntertainment.com

Mailing Address 1495 SW LOST TRAIL DRIVE; PULLMAN, WA 99163

Sponsoring Administrator MATTHEW OSMOND, PRINCIPAL

Board Approval Date FEBRUARY 18, 2021

Account String 010-90201-0-11100-10000-5810-2148200

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 647.50 per hour☐/ per day ☐/ per session■ for a total not to exceed $ 1295.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 4, 2021 and terminating on March 4, 2021.
3. Payment Terms: $388.50 DUE NOW; $906.50 BALANCE DUE UPON COMPLETION
4. Consultant will provide the following services:

   TWO 45-MINUTE ONLINE SCIENCE SHOWS INCLUDING STUNTS, GOOFY SILLINESS, MAGIC TRICKS AND A LIVE Q&A WITH THE STUDENTS. TOPICS: PHYSICAL SCIENCE; MATH, AIR PRESSURE, SAFETY IN THE LAB, BERNOULLI'S PRINCIPLE AND MUCH MORE

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title _____ Date _____

Consultant Gina M Johnson ACADEMIC ENTERTAINMENT Date 1-28-2021

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

Revised 06/19

Virtual/Online Wacky Science Show is Crazy! Zany!

More than just whiz, bang, poof and pop, the virtual version of The Wacky Science Show in combination with elements from Supermarket Science, focuses on science with everyday objects and makes the Scientific Method easy to understand! Hard-boiled eggs, applesauce, and a flying clipboard are all a part of the fun of the Virtual Science Show. Students learn that chemical reactions, air pressure, inertia, and potential and kinetic energy make up a big part of our everyday lives. Science is everywhere, even in a place as uninteresting, unexciting and routine as the supermarket!

Lessons include: Physical Sciences, Math, Air Pressure, Safety in the Lab, Bernoulli's principle, Reactions between Chemicals, and Centripal/Centrifugal forces, kinetic energy, potential energy, inertia, connections in technology, and using chemicals in observations.

This 45-minute elementary and middle school online science show is rounded out with incredible stunts, goofy silliness, and even a few magic tricks that keep kids on the edge of their seats, plus a live Q&A with students. FUN! And it's Packed with Learning too! Students will find out which everyday household things can be used in some cool science stunts while learning all about the Scientific Method at the same time.

- Zoom preferred, YouTube Live w/o Q&A or pre-recorded also available
- Up to 300 audience members

About

Doug Scheer is the creator and proprietor of The Wacky Science Show. Doug has performed educational programs throughout the state of Michigan and across the US since 1987, touring as a featured act in trade shows for the automaker, Chevrolet. Doug has been praised and highly sought for his experience as a performing artist, teacher and coach with a unique expertise in combining educational experiences with educational content. His school assembly programs and summer camp shows have graced the stages more than eight thousand elementary schools, as well as countless trade shows, corporate training seminars, and even state fairs!

The Wacky Science Show throughout various locations in the US. Your school may have a different person as your presenter, or varied backdrops and props depending on your area.

Doug Scheer is widely recognized as a national and international leader in youth entertainment. He has lectured at Kidabra the International Conference; MagicLive in Las Vegas; The Society of Magicians in Tel Aviv, and the SAM/IBM national convention in St Louis. His work has been published in "MAGIC", a national trade magazine, is the author of "Scripts & Clips, Educational Routines for School Performers," and recently published the Diversity Circus magic and comic book DVD set.

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 22 day of 1, 2021 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Mad Science — 818 909-6777

Payee's Name (Person or Company) — Social Security or Federal I.D. # — Daytime Phone Number

Mailing Address: 15815 Monte St #101 — City: Sylmar — State: CA — Zip: 91342

Sponsoring Administrator: Laura Flos — Print Name; Principal — Title; Laura Flos — Signature; Edison — Location

Board Approval Date: 2/18/21 — Account Code: 010-90350-0-11100-10000-5810-202 8000

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 provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

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 $ 560.00 per hour ☐ / per day ☐ (per session) ☐ for a total not to exceed $ 560.00
2. The term of the Agreement shall be the period commencing on 3/31/21 and terminating on 3/31/21
3. Consultant will provide the following services:

   Mad Science will present a virtual per family STEAM night
4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. 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.
6. 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.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. 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.
9. 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.

_____ Fiscal Services Administrator — Date

Consultant — 1/28/21 Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.

Revised 08/10

Mad Science
15815 Monte St. Unit 101
Sylmar, CA 91342
818-909-6777

Mad Science's mission is to spark the imagination and curiosity of children everywhere by providing fun, interactive, and educational activities that instill a clear understanding of science and how it affects the world around them.

Mad Science of Los Angeles was established in 1996 and covers all of Los Angeles and Ventura Counties. We have delivered our proprietary programming to hundreds of locations and thousands of children from preschool through elementary school.

Our programs are STEAM-based and were designed by a professional team of educators and scientists to be both scientifically accurate and meet Next Generation Science Standards for California. An inquiry-based approach is used, encouraging the students to learn through self-discovery. Students have the opportunity to learn by asking questions, observing demonstrations, completing experiments, and building take-home projects.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 28 day of January, 2021 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Megan McNulty | [redacted] | [redacted]

Payee's Name (Person or Company) | Social Security or Federal I.D. # | Daytime Phone Number

Mailing Address: [redacted]

City | State | Zip

Sponsoring Administrator: Laura Flos, Principal [signature]

Print Name | Title | Signature | Location

Board Approval Date: 2/18/21 Account Code: 010-90201 0-1110-10000 -5810 -202 8700

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 provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ $2,500 per hour ☐ / per day ☐ / per session ☐ for a total not to exceed $ 2,500
2. The term of the Agreement shall be the period commencing on _____ and terminating on _____.
3. Consultant will provide the following services:

   Dance instruction for all students in TK-5 to prepare for Spring dance.

4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. 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.
6. 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.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. 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.
9. 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.

_____ | _____ 1/29/21

Fiscal Services Administrator Date | Consultant Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.
Revised 08/10

Megan McNulty

Megan grew up dancing on the stage of the McCarter Theatre with the Princeton Ballet. She trained under the American Repertory Ballet's Junior Company, before attending the University of Virginia, where she graduated with her Master of Teaching in Special Education and her BA in Theatre. Megan has taught dance to all ages, from New York to Virginia to California. In addition, she has worked as a professional choreographer and Dance Captain, with favorite shows including West Side Story, Footloose, and Carousel, to name a few. Megan has run a successful tutoring business for the past 18 years in NYC and LA, currently serves as an Instructor for The Professional Program at UCLA, under the School of TFT, and is a studio director/teacher/coach at Warner Loughlin Studios in Hollywood. Megan lives in Burbank with her husband, Coast Guard Officer Stuart Ambrose, their daughter, Mack, and their son, Huck.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 28 day of Jan., 2021 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Pamela Massengale

Payee's Name (Person or Company) | Social Security or Federal I.D. # | Daytime Phone Number

Mailing Address: [redacted]

City | State | Zip

Sponsoring Administrator: Laura Flosi Principal [signature] Edison

Print Name | Title | Signature | Location

Board Approval Date:_____ Account Code: _____

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 provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

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 $300.00 per hour ☐ / per day ☐ / per session ☐ for a total not to exceed $300.00
2. The term of the Agreement shall be the period commencing on _____ and terminating on _____.
3. Consultant will provide the following services:

   Pamela will provide sewing lessons for grades 3-5 as part of our Arts Wheel.

4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. 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.
6. 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.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. 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.
9. 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.

_____ _____ Pamela Massengale

Fiscal Services Administrator | Date | Consultant | Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.
Revised 08/10

Pamela Massengale

[redacted]

Pam Massengale began sewing when she was in middle school in West Los Angeles in the 1960's, and she has been doing it ever since. She began by making clothes for herself, but as she got older, she expanded her repertoire of projects to include clothes for her children, pillows, curtains, and even upholstery. Her true specialty, however, is making Halloween costumes for her children and grandchildren. Pam is the mother of 5 and grandma to 6, so she has had lots of opportunity to perfect her craft over the years. Pam is excited to share her hobby with the students of Edison, because she believes that the satisfaction of seeing a project that one has sewn with their own hands come to fruition is something that everyone should experience. She gets so much joy from seeing one of her grandchildren proudly wearing a costume that she has created for them. When Pam isn't sewing, she enjoys cooking, spending time with family and friends, walking on the beach, and camping.

DocuSign Envelope ID: FBDF64C1-E6D1-4334-9E02-A4CF5C60464E

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 18 of February, 20 21 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Music Center hereinafter referred to as "Consultant."

Payee's Name The Music Center Daytime Phone Number 213-972-3397

Email Address MTurner@musiccenter.org

Mailing Address 135 North Grand Ave., Los Angeles, CA 90012

Sponsoring Administrator Sharon Cuseo, Assistant Superintendent

Board Approval Date February 18, 2021

Account String Luther:01-907-0-11100-10000-5810-320-8000 Providencia: 01.0-00000.0-11100-10000-5810-2131000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 100 per hour☐/ per day ☐/ per session☒ for a total not to exceed $200 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on February 19, 2021 and terminating on May 14, 2021 .
3. Payment Terms: Payment on February 19, 2021
4. Consultant will provide the following services:

   Music Center will provide virtual assemblies for Providencia Elementary , Luther Middle School as part of the Music Center OnTour Virtual Assembly Grant.

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

Burbank Unified School District of Los Angeles County

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

DocuSigned by:
keith Wyffels
88AD687E8EF94D0...

BUSD Authorized Signature/Title Date Consultant The Music Center Date

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

Revised 06/19

THE MUSIC CENTER

THE MUSIC CENTER ON TOUR: ONLINE

Live Virtual Performances

A fully live virtual performance allows students to experience a performance with our artists during a 30-35 minute Zoom session; there is no video function associated with the students participation to provide maximum privacy for minors. During the performance, students have direct access to the artists for interactive engagement using interactive Zoom features.

Duration: 30-35 minutes
Cost: $650

Coming Soon:

- Craig Woodson's World Orchestra: Available 2/1/21
- Rochel Garner Coleman: Available 2/9/21

CONTACT US





Breadcrumbs Along the Trail

Chic Street Man





Craig Woodson's World Orchestra

LEARN MORE

Dancing Storytellers

LEARN MORE





Olga Loya

LEARN MORE

Rochel Garner Coleman

LEARN MORE

CONTACT US



World Adventures with

BREADCRUMBS ALONG THE TRAIL



CHIC STREET MAN



CRAIG WOODSON'S WORLD ORCHESTRA



DANCING STORYTELLERS: INDIAN MYTHOLOGY AND ME



ROCHEL GARNER COLEMAN



OLGA LOYA



HOLIDAY HARPS



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 29th of January, 20 21 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Box Cars and One-Eyed Jacks hereinafter referred to as "Consultant."

Payee's Name Box Cars and One-Eyed Jacks, Inc. Daytime Phone Number 780-440-6284

Email Address jane@boxcarsandoneeyedjacks.com

Mailing Address Unit 101, 17920 105 Avenue, NW Edmonton, Alberta T5S 2H5, Canada

Sponsoring Administrator Marta Walter, Matthew Osmond, Jill Johnson

Board Approval Date 2/18/2021

Account String Stevenson-010-90201-0-11100-10000-5810-215-8000;

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

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 0 per hour☐/ per day ☒/ per session☐ for a total not to exceed $0 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 6,2021 and terminating on April 6,2021.
3. Payment Terms: Speaking Fee waived in lieu of materials purchase
4. Consultant will provide the following services:

   Virtual Family Math Night for ELD students

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

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title Date

Consultant Box Cars and One-Eyed Jacks Date Jan 30/21

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



www.box cars and one eyed jacks®.com

Winning Workshops & Resources

For over 20 years, Box Cars & One-Eyed Jacks has worked successfully with school districts, teachers, parents and children to provide math and language workshops and materials.

Created by the award winning and bestselling authors Jane Felling and Joanne Currah, and taught by a team of highly qualified and diverse workshop leaders, Box Cars & One-Eyed Jacks workshops help teachers improve mathematics and language instruction through games as a teaching strategy. John Felling joined Box Cars And One-Eyed Jacks as an owner in 2011, bringing with him 30 years of experience as school teacher, school administrator, educational leader, presenter and author.

The Box Cars team brings innovation, inspiration, and excellence to their workshops, offering expertise in early childhood, elementary, junior high, high school, special education and second language instruction.

The Award Winning resources spanning Kindergarten to Grade 12 are written by teachers for teachers, parents and children.

The resources have been approved as a teacher resource by various Departments of Education because of the strong links and alignment to their State and Provincial Mathematics Curriculum, the N.C.T.M. Standards and now, the new Common Core Curriculum Standards for the United States.

The authors have created over 1000 games and activities that focus on thinking, reasoning, and problem solving.

The games incorporate the use of motivating manipulatives (cards, dice and special multi-sided dice) and provide opportunities for students to write and talk about their learning.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 30th of November, 20 20 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and George Kalcoff hereinafter referred to as "Consultant."

Payee's Name George Kalcoff Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Martha Walter

Board Approval Date February 18, 2021

Account String 01.0-90201.0-11100-10000-5810-2058200

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1400.0 per hour☐/ per day ☐/ per session■ for a total not to exceed $ 1400.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 10, 2020 and terminating on February 28, 2021.
3. Payment Terms: single payment upon delivery of videos to teachers
4. Consultant will provide the following services:

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title Date

Consultant George Kalcoff 2/2/21 Date

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

Revised 06/19

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	February 18, 2021
SUBJECT:	Approval of Non-Instructional Consultant Services

Background:

The purpose of the Non-Instructional Consultant Services is to support the goals of the school and/or District. Consultants are selected based on their qualifications, expertise and experience. When a non-instructional consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All non-instructional consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF NON-INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: February 18, 2021

Site	Name	Purpose	Dates	Cost	Appropriation Number
John Burroughs High School	Jostens, Inc.	Jostens, Inc. will be the exclusive yearbook provider for the years 2022 through 2024. Jostens is willing to be flexible with the budget during the pandemic and is not requiring a minimum purchase of 1000 yearbooks.	2022 – 2024	$92,000.00	01.0-90904.0-11100-10000-5850-4328100
Luther Burbank Middle School	Visit Virtual Venues	Visit Virtual Venues will provide the school community a virtual presentation of the campus, key areas, specialized classrooms, and key areas of interest. This will engage and connect our past students/families and also our current school community members. This will also greatly serve as an opportunity for future Luther Burbank Middle School members to view our physical campus without having to physically be on campus.	2/19/2021 – 5/31/2021	$2,899.00	01.0-30100.0-11100-10000-5850-3209000

Yearbook Agreement

Jostens, Inc. | 7760 France Avenue South, Suite 400 | Minneapolis, MN 55435 | 952-830-3300

Job # 10709 (Use Physical 911 Address/No P.O. Boxes)

Customer Name: JOHN BURROUGHS HIGH SCHOOL

Street Address: 1920 W CLARK AVE

City: BURBANK

State: CA Zip/Postal: 91506

Customer Phone: (818)558-4777

Contact Name: Jan Hacker

Contact Role: Yearbook Adviser

Contact Email: janhacker@burbankusd.org

Contact Phone: (818) 729-6900

The Term of this Agreement is for the following years:
(Specifications subject to annual review)

2022 through 2024

Program:
HORIZON

Creation Method:
YTO

Ship Date: 5/2/2022 Trim Size: 9 x 12

Copies: 1150 Pages: 240

Cover: Custom Litho

Paper Stock: STD 100# MAT196

Ship kit by: (Sept is default) August
(Allow 2 weeks for processing)

Proposed Budget: $92000.00
(Dollars only, not per book amount)

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified (the "Term"). The parties agree as follows:

1. Jostens and the Customer will work together to establish all yearbook specifications, completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions. Changes to the specifications may result in additional charges on the final invoice.
2. After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.

This agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions found at:

https://jostens.secure.force.com/terms?lid=YBKUS

X _____
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

_____ _____
PRINTED NAME DATE

X _____
SIGNATURE OF 2ND CUSTOMER AUTHORIZED REPRESENTATIVE
(IF REQUIRED)

_____ _____
PRINTED NAME DATE

X _____
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

_____ _____
PRINTED NAME DATE

Job Status: R **Rep #** 5686

*Rep: If new, previous publisher:

Type Order: High School

School Type: Public

Yearbook included in Tuition: ☐

Additional Notes/Specifications (include Shipping Address if different than above address):

Guaranteed budget - each year.
Book quantity and page count subject to change. Any edits or changes to the budget will require adviser approval, and admin as necessary.

LUTHER BURBANK MIDDLE SCHOOL

Virtual Campus Tour Proposal

Presented by Visit Virtual Venues



www.visitvirtualvenues.com

Commitment to quality and customer service

Visit Virtual Venues aims to provide organizations and businesses like yours a bold and engaging way to interact with your customers and community. The virtual tour industry is new and rapidly changing, but rest assured that we are committed to transparent communication every step of the way.

We want to partner with forward leaning leaders who are open to embracing this technology. Being a small business, based out of Burbank, CA we rely on a belief that providing a high quality product, backed by accountable customer service, will convert clients into raving fans!

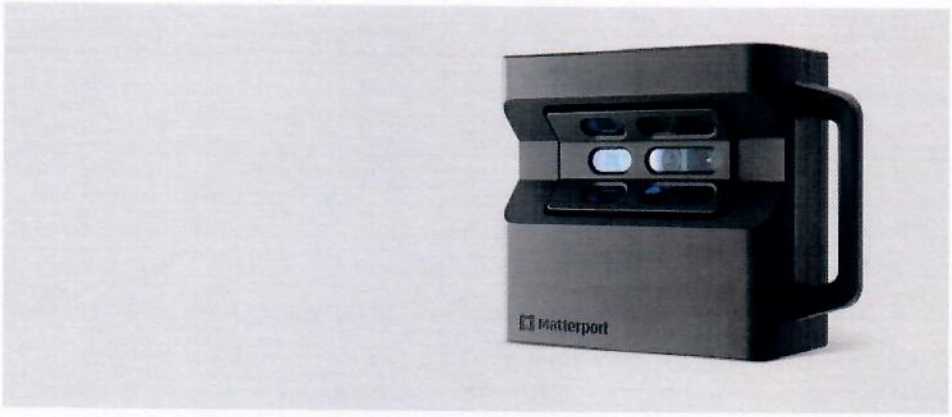
Because of our confidence in our quality and customer service, if in the first 30 days of the completion of your tour if you are unhappy for any reason whatsoever, we will **give you a 100% refund**. All that we ask is that you provide us an honest chance at correcting the misstep.

Oscar E. Castillo

Founder

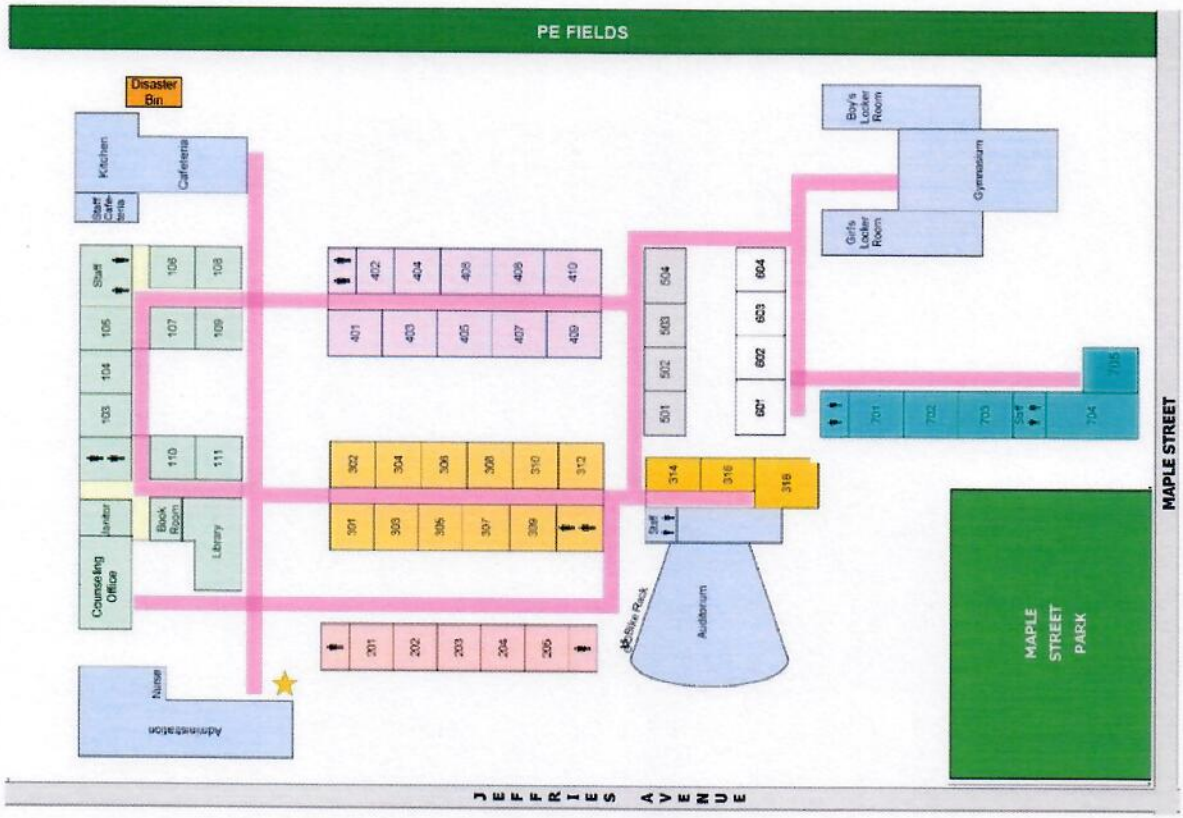
Hardware & Software Partner

Note that we currently utilize the Matterport system, which captures and combines photos and Infrared powered spatial mapping to create the industry leading virtual tour that it's famous for. Visit Virtual Venues is recognized as an approved Matterport Service Provider for the Burbank area.



Note that while Matterport tours are intuitive, interactive and memorable, they will always be hosted "in the cloud" and therefore can never be located "on your server".

Project Scope



Luther Burbank Middle School

3700 West Jeffries Avenue, Burbank, CA 91505

The following outlines the scope of the project and serves as a communication tool to ensure the proper expectations are set for both parties.

Description	Approximate number of scans	Cost
Administration/Counseling to Cafeteria	36	$324
Gym to 500 wing	18	$162
100 wing	24	$216
200 wing	15	$135
300 wing	39	$351
400 wing	30	$270
500 wing	12	$108
600 wing	12	$108
700 wing	15	$135
Library	1	$9
Choir	1	$9
Band	1	$9
Auditorium	1	$9
Gym	1	$9
Culinary	20	$0
Art	1	$9
Digital Media	1	$9
Technology Lab	1	$9
Engineering Lab	1	$9
Street View of Auditorium Mural (360 photo)	1	$9

Tour Alignment and Creation	n/a	$250
Interactive Tour Directory (Each scanned room/area listed here and the front door of each classroom)	n/a	$600
LIfetime Directory updates (Twice a year, up to 20 changes per update)	n/a	$150
24 months of hosting	n/a	$0
Lifetime Annual statistics on tour usage	n/a	$0
	Total	**$2,899**

Virtual tours will be provided in the form of a hyperlink. As stated above, the Matterport cloud hosting model prevents us from delivering any data files. If your team needs assistance with integrating the tour with your website, that can be provided for a nominal fee, depending on your needs.

Lockered hallways sometimes present a challenge when aligning individual scans. It is therefore expected that the school make a reasonable effort to add posters onto available wall space to add distinctive markings. In addition Visit Virtual Venues may bring in additional props (potted plants, etc.) to add physical variation to the hallways.

Note that using the virtual tour to create supplemental media is a great way to extract more value from the tour. Other customers have requested that a video be created from the virtual tour. This, coupled with perhaps aerial drone video, might make for a compelling introduction to all your school has to offer, without asking your viewers to click through the virtual tour.

Information required

To fulfill this scope of work a few pieces of information would be required.

- A digital listing that matches room number to teacher and/or course.
    - For example, Room 503, Mr. James, World History
    - If only a hard copy (or scanned copy) of the list is provided, a $100 charge would have to be added to this quote to conduct the data entry
- An agreement that all line items listed above are acceptable and within scope. This document can be revised to omit/add features to your liking.

Schedule and Availability

Based on the estimated number of shots and the need for some outdoor scanning, this project is expected to take the equivalent to 2-3 full working days on site to complete. In addition, due to the known interference related to direct sunlight and infrared light scanning, it would be preferred to conduct scanning of outdoor locations (covered walkways and outside of gym) in the early morning and late afternoon.

Only after the scanning is completed can the tour and directory development begin.

The project is expected to take 1-2 calendar weeks to complete, based on weather and availability.

Note that I, Oscar Castillo, will be present during every onsite scanning session, but reserve the right to bring an assistant to help with the scanning services.

Payment expectations

Payment of $2,899 would be due at the time that the final tour is delivered. Payment via check, credit card, money order, or Zelle bank transfers are accepted.

Next steps

Dr. Macias,

Thank you for the opportunity to make this proposal. As I mentioned before, I was impressed with all your school has to offer its students and our community. I look forward to helping to showcase that to a broader audience.

Please reach out to me regarding your availability if there are any questions or change requests you have pertaining to this proposal. This is intended to be a conversation tool, something that helps us map out what services best suit your needs.

Once you are ready to move forward, we can start to schedule the scanning sessions.

Oscar E. Castillo

contact@visitvirtualvenues.com

By signing below, both Customer and Service Provider, as defined in the attached "Visit Virtual Venues Service agreement", agree that the section entitled "Project Scope" does adequately describe the scope of the 3D Services to be performed.

Also, it is agreed upon that the additional information listed in the section entitled "Information Required" will be provided within 2 business days of completion of scanning services.

Visit Virtual Venues

Name: Oscar E. Castillo

Title: Founder

Signature: Oscar E. Castillo

Date: 02/02/2021

Luther Burbank Middle School

Name: _____

Title: _____

Signature: _____

Date: _____

VISIT VIRTUAL VENUES SERVICES AGREEMENT

This Visit Virtual Venues Services Agreement (the "**Agreement**"). effective as of *02/04/2021* (the "**Effective Date**"), is entered by and between *Visit Virtual Venues*, with a business address at 263 West Olive Ave, Suite 235, Burbank, CA 91502 ("**Service Provider**"), and *Luther Burbank Middle School*, with an address at *3700 West Jeffries Avenue, Burbank, CA 91505* ("**Customer**").

1. DESCRIPTION OF SERVICES.

1.1. Overview of Services. Service Provider will provide to Customer the following services (collectively, referred to as the "**3D Services**"):

[check all that apply]

[X] Venue 3D Scanning, as described in the attached "Virtual Campus Tour Proposal"

[ ] Non-Interactive Video Tour creation (hosting included)

[X] Interactive Virtual Tour creation

[X] Hosting and Customer service [24 months, to end on *February 19th, 2023*

[ ] 2D Schematic "Floor plan" creation

[ ] Website Integration

[ ] Google Maps Integration

[ ] 12 month Virtual Reality Headset rental [Quantity of headsets, ___]

[ ] Onsite Virtual Reality training and support

[ ] 3D model creation (obj file type)

[ ] Up to 10 Evacuation Pathway maps

An "**Interactive Virtual Tour**" is a 3D model hosted on the platform of Matterport, Inc. ("**Matterport**") that includes the following features: Inside mode, Dollhouse mode, Floor Plan mode, Property Description, Address, and Contact Information. It can be shared using a URL or embed code. Interactive Virtual Tours are hosted solely on Matterport's platform, and Customer will not receive any digital assets. Exceptions would include assets such as 2d Blueprints, "Non-Interactive Video Tour", etc. , if ordered.

Notes: N/A

Venue 3D Scanning Date(s) and Scanning Location(s): Service Provider will capture imagery for the Virtual Tour ("**Capture Services**") on the following date(s) at the location(s) ("**Service Location(s)**"):

Dates: 2/5/21-2/7/21 and if required during the week spanning 2/8/21-2/12/21, based on mutual convenience.

Locations: *Luther Burbank Middle School, located at 700 West Jeffries Avenue, Burbank, CA 91505*

It is recommended to limit the number of outdoor scans due to the potential for interference with the camera's operations and natural sunlight. When this cannot be avoided, capture services for outdoor areas should be scheduled near sunup and sunset.

1.2. Delivery. Delivery method will vary depending on the service and products ordered. All digital files, (URLs, videos, graphics, etc.) to be made available by *02/19/21.*

(a) Service Provider will provide a URL to virtual tour and other ordered items via email and will follow up with the Customer via email and phone call to ensure it's receipt. Customer understands and agrees that all Interactive Virtual Tours are hosted solely on Service Provider's platform, and Customer will not receive any digital assets for Interactive Virtual Tour.

(b) If a (non interactive) video is ordered, the video file (.MP4) will be made available via a link to a private third-party digital repository (ex. google drive). Select the desired video resolution
▫ 1280 x 720 (720P) / ▫ 1920 x 1080 (1080P) / ▫ 3840 x 1600 (4K)

(c) If ordered, Service Provider will provide document (.PDF) and image (.PNG) files for 2D Schematic "Floor Plan" via email or third-party digital repository.

1.3. Hosting Term. Service Provider agrees to process and host the created Matterport Space(s) on the Matterport platform for a period of *24 months* following the completion of Capture Services.

1.4. Service Location Preparation. Customer is required to prepare the Service Location in advance of Capture Services, including without limitation:

- Removing confidential or unwanted items, **including photographs**.
- Adjusting furniture and/or decor to desired position
- Informing the Service Provider of any rooms or areas that should be excluded from Capture Services
- Ensuring the Service Location is free of moving persons, pets, or objects

Unless otherwise arranged, a Service Location that has not been properly prepared, at Service Provider's sole discretion, will be considered unready and the date of **Captures Service must be rescheduled.**

Service Provider **shall not be responsible for** the untidiness of any Service Location or for small alignment issues, mirror, window, glass, and reflective views. Note, to ensure proper alignment for outside areas or any areas with low distinguishing features between scan points, in Service Provider's sole expert discretion, "props" may be added by the Service Provider to help add enough visual distinction between shots. Props may be visible during the tour, so Service Provider will ensure that they are not distracting or otherwise reduce the value of the virtual tour experience, at Service Provider's sole discretion.

Customer shall further ensure that the Service Location is accessible upon the day(s) of Capture Service for up to *8* hours. ~~Customer or its representative shall be present at the Service Location at the time of the Capture Services to approve Service Provider's interpretation of the Captures Services to be provided.~~

1.5. Cooperation. Customer will cooperate in a reasonable and timely manner in connection with Service Provider's performance of the Capture Services and provision of the 3D Services.

2. FEES AND PAYMENT; CANCELLATION AND RESCHEDULING POLICY.

2.1. Fees. Customer agrees to pay Service Provider total fees of *$2,899* for the 3D Services and Capture Services listed above. Such fees will be itemized in a separate invoice or order document provided to Customer.

2.2. Deposit. [ ] (check if applicable) At the time of the signing of this Agreement, Customer shall pay a non-refundable deposit, via credit card or money order, of N/A to Service Provider for the 3D Services and Capture Services. The deposit will be subtracted from the total payment owed by Customer upon completion of the Capture Services.

2.3. Invoice and Payment of Balance Due. Following completion and delivery of the 3D Services, Customer shall pay the Service Provider, via check, credit card or money order, the remaining fees owed within *3* business

day(s). In the event that Customer fails to pay any amount when due, without limiting any other remedies available to Service Provider: (a) Customer will pay interest on the overdue amount at the lesser of 1% percent per month or the highest rate permitted under applicable law; and (b) Service Provider will have the right to suspend providing the 3D Services to Customer until such overdue amount is received.

2.4. Cancellation and Rescheduling Policy. Except as otherwise expressly provided in this Agreement, all deposits are non-refundable. A minimum of 3 calendar days prior written notice will be required for Customer's cancellation of this Agreement or rescheduling of the Capture Service date. ~~In the event that Customer cancels this Agreement with less than __ days notice prior to the agreed upon Capture Service date, Customer will be responsible for full payment of all fees.~~ In the event that Customer reschedules the Capture Service date with less than 1 days notice prior to the agreed upon Capture Service date, Customer shall pay Service Provider a rescheduling fee of *$100*. Service Provider shall provide any refund owed hereunder within thirty (30) days from the cancellation date.

2.5. Taxes. All amounts payable by Customer to Service Provider under this Agreement are exclusive of any sales, use, excise, import or export, value-added, or withholding tax, levy or similar governmental charge that may be legally assessed by any jurisdiction, whether based on the provision of Capture Services or 3D Services, or the payment of fees; provided, however, that Customer shall have no liability for income or franchise taxes of Service Provider.

3. PROPRIETARY RIGHTS AND LICENSES.

3.1. Ownership. Service Provider and its licensors own all right, title and interest (including all associated intellectual property rights) in and to: (a) all 3D Services and any technology embodied therein; and (b) any and all look and feel, improvements, updates, modifications, translations, copies, compilations and derivative works related to any of the foregoing. All rights in the foregoing not expressly granted to Customer are reserved by Service Provider and Service Provider's licensors, and Customer shall make no use of the foregoing except as expressly provided herein. Customer acknowledges that, subject to Section 3.4, Service Provider will have the right to use and distribute any 3D services in Service Provider's sole discretion. **The typical application of this clause involves the Service Provider showcasing the virtual tour or a video/photo created from the virtual tour on their website and promotional material to demonstrate the Service Provider's capabilities.**

3.2. License to Customer. Service Provider hereby grants Customer a non-exclusive, non-transferable, non-sublicensable license, during the Term, to: (a) use and distribute URLs and embed codes linking to the Matterport Space(s) (including any associated Guided Tours and CoreVR Experience, if ordered) hosted on the Matterport Platform; and (b) to use and distribute Matterport Snapshots and Matterport 2D Schematic Floor Plans (if ordered).

3.3. Restrictions. Upon any expiration or termination of this Agreement, Customer shall immediately cease all use of the hosted 3D Services ~~and delete all copies of the 3D Services (content or data derived from the 3D Services) in Customer's possession or under Customer's control~~. Customer shall not: (i) disable or modify any hyperlinks contained in any 3D Services; (ii) alter, remove or destroy any attribution, proprietary markings (e.g., copyright and trademark markings) or confidential legends placed upon or contained within the 3D Services; (iii) decompile, disassemble, decrypt, extract, reverse engineer or otherwise attempt to derive the source code of any software underlying the 3D Services; (iv) distribute, in conjunction with any 3D Services, any content that contains or promotes fraudulent, deceptive or illegal activities, pornography, excessive violence, "hate speech", malicious code or deceptive advertising; (v) access or use any API provided by Matterport without the prior written authorization of Matterport, or otherwise access Matterport Spaces (and any portion thereof) through any means other than available end-user functionality; or (vi) modify or create any derivative work based on the 3D Services (or any component thereof).

3.4. Takedown Service. During the Term, Customer can request at any time that Service Provider designate the Matterport Space in question and other hosted 3D Services as public or private. Any Matterport Space or other hosted 3D Service designated as private will be un-accessible and unviewable by the public. Service Provider will promptly comply with such requests.

4. NO AFFILIATION WITH MATTERPORT. Customer acknowledges that: (a) Service Provider is an independent provider of the Capture Services and is not a contractor, employee or agent of Matterport; and (b) Service Provider is making the 3D Services available to Customer under a license between Matterport and Service Provider.

5. WARRANTY; DISCLAIMER. Service Provider represents that it shall perform its obligations under this Agreement in a timely and workmanlike manner, consistent with generally acceptable industry standards. In the event of any breach of the foregoing warranty, as Customer's sole and exclusive remedy, Service Provider shall use commercially reasonable efforts to re-perform its obligations promptly in a manner that cures such breach. EXCEPT FOR THE FOREGOING WARRANTY, THE 3D SERVICES AND CAPTURE SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, WITHOUT WARRANTY OF ANY KIND, WHETHER WRITTEN OR ORAL, EXPRESS OR IMPLIED. SERVICE PROVIDER DISCLAIMS, ON BEHALF OF ITSELF AND ITS AFFILIATES AND LICENSORS, ALL IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO ALL WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE 3D SERVICES AND CAPTURE SERVICES. SERVICE PROVIDER DOES NOT REPRESENT OR WARRANT THAT 3D SERVICES OR CAPTURE SERVICES WILL MEET CUSTOMER'S NEEDS OR REQUIREMENTS, THAT THE 3D SERVICES AND CAPTURE SERVICES WILL BE ACCURATE OR RELIABLE, THAT USE OF THE 3D SERVICES WILL BE UNINTERRUPTED, TIMELY, SECURE OR FREE FROM ERROR, OR THAT ANY DEFECTS IN THE 3D SERVICES WILL BE CORRECTED. IN ADDITION, SERVICE PROVIDER MAKES NO REPRESENTATION, WARRANTY OR GUARANTEE REGARDING: (A) THE APPROPRIATENESS OF THE 3D SERVICES FOR USE IN FOREIGN JURISDICTIONS; OR (B) THE TIMING OF 3D SERVICES PROVIDED TO CUSTOMER. Some jurisdictions do not allow the disclaimer of implied warranties, so the foregoing disclaimer may not apply to Customer. Nothing in this Agreement disclaims any implied warranty that cannot be disclaimed under applicable law.

5.1. **Exception**: ☑ When selected, Service Provider offers Customer a 100% money back guarantee for all services rendered within 30 calendar days of delivery of tour and other 3D services. Customer disapproval of services rendered must be provided in writing and a reasonable opportunity must be provided to the Service Provider to rectify the issue, including allowing time to rescan and recreate tour if required. If an agreement cannot be reached, the contract will be cancelled in accordance with section 2.4.

6. INDEMNIFICATION. In the event that there is a "Claim" (to be defined below) brought by any **third party** against the Service Provider Indemnitee (to be defined below) based on, or arising out of:
(a) a breach, or potential breach, of any of Customer's obligations under this Agreement;
(b) Customer's use of the 3D Services;
(c) any allegation that Customer has **not** obtained all consents, approvals, licenses, and permissions necessary for Customer, Service Provider or their respective subcontractors, as applicable, to have access to a Service Location captured in any 3D Service and/or to capture and use imagery of such Service Location; or
(d) any alleged or actual fraud, gross negligence or willful misconduct of Customer or Customer's subcontractors or agents.

then the Customer, at Customer's own expense, will indemnify, defend and hold harmless the Service Provider Indemnitee.

In the event of a Claim in respect of which a Service Provider Indemnitee seeks indemnification from Customer under this Section, the Service Provider Indemnitee will promptly notify Customer in writing of the claim, cooperate with Customer in defending or settling the claim at Customer's expense, and allow Customer to control the defense and settlement of the claim, including the selection of attorneys; provided, however, that Customer shall not settle any claim unless such settlement completely and forever releases the Service Provider Indemnitee from all liability with respect to such claim or unless the Service Provider Indemnitee consents to such settlement in writing.

6.1. Service Provider Indemnitee includes: the Service Provider, its corporate affiliates and licensors, and their respective officers, directors, employees, representatives and agents

6.2. A Claim is defined as: any claim, demand, action, class action, investigation or other proceeding, including but not limited to all damages, losses, liabilities, judgments, costs and expenses (including reasonable attorneys' fees) arising therefrom

7. LIMITATION OF LIABILITY. EXCEPT IN CONNECTION WITH EITHER PARTY'S INDEMNIFICATION OBLIGATIONS HEREUNDER, CUSTOMER'S BREACH OF SECTION 3, OR A PARTY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT: (a) TO THE MAXIMUM EXTENT PERMITTED BY LAW, NEITHER PARTY, ITS AFFILIATES OR LICENSORS SHALL BE LIABLE, UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER LEGAL OR EQUITABLE THEORY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES; AND (b) **IN NO EVENT SHALL THE TOTAL LIABILITY** OF EITHER PARTY, ITS AFFILIATES OR ITS LICENSORS UNDER THIS AGREEMENT **EXCEED THE TOTAL FEES PAID OR PAYABLE** TO SERVICE PROVIDER HEREUNDER DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRIOR TO THE DATE THE CAUSE OF ACTION AROSE.

NEITHER SERVICE PROVIDER NOR MATTERPORT SHALL BE RESPONSIBLE OR LIABLE FOR ANY PERSONAL OR CONFIDENTIAL INFORMATION CAPTURED OR DISPLAYED IN ANY 3D SERVICE. CUSTOMER IS RESPONSIBLE FOR PREPARATION OF EACH SERVICE LOCATION, AND CUSTOMER WILL BE SOLELY RESPONSIBLE FOR ANY OBJECTS OR PEOPLE DISPLAYED IN ANY 3D SERVICES. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so these limitations may not apply. Nothing in this Agreement excludes or limits any liability that cannot be excluded or limited under applicable law.

8. TERM, TERMINATION AND EFFECT OF TERMINATION.

8.1. Term. This Agreement will take effect on the Effective Date and, unless earlier terminated in accordance with this Agreement, will remain in effect until all of the Capture Services and 3D Services have been completed ("Term").

8.2. Termination for Breach or Bankruptcy. Either Party may terminate this Agreement immediately by written notice to the other Party upon the occurrence of any of the following events: (a) the other Party commits a material breach of this Agreement and such breach remains uncured for thirty (30) days following written notice of breach by the terminating Party; or (b) the other Party experiences an insolvency or bankruptcy or its property becomes subject to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.

8.3. Effect of Termination. Upon the expiration or termination of this Agreement for any reason:
(a) Customer will immediately cease all access to and use of all 3D Services, and the license granted to Customer with respect to the 3D Services shall immediately terminate;
(b) Unless Customer is terminating the Agreement for cause pursuant to Section 5.1, Customer shall, within thirty (30) days of expiration or termination, pay to Service Provider all amounts then accrued and payable under this Agreement;
(c) Unless Service Provider is terminating the Agreement for cause pursuant to Sections 1.4 & 1.5, Service Provider shall, within thirty (30) days of expiration or termination, refund to Customer the amount of any unused fees prepaid by Customer; and
(d) Sections 3.1, 3.3, 4, 5, 6, 7, 8.3 and 10 shall survive.

Neither party will be liable for exercising any termination right in accordance with this Agreement. Except as expressly provided, expiration or termination of this Agreement shall not release either party from any liability or obligation that had already accrued as of the effective date of expiration or termination, and the expiration or termination shall not constitute a waiver or release of, or otherwise be deemed to prejudice or adversely affect, any rights, remedies or claims, whether for damages, injunctive relief, or otherwise, which a party may have hereunder at law, in equity or otherwise or which may arise out of or in connection with such termination. Termination or expiration of this Agreement hereunder by either party shall not limit either party from pursuing any other remedies available to it, including injunctive relief. In the event of a claim of infringement or violation of third-party proprietary rights relating to the 3D Services or Capture Services, the Parties may mutually agree to terminate certain rights granted hereunder.

9. FORCE MAJEURE. Neither party shall be liable to the other for any default or delay in the performance of any of its obligations under this Agreement (other than a failure to pay fees when due) if such default or delay is caused, directly or indirectly, by any cause beyond such party's reasonable control (each, a "Force Majeure Event" or **Unforeseeable Circumstance**); provided, however, that the party affected by the Force Majeure Event shall provide the other party with prompt written notice of the Force Majeure Event and use commercially reasonable efforts to minimize the effect of the Force Majeure Event upon such party's performance; provided, further, that should the performance by either party of its obligations under this Agreement be prevented by a Force Majeure Event for more than thirty (30) days, the other party shall have the right to terminate this Agreement without liability to the non-performing party and receive a refund of any unused fees prepaid by such terminating party, if any.

10. MISCELLANEOUS. Customer shall comply with all applicable laws and regulations relating to Customer's use, display and distribution of the 3D Services.

Neither party shall assign this Agreement without the prior written consent of the other party, which consent the other party shall not withhold unreasonably; provided, however, that either party shall have the right to assign this Agreement and the obligations hereunder to any company affiliate or to any successor of such party by way of merger, consolidation, reorganization or in connection with the acquisition of at least a majority of the business and assets of the assigning party relating to the Agreement. Any attempt by either party to assign other than in accordance with this provision shall be null and void.

Unless otherwise specified herein, all any notices, invoices and other communications required or permitted to be given or made hereunder shall be in writing and delivered personally or sent by email or by overnight courier to the intended recipient thereof at such address of a party set out herein or otherwise provided by a party; provided, however, that any notices regarding breach or termination of this Agreement shall only be given by overnight courier.

The parties acknowledge that the relationship of the parties is that of independent contractors and that nothing contained in this Agreement shall be construed to place the parties in the relationship of principal and agent, partners or joint venturers.

No amendment of any provision of this Agreement shall be effective unless set forth in a writing signed by a representative of Service Provider and Customer, and then only to the extent specifically set forth therein. No waiver by either party of any condition or the breach of any provision of this Agreement in any one or more instances shall be deemed a further or continuing waiver of the same or any other condition or provision. This Agreement shall be governed by the laws of *Visit Virtual Venues*, without regard to its conflict of law rules. Any claims or litigation arising under this Agreement will be brought by the parties solely in state and federal courts located in *Visit Virtual Venues*.

If any action at law or in equity is necessary to enforce the terms of this Agreement, the prevailing party shall be entitled to reimbursement from the other party for its expenses and reasonable attorneys' fees associated with the action, in addition to any other relief to which such prevailing party may be entitled.

This Agreement embodies the entire agreement between the parties with respect to the subject matter hereof and thereof, and supersedes all prior negotiations, discussions, agreements and understandings between the parties relating to the subject matter hereof and thereof. If any term of this Agreement or part hereof not essential to the commercial purpose of this Agreement shall be held to be illegal, invalid or unenforceable, it is the intention of the parties that the remaining terms hereof or part hereof shall constitute their agreement with respect to the subject matter hereof and thereof and all such remaining terms, or parts thereof, shall remain in full force and effect.

Service Provider will have the right to refer to the Customer's name in lists of Service Provider's customers. This Agreement may be executed in any number of counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument. A signature received via facsimile or electronically via email shall be as legally binding for all purposes as an original signature.

IN WITNESS WHEREOF, each party has caused this Agreement to be executed by its duly authorized agent as of the Effective Date.

Visit Virtual Venues

Name: Oscar E. Castillo

Title: Founder

Signature: Oscar E. Castillo

Date: 02/02/2021

Luther Burbank Middle School

Name: _____

Title: _____

Signature: _____

Date: _____

Sharon Cuseo
Asst. Superintendent
Instructional Services

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	February 18, 2020
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The purpose of the ratification of agreement for professional services is to hire an outside speech and language professional (as a consultant) to provide speech and language assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. Due to COVID 19 and the closure of schools, assessments were unable to be completed in the spring of 2020. The District does not have current staff able to support the current caseload overage and is, therefore, contracting with one to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

No to exceed $2,600.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Tiny Talks Speech Therapy, to provide speech and language assessments, written reports and attend student IEP meetings, not to exceed $2,600 (01.0-65000.0-57602-11901-5850-7440000), effective January 25, 2021 through April 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

RATIFIED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 18th day of February 2021 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Tiny Talk Speech Therapy hereinafter referred to as "Consultant."

Tiny Talk Speech Therapy	Jenn@tinytalkspeechtherapy.com	602-885-6788
Payee's Name (Person or Company)	Email	Daytime Phone Number

Mailing Address: 5106 Riverton Ave. N. Hollywood CA 91601
City State Zip

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval Date: 02/18/2021 Account Code: 01.0-65000.0-57602-11901-5850-74400000

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 provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

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 $ 100 per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $2,600.
2. The term of the Agreement shall be the period commencing on 01/25/2021 and terminating on 04/30/2021.
3. Consultant will provide the following services:

   Due to COVID 19 school closures, consultant will be providing speech and language assessments for BUSD students.
   ****Consultant will provide protocols to the District if needed for due process****
4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. 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.
6. 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.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. 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.
9. 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.

2/3/21 2/3/21

Tamara Schiers, Director of Special Education Date Consultant Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	February 18, 2021
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The purpose of the ratification of agreement for professional services is to hire an outside credentialed teacher (as a consultant) to provide educational support to Special Education Students. The consultant will provide support to students with IEPs in the COVID Learning Loss Mitigation Intervention program.

Discussion/Issues:

The District is providing Learning Loss Mitigation Intervention sessions by credentialed Special Education Specialists to some students with IEPs. The District does not have enough current staff able to provide the services so an outside agency is assisting.

Fiscal Impact:

Not to exceed $22,800.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Professional Tutors of America, to provide Learning Loss Mitigation Intervention supports to students with IEPs, not to exceed $22,800 (01.0-32150.0-57602-11100-1130-7449000), effective January 25, 2021 through May 28, 2021 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

RATIFIED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 18th day of February 2021 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

Payee's Name: Professional Tutors of America Daytime Phone Number: 714-784-3454 Email Address: rgordon@professionaltutors.com

Mailing Address: 3350 E. Birch Street, Brea, CA 92826

Sponsoring Administrator: Matt Hill Superintendent Special Education

Print Name Title Signature Location

Board Approval: 02/18/2021

Account Code: 01.0-65000.0-57602-11900-5850-7440000

The assignment **X will or ☐ will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**
Retired Employee: Please check if you belong to __calPERS __cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $80 per hour▪/ per day ☐/ per session ▪ for a total not to exceed $22,800 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 01/26/2021 and terminating on: 05/28/2021.
3. Payment Terms: Net 45 Days

Due to COVID 19 school closures, consultant will provide a credentialed teacher, Davida Harvey, to provide 10 - 15 hours of tutoring for the learning lost program.

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

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Tamara Schiern, Director of Special Education Date Consultant 1/26/21 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Facilities, Operations and Construction Technician
DATE:	February 18, 2021
SUBJECT:	Amendment of Professional Services Agreement, All American Inspection Inc., Division of State Architect (DSA) In-Plant Modular Classroom and Restroom Building Inspection Services, Walt Disney Elementary School (Bond Fund)

Background:

The District is in the process of constructing a two-story modular building (the "Disney Project") over the next two (2) years, including related site improvements at the Walt Disney Elementary School site. Burbank Unified School District issues a Request for Qualifications for Division of State Architect (DSA) inspection services on Mary 18, 2013.

Services were estimated to be completed over the course of one year, but due to Covid-19 Pandemic, the Disney Modular Project has been delayed.

District-Wide Goals for 2019-2020:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction/modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

Discussion/Issues:

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services." The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services.

In addition to required DSA "on-site" construction inspection services on all Public Works projects, the Division of State Architect requires testing and inspection of remotely fabricated structural elements which are applicable to the District's modular building fabrication.

The Division of State Architect IR (Interpretation of Regulations) A-15 mandates that factory-built buildings, including modular buildings, must be inspected by a qualified DSA inspector during the fabrication process and provide the Division of State Architect with an in-plant verified report form 152-IPI. All American Inspections Inc., has provided the District with a price quote for these DSA inspection services.

Financial Impact:

$27,500 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend a professional services agreement between Burbank Unified School District and All American Inspection Inc., to perform DSA In-Plant Modular Classroom and Restroom Building Inspection Services at Walt Disney Elementary School, effective February 7, 2020 through June 7, 2021, not to exceed $27,500 (213-00000-0-91008-85000-6281-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The original agreement was Board approved on February 6, 2020. The amended agreement corrects the effective dates from February 7, 2020 through February 7, 2021 and extends the agreement through June 7, 2021.

BURBANK SCHOOL DISTRICT
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Independent Contractor Services Agreement is made and entered into effective February 7, 2020 by and between the Burbank Unified School District and All American Inspections, Inc.

1. Contractor Services. Contractor agrees to provide the following services:
DSA INSPECTION SERVICES- IN PLANT

2. Contractor Qualifications. Contractor represents that she has in effect all licenses, credentials, permits and has otherwise all legal qualifications to perform this Agreement. Contractor's qualifications shall be specified in attached Curriculum Vitae.

3. Term. This Agreement shall begin on February 7, 2020 and shall terminate upon completion of the scope of work, but no later than June 7, 2021 There shall be no extension of the term of the agreement without express written consent from all parties. Written notice by the District Superintendent or designee shall be sufficient to stop further performance of services by Contractor. In the event of early termination, Contractor shall be paid for satisfactory work performed to the date of termination. The District may then proceed with the work in any manner the District deems proper.

4. Payment. District agrees to pay Contractor a total not to exceed $27,500.00. The rate shall not be increased by the Contractor over the course of this Agreement. Total payment by District to Contractor shall not exceed $27,500.00. District agrees to pay Contractor within thirty (30) days of receipt of a detailed invoice.

5. California Residency. Contractor is a resident of the State of California.

6. Indemnity. The Contractor shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Trustees, members of the Board of Trustees, from and against claims, damages, losses, and expenses (including, but not limited to attorney's fees and costs including fees of consultants) arising out of or resulting from: performance of the contract (including, but not limited to) the Contractor's use of the site; the Contractor's completion of the duties under the contract; injury to or death of persons or damage to property or delay or damage to the District, its agents, employees, Board of Trustees, members of the Board of Trustees, for any act, omission, negligence, or willful misconduct of the Contractor or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

7. Insurance. Without limiting Contractor's indemnification, it is agreed that Contractor shall secure and maintain in force during the term of this Agreement a comprehensive general liability policy and automobile policy using an occurrence policy form, with combined single limits of $1,000,000, or $1,000,000 per person and $2,000,000 per accident, with no aggregate limit. Property damage limits shall be $1,000,000 per loss. The District shall be named as an additional insured on the policies by endorsements. The policy shall provide that it is primary such that insurance maintained by the District, if any, shall be excess and not co-primary. A copy of the declarations page of Contractor's insurance policies shall be attached to this Agreement as proof of insurance.

8. Independent Contractor Status. While engaged in carrying out the terms and conditions of the Contract, the Contractor is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

9. Worker's Compensation Insurance. Contractor agrees to provide all necessary worker's compensation insurance for Contractor's employees, if any, at Contractor's own cost and expense.

10. Taxes. Contractor agrees that Contractor has no entitlement to any future work from the District or to any employment or fringe benefits from the District. Payments to the Contractor pursuant to this Agreement will be reported to Federal and State taxing authorities as required. District will not withhold any money from compensation payable to Contractor. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. Contractor is independently responsible for the payment of all applicable taxes.

11. Assignment. The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent on the District.

12. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Contractor and the District and their respective successors and assigns.

13. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

14. Amendments. The terms of the Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.

15. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Los Angeles, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

16. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the Contractor, or if delivered at or sent by registered or certified mail to the last business address known to the person who sends the notice.

District: Burbank Unified School District Contractor: All American Inspections, Inc.

17. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.

18. Entire Agreement. This Agreement is intended by the Parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.

19. Execution of Other Documents. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

20. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____
Name: Debbie Kukta
Title: Assistant Superintendent, Administrative Services

Date: December 8, 2020

CONTRACTOR: All American Inspections, Inc.

By: _____
Name:
Title:

Date: 1/26/21

★ALL AMERICAN★
INSPECTION, INC.

2647 Gateway Road, Suite #105-300, Carlsbad, CA 92009 - Ph (760) 683-5200
AllAmericanInspectionInc.com

2019 DEC -9 PM 2:20

PROPOSAL
DSA INSPECTION SERVICES

December 09, 2019

Burbank Unified School District
510 S. Shelton Street
Burbank, CA 91506-2818

Attention: Ms. Cathy Weissman
RE: In-Plant Inspection Proposal
Project: Relocatable Classroom/Restroom Building for Walt Disney Elementary School

I am respectfully submitting my proposal for In-Plant inspection services relating to your relocatable buildings that will be manufactured at Silver Creek International in Perris, CA.

DSA IN-PLANT INSPECTION SERVICE	
PLANT MANUFACTURE: SCI ONLY #11261	
No. & Size of Buildings	**Inspection Rate**
DSA In-Plant & Certified Welding Inspection Services	
(1) 120 x 40 Two-Story Classroom Building with stairs and walkways.	$24,000.00 per building
(1) 24 x 40 Restroom Building	$ 3,500.00 per building
Total- Not to exceed:	**$27,500.00**

*Any required material testing and inspection of foundation embeds must be provided by a DSA approved lab. Does not include elevator.

Respectfully Submitting,

Stacey Douglas

Accepted by: _____ Date: 12/12

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Facilities, Operations and Construction Technician
DATE:	February 18, 2021
SUBJECT:	Approval of Award of Contract, Golden State Labor Compliance LLC., Labor Compliance Services for the Two-Story Modular Project, Walt Disney Elementary School (Bond Fund)

Background:

The District is in the process of constructing a two-story modular building (the "Disney Project") over the next two (2) years, including related site improvements at the Walt Disney Elementary School site. To assist with the Construction Manager, the District chose a Labor Compliance Service to ensure all documents and records needed is done correctly and accurately for the Labor Compliance Program to meet the State and Federal regulations.

District-Wide Goals for 2019-2020:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction/modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

Discussion/Issues:

Golden State Labor Compliances LLC. (GSLC) will be responsible for providing comprehensive labor compliance administration for the two-story modular building at Walt Disney Elementary School. This includes collection of all documents for the required LCP file to assure that all the state and federal requirements as applies have been met and adhered to. GSLC will work with Lundgren Management and contractors to retrieve all records to ensure that the District can certify that an approved LCP was carried out in accordance with the terms of the funding source as may apply.

This covers any and all reasonable actions required to implement and enforce the LCP, to include audits, investigations (if necessary), and DSLE hearings (if necessary), site visits (interviews) per state and federal requirements.

The service will be for the duration of the project, approximately 15 months +/- three months plus 1 month close out.

Financial Impact:

$34,000 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Golden State Labor Compliance LLC. for Labor Compliance services for the Two-Story Modular Project at Walt Disney Elementary School, effective February 19, 2021 through February 19, 2023, not to exceed $34,000 (213-00000-0-91008-85000-6252-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Golden State LABOR COMPLIANCE LLC

26 January 2021

Burbank USD
Larry Cross
1900 West Olive Ave.
Burbank, CA 91506

Re: Proposal for Labor Compliance Services For: Disney Two Story Modular

Dear Mr. Cross:

Golden State Labor Compliance is pleased to provide this proposal for the provision of full-service labor compliance support for the above-named project, as follows:

Scope:

The scope of GSLC services attendant to this proposal is further detailed within the attached Exhibit A. The provisions of this letter and attached scope of services are intended to represent everything and anything reasonably required to provide comprehensive labor compliance administration for the project, which in this instance, includes collection of all documents for the required LCP file to assure that all the state and federal requirements as applies have been met and adhered to. GSLC will work diligently with the Construction Manager and all contractors to retrieve all records to ensure that the District can certify that an approved LCP was carried out in accordance with the terms of the funding source(s) as may apply.

Project Information:

1) Disney Two Story Modular
2) Approximately 15 months in duration +/- three months plus 1 month close out.
3) Project Construction Value $8,000,000 + or -

Compensation:

Thirty-Four Thousand Dollars ($34,000)

1-27-21

This covers any and all reasonable actions required to implement and enforce the LCP, to include audits, investigations (if necessary), and DLSE hearings (if necessary), site visits (interviews) per state and federal requirements.

GSLC will also advise if all LCP documents have been received monthly and advise the District that the current payment application has met the LCP requirements for the current billing month as required by the terms of a state approved LCP and regulations requiring holding of contractor payments for missing or inadequate documents.

Golden Stare maintains the following insurance coverage and provides insurance certificates for each agreement.

General Liability:	**$2,000,000 per occurrence $4,000,000 Aggregate**
Automobile:	**$1,000,000 Owned, Non-owned, Hired**
Excess Liability:	**$1,000,000**
Professional Liability:	**$1,000,000 Occurrence $2,000,000 Aggregate**

Please contact me if additional information is required.

Very truly yours,



Victor W. Conklin
President

EXHIBIT A

BASIC AND ADDITIONAL SERVICES

BASIC SERVICES

Program Certification Services (**if required**)

Golden State Labor Compliance, LLC (GSLC) will register each client district with the California Department of Industrial Relations as having adopted GSLC's approved Labor Compliance Program (LCP). Upon receipt, by DIR, of that registration, the client district will be compliant with Assembly Bill (AB) 1506, Chapter 868, Statutes of 2002 for the purpose of obtaining fund release pursuant to any State bond program requiring a labor compliance program under that statute.

LCP Start-up Services (Occurs once, at the initiation of services to each District)

GSLC shall:

1. Conduct an initial briefing and workshop for and with District personnel, architects and any Program/Project/Construction Managers then employed by the District who are or may be regularly engaged, on behalf of the District, in the control, administration or management of new construction or modernization activities that are subject to potential funding under the State School Facilities Program. Presentation and discussion will include, but is not necessarily limited to:

   (a) Public works subject to Prevailing Wage Laws.
   (b) Types of contracts to which Prevailing Wage Requirements apply.
   (c) Limited exemptions from requirement to pay Prevailing Wage.
   (d) Applicable dates for enforcement of LCP requirements.
   (e) Overview of the Labor Compliance Program and its requirements.
   (f) Duties and responsibilities of the District, the LCP, Program/Project/Construction Managers, general contractors, prime trade contractors and subcontractors.
   (g) Enforcement, withholding and forfeiture. Rights and procedures.
   (h) Investigative rights and responsibilities.
   (i) Forms and procedures specific to the LCP.

2. Provide, to all parties attending the briefing/workshop identified in Item B.1, above, a permanent reference package covering all subjects discussed at the briefing/workshop.

3. Conduct one briefing/conference (same day as District personnel briefing) with District Administrators and Counsel to discuss legal and policy issues specific to implementing the LCP.

4. Draft and publish any modifications to GSLC's standard procedures that may be required to accommodate specific District requirements. (Any modifications to GSLC's standard policies and procedures are subject to DIR approval.)

5. Provide recommended language for the use of the District for:

   (a) Advertisements for Bid
   (b) Bid Instructions
   (c) General and Special Conditions of the Contract

Project Initiation Services

For the purposes of this Proposal, "Project" is defined as being any body of construction services intended to be advertised, bid, awarded and constructed pursuant to a single bid process. In the

case of Multiple-Prime project delivery, this means a single advertised set of bids or, in the case of a split bid process, not more than two sets of bids for the same project.

For each Project undertaken by the District that is subject to the Labor Compliance Program, GSLC shall:

Pre-Bid Activities

Provide three (3) copies (1 for the District; 1 for the Program/Project/Construction Manager; 1 for jobsite posting) of the Prevailing Wage Determinations applicable to the specific Project, based on the date of first advertising for bids.

Receive from the District, record and retain a copy of the first advertisement for bids for the Project.

Investigate and record the District's progress payment procedures as identified within the Construction Documents, for the purpose of adjusting Certified Payroll Report (CPR) procedures to the requirements of the specific project.

Provide the District (or its authorized representative) with all forms required for bid and post-bid document collection from the bidders.

In the event that the District conducts a Pre-bid Conference for the Project, provide one (1), 30-minute segment, as part of that conference, familiarizing prospective bidders with the LCP, its requirements and the duties and responsibilities of all bidders with respect to the LCP.

Review the District's Project Manual, prior to bid, for proper inclusion of LCP requirements and documentation. (Project Manual to be sent, postage pre-paid, to GSLC's headquarters offices.

Post-Bid / Pre-NTP Activities

Provide the General Contractor or District's Program/Project/Construction Manager with appropriate jobsite posting materials, as required by the LCP, pursuant to law.

Conduct, as part of a mandatory Pre-Construction Conference with the prime contractor(s) and listed subcontractors having been awarded contracts, a one (1) hour briefing with questions and answers, covering all required aspects of the LCP.

Receive and record required company data on all prime contractor(s) and listed subcontractors having been awarded contracts.

Receive and record "Fringe Benefits Statements" from all prime contractor(s) and listed subcontractors having been awarded contracts.

Provide Form DAS 140, "Public Works Contract Award Information", to all prime contractor(s) and listed subcontractors having been awarded contracts, to facilitate the proper filing of such forms with the appropriate Apprenticeship Committees.

Distribute Pre-Construction Checklist of Labor Law Requirements to all prime contractor(s) and listed subcontractors having been awarded contracts, requiring that each sign and submit the checklist, acknowledging receipt and understanding of materials describing LCP requirements and their obligations under Labor Law. Collect and secure, within the permanent Project files, all signed checklists.

Post-NTP Services

Receive and record LCP Weekly Superintendent's Reports (GS Form 21).

Receive, from the District or its Program/Project/Construction Manager, on a monthly basis, Certified Payroll Reports (CPRs) for all contractors or subcontractors of every tier who are required to submit such reports. Verify receipt of all required CPRs and report clearance for

progress payment to all contractors or subcontractors who's CPRs comply with basic submittal requirements.

Issue and track "Requests for Certified Payroll Records" (GS Form 06) for any contractors or subcontractors for which complete CPRs were required but have not been received or have been found to be incomplete.

Notify the District and its Program/Project/Construction Manager (if any), and the General Contractor if the deficiency involves a subcontractor, any contractor or subcontractor who fails to properly render or correct any missing or incomplete CPRs following a request by the LCP. Such failure is grounds for withholding contract payments until resolution of the deficiency is achieved.

Review all CPRs submitted for payment of the proper prevailing per-diem wage rate for the listed classification, to include payment of the proper prevailing per-diem wage rate for overtime and/or holidays.

Conduct regular, random audits of Certified Payroll Reports for proper worker classification as well s proper classification and use of registered apprentices.

Conduct regular, random field inspections (not less than one per month), at the jobsite, for the purpose of:

(a) Confirming proper jobsite postings as required by the LCP.
(b) Conducting random interviews of workers on the jobsite to confirm Labor Law compliance and worker awareness of their rights under such law.
(c) Consulting with the jobsite Superintendent regarding any questions, issues or concerns within the scope of the LCP.

G. On an As-Needed Basis:

1. GSLC will take cognizance of any apparent violation of Labor Law that is within the purview of the Labor Compliance Program and will fully investigate and seek resolution of any apparent violations through administrative procedures. Any reported violation or substantive complaint received will always be treated as a potential violation.

2. Upon taking cognizance of an apparent violation, GSLC, to the degree necessary to resolve the issue, will:

3. Assign a case number and a qualified investigator to investigate the circumstances, extent and apparent cause of any apparent violation.

4. Request additional Payroll Records, as required, to establish the circumstances, extent and apparent cause of any apparent violation.

5. Audit all Payroll Records pertinent to the case to establish the facts pertaining to an apparent violation.

6. Request, from various State agencies, copies of all records that would be required to file a case with the Department of Industrial Relations.

7. Notify the contractor or subcontractor who may have committed a violation of the LCP's initial findings, offering the opportunity to explain any apparent discrepancies and to provide additional records in support of its position.

8. Notice and conduct an informal interview with the contractor or subcontractor who may have committed a violation for the purpose of reviewing evidence and allowing the contractor or subcontractor the opportunity to prove that a violation has not taken place or was inadvertent.

9. Provide notice to the District, the General Contractor and the Program/Project/Construction Manager (as appropriate) of all investigations initiated and all informal conferences scheduled to be conducted.

10. In the event that the investigation and informal conference procedures fail to resolve an apparent violation, prepare, for submission, an appropriate case file and application for DIR review. Preparation of the case file will include calculation of the apparent amount of underpayment and penalty applicable to the violation.

11. Provide notice, to the District, the apparent violating contractor and, if applicable, the general contractor, of the LCP's intent to submit a case to the Labor Commissioner for adjudication and potential forfeiture. The notice will include the total calculated amount of underpayment plus penalty, which amount may be withheld by any higher tier contractor and by the District, pending a finding by the Labor Commissioner.

H. Other Basic Services

GSLC will:

1. Provide general administration and management of the Labor Compliance Program

2. Provide unlimited phone consultation or, if scheduled to be on-site for other purposes, in-person consultation with the District on any matters pertaining to the LCP.

3. Provide secure storage of all received payroll records for a Project throughout the course of that Project and for three calendar years from completion of the Project.

4. Produce, once a year, within sixty 60) days after the close of GSLC's fiscal year, or at such time as a request for an extension of initial approval is submitted, whichever comes first, an Annual Report on the operation of the District's LCP. This report will be submitted to the Director of the Department of Industrial Relations and to the District Superintendent and School Board. Pursuant to CCR 16431, the Annual Report shall contain, at the minimum, the following information:

    a. Number of construction contracts subject to the LCP which were awarded, and their total value;

    b. The number, description, and total value of construction contracts which were exempt from the requirement of payment of prevailing wages pursuant to Labor Code Section 1771.5a);

    c. A summary of wages due to workers resulting from failure by contractor to pay prevailing wage rates, the total amount withheld from money due to the contractor, and the total amount recovered by action in any court of competent jurisdiction;

    d. An LCP whose contract responsibilities are statewide, or which involves widely dispersed and numerous contracts, or which is required to report contract enforcement to federal authorities in a federal format, may adopt a summary reporting format to aggregate small contracts and estimate numbers and dollar values required by 1 and 2. A summary reporting format may be adopted by agreement with the Director after advance notice to interested parties, and a list of parties requesting such notice shall be kept by the Director. GSLC has adopted such a format.

ADDITIONAL SERVICES

The following additional services will be provided only upon written authorization of the District. Compensation for Additional Services shall be agreed on upon estimate of services needed prior to start of such services.

A. Any services or costs involved in supporting the District in connection with any civil litigation that does not rise solely from GSLC's or the District's actions in implementing and enforcing the Labor Compliance Program.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Facilities, Operations and Construction Technician
DATE:	February 18, 2021
SUBJECT:	Approval of Award of Contract, Mariposa Tree Management, Tree Maintenance Services for the Two-Story Modular Project, Walt Disney Elementary School (Bond Fund)

Background:

The District is in the process of constructing a two-story modular building (the "Disney Project") over the next two (2) years, including related site improvements at the Walt Disney Elementary School site. Mariposa Tree Service is under contract with the City of Burbank, after a competitive bidding process, and the District is able to utilize the same unit pricing as the City. This project did not require multiple bids due to the cost being under the 15k threshold. As part of the Disney Project, tree maintenance was needed to clear space for the new building and sports field as well as remove trees that were damaging to the blacktop and that were in the way of staging the new modular buildings.

District-Wide Goals for 2019-2020:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction/modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

Discussion/Issues:

Mariposa Tree Management will provide the following services at Walt Disney Elementary School:
Remove (Flush Cut)
5 Chinese Elm
3 Liquid Amber
2 Carrowtood
2 Tristania
2 Ficus
1 Crape Myrtle

This proposal provides for all labor, material, and equipment to perform tree services as requested and outlined in the tasks above. All Normal Tree Work Operations to be performed according to ANSI A300 Standards.
Pricing listed on proposal does not include additional costs for any permits that may be needed. In the case of traffic control or tree removal permits being needed and incurring additional costs, Mariposa Tree Management will contact District and then add the cost to the invoice.

Financial Impact:

$5,120 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Mariposa Tree Management for Tree Maintenance Services for the Two-Story Modular Project at Walt Disney Elementary School, effective February 19, 2021, not to exceed $5,120 (213-00000-0-91008-85000-6282-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

MARIPOSA

TREE MANAGEMENT, INC

Tree Maintenance Services

Burbank Unified School District

January 27th, 2021



Tel 800-794-9458 / Fax 626-960-8477
www.mariposa-ca.com

6232 Santos Diaz Street, Irwindale, CA91702
CA Contractors License #1061455 C61/D49, C27, C31, A

MARIPOSA
TREE MANAGEMENT, NC

January 27th, 2020

ATTN: Larry Cross
Director of Facilities
Burbank Unified School District
510 South Shelton Street
Burbank, California 91506
Phone: 818-729-5500
Fax: 818-729-5501
Email: LarryCross@burbankusd.org

Dear Larry,

Mariposa Tree Management would like to thank you for the opportunity to submit a proposal for your **Tree Maintenance Services.**

For more than 40 years, Mariposa Tree Management has provided cities and counties throughout Southern California with expert tree care. Here is why we would be the best solution for your organization:

- **Specialized Expertise** - In December 2019, our company expanded its Tree Division by branching off from our parent company, Mariposa Landscapes. This specialization allows us to provide arboreal expertise that is unmatched by our competitors.
- **Decades of Experience** - Our team of more than 50 qualified experts has provided tree trimming to numerous cities, counties, businesses, and residences. Whether pruning an avenue of palms, saving a heritage tree, or providing cleanup after a storm, Mariposa has seen it all and can handle even the most challenging situations.
- **Personal Service** - Our clients choose Mariposa because of the personal attention we provide - in other words, you will not be "just a number." We pride ourselves on responsive, responsible and professional work.

We have thoroughly reviewed the proposed plans, and all site conditions for this project. Our price reflects all the necessary labor, equipment, and materials needed to perform this work. Our proposal is valid for 90 days after the submittal date. All work will be performed in strict accordance with the specifications outlined by your organization, and ISA standards.

We look forward to working together to develop and maintain a healthy and beautiful urban forest for your property.

Primary Point of Contact
Contact Name: Brandon Williamson, Estimator
Phone: (626) 327-4041
Fax: (626) 960-3809
Email: brandon.williamson@mariposa-ca.com

Our Website is www.mariposa-ca.com
Our Instagram is https://www.instagram.com/mariposatreemanagement/

Respectfully Submitted,

Brandon Williamson

MARIPOSA TREE MANAGEMENT

Tree Maintenance Services Proposal

Project Tasks: The purpose of this project is to provide tree maintenance services to the Burbank Unified School District. Our services will include the following tasks:

Walt Disney Elementary School
1220 West Orange Grove Blvd. Burbank California
Remove (Flush Cut)
5 Chinese Elm
3 Liquid Amber
2 Carrowtood
2 Tristania
2 Ficus
1 Crape Myrtle

Scope of Work: This proposal provides for all labor, material, and equipment to perform tree services as requested and outlined in the tasks above. All Normal Tree Work Operations to be performed according to ANSI A300 standards. Prices include hauling of all material generated by our work.

Exclusions: The pricing listed on this proposal does not include additional costs for any permits that may be needed. In the case of traffic control or tree removal permits being needed and incurring additional costs we will notify the client, and then add that cost to our invoice.

Timeline: The pricing provided on this proposal is valid for 90 days. The project start will be within 60 days of acceptance
if this proposal. Time to complete this project is 2 working days from project start.

Pricing for this project was calculated using the unit prices listed on the tree maintenance services contract between the City of Burbank and Mariposa Tree Management Inc.
The price listed on this proposal follows the rates for regular weekday business hours and are provided on the condition that we are able to perform the work during those hours.

Total Proposal Price:$5,120.00

Today's Date: 1-27-21

Client Name: Larry Cross - Director of Facilities

Client Signature:

6232 Santos Diaz Street, Irwindale, CA 91702 I 800.794.9458 I FAX 626.960.8477
Web: www.mariposa-ca.com / Instagram: MariposaTreeManagement
California Contractors License#1061455 C61/D49, C27, C31 A
Safety . Teamwork . Quality . Integrity

Terms and Conditions

It is agreed by and between Mariposa Tree Management, Inc. and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of this contract:

Insurance by Contractor: Mariposa Tree Management, Inc. warrants that it is insured for liability resulting from injury to person(s) or property and that all employees are covered by Workers' Compensation as required by law. Certificates of coverage are available upon request.

Cancellation Fee: Mariposa Tree Management, Inc. kindly requests that the authorizing party provide at least 24 hours advance notice of any full or partial work cancellation. If a crew has been dispatched to the job site, the customer will be assessed a mobilization fee of $150.00 for incurred expenses.

Completion of Contract: Mariposa Tree Management, Inc. agrees to do its best to meet any agreed upon performance dates, but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control; nor shall the customer be relieved of completion for delays.

Tree Ownership: The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing party has received full permission from the owner to allow Mariposa Landscapes, Inc. to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Mariposa Landscapes, Inc. for any damages or costs incurred from the result thereof.

Safety: Mariposa Tree Management, Inc. warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standard. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

ANSI A300 Tree Care Standard Definitions: The following definitions apply to specifications detailed in this proposal.

Clean: Selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches. Unless noted otherwise on this proposal, all cleaning will be of branches 1-inch diameter or greater throughout the entire crown.

Crown: The leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree.

Leader: A dominant or co-dominant, upright stem.

Raise: Selective pruning to provide vertical clearance.

Reduce: Selective pruning to decrease height and/or spread by removing specified branches.

Restore: Selective pruning to improve the structure, form, and appearance of trees that have been severely headed, vandalized, or damaged.

Thin: Selective pruning to reduce density of live branches, usually by removing entire branches.

Vista Pruning: Selective pruning to allow a specific view, usually by creating view "windows" through the tree's crown.

Terms and Conditions

Stump Removal: Unless specified in the proposal, stump removal is not included in the price quoted. Grindings from stump removal are not hauled unless specified in this proposal. Surface and subsurface roots beyond the stump are not removed unless specified in this proposal.

Concealed Contingencies: Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously unknown foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the customer on a time and material basis. Mariposa Tree Management, Inc. is not responsible for damages to underground sprinklers, drain lines, invisible fences or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party and a copy is presented before or at the time the work is performed.

Clean-up: Clean-up shall include removing wood, brush, and clippings, and raking of the entire area affected by the specified work, unless noted otherwise on this proposal.

Lawn Repair: Mariposa Tree Management, Inc. will attempt to minimize all disturbances to the customer's lawn. Lawn repairs are not included in the contract price, unless noted otherwise on this proposal.

Terms of Payment: Unless otherwise noted in this proposal, the customer agrees to pay the account in full within 30 days of work completion. Failure to remit full payment within the payment term will result in a finance charge of 0.50% per month.

Returned Check Fee: There will be a $50.00 fee charged for all checks returned to our office for non-sufficient funds.



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