



**BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
REGULAR MEETING**

Thursday, July 18, 2019

**6:00 p.m. - Closed Session**

**7:00 p.m. - Public Session**

Burbank City Hall  
275 E. Olive Avenue  
Burbank, California

**AGENDA**

The entire agenda packet is available for review online at [www.burbankusd.org](http://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

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 by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The Superintendent may refer the matter to the proper department for review.

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
  
- 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: 960005271, 960030115, 960016695, 960012279, 960004035, 960024412 and 960002806.
  
- 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. REQUESTS TO ADDRESS THE BOARD
  - 8.a Public Communications  
An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The Superintendent may refer the matter to the proper department for review.
  
  - 8.b Staff Responses

8.c Board Members' Comments and Responses

9. REPORTS TO THE BOARD

9.a Superintendent's Comments

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

9.b Report on Actuarial Review of the Workers' Compensation Self-Insurance Program

David Jaynes, Assistant Superintendent, Administrative Services, will report on the actuarial review of the workers' compensation self-insurance program, as presented.

[Actuarial Review - Workers' Comp Program.pdf](#)

9.c Report on Burbank Unified School District K-12 Tobacco and Drug Education, Prevention, and Intervention

Stacy Cashman, Director, Student Services, will report on the Burbank Unified School District's plan to provide tobacco and drug education, prevention, and intervention to K-12 students, as presented.

[Substance Abuse Summary.pptx](#)

9.d Report on Facilities and Technology Projects

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

[7-18-19 Facilities and Technology PP 071819.pdf](#)

10. NEW AND/OR UNFINISHED BUSINESS

10.a Approval of Memorandum of Understanding between Madmen Marketing Consultants, LCC and Burbank Unified School District for Targeted Marketing

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District, Burbank Adult School, and Madmen Marketing, LCC to provide targeted marketing to maximize enrollment in Adult Education programs, effective July 19, 2019 through July 18, 2020, not to exceed \$33,000 (11.0-63910.0-41101-27000-5850-5330000) - \$8,250, (11.0-63910.0-41102-27000-5850-5330000) - \$8,250, (11.0-63910.0-41104-27000-5850-5330000) - \$8,250, (11.0-63910.0-41106-27000-5850-5330000) - \$8,250, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Approval of MOU Madmen with Attchmnts.pdf](#)

10.b Approval of Memorandum of Understanding between Burbank Housing Corporation and Burbank Unified School District to Govern the Operation of an English as a Second Language

Class

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District, Burbank Adult School and Burbank Housing Corporation to govern the operation of an English as a Second Language class, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Approval of MOU Burbank Housing with MOU.pdf](#)

- 10.c Approval of Los Angeles County Office of Education (LACOE) License Contract for Use of Software Personal Computer Products for District Use of HRS and/or PSFS Data  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the capability of downloading payroll information, effective July 1, 2019 through June 30, 2024, not to exceed \$1,261 per month or \$15,132 annually, (01.0-00000.0-00000-72000-5890-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[LACOE - License Contract.pdf](#)

- 10.d Ratification of Agreement with Los Angeles Universal Preschool, dba Child 360 Quality Start Los Angeles Grant for Horace Mann Children’s Center, Washington Children’s Center and Monterey Infant Center  
Peter Knapik, Director, Elementary Education, recommends that the Board of Education ratify the agreement between the Burbank Unified School District and Los Angeles Universal Preschool, dba Child 360 Quality Start Los Angeles, to provide the services listed in the Quality Start Grant, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Child 360 with Agmt.pdf](#)

- 10.e Ratification of Adoption of Resolution 1 Concerning Funding of Child Development Programs for Fiscal Year 2019–2020, Contract Number CCTR-9067  
Peter Knapik, Director, Elementary Education recommends that the Board of Education ratify the adoption of Resolution 1 certifying approval of the Board of Education to enter into a transaction with the California Department of Education for Funding of Child Development Programs, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

[Ratification of Resolution 1 CCTR-9067 with Res.pdf](#)

- 10.f Ratification of Adoption of Resolution 2 with the California Department of Education for the Purpose of Providing Child Care and Development Service and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2019-2020 for Contract Number CSPP-9159  
Peter Knapik, Director, Elementary Education, recommends that the Board of Education ratify the adoption of Resolution 2 certifying approval to enter into a transaction with the California Department of Education for funding of Child Development Programs, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

[Ratification of Resolution 2 CSPP-9159 with Res.pdf](#)

- 10.g Approval of Job Description for Educational Reader for the Visually Impaired and Posting the Newly Established Position  
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the job description for Educational Reader for the Visually Impaired and posting the newly established position, as presented.

[Job Description - Educational Reader for the Visually Impaired.pdf](#)

- 10.h Approval of Job Description for Facilities, Operations and Construction Technician and Posting the Newly Established Position  
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the job description for Facilities, Operations and Construction Technician and posting the newly established position, as presented.

[Job Description - Facilities Operations and Construction Technician.pdf](#)

- 10.i Approval of the Revised Teacher Assignments for 2019-2020  
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Revised Teacher Assignments for 2019-2020, as described per Education Codes §44258.2, 44258.3(a), 44258.7(b), (c) & (d), 44263, and 44865, as presented.

[Revised Teacher Assignments for 2019-2020.pdf](#)

- 10.j Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing  
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective August 1, 2019 through August 1, 2020, and that authority to sign the Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD – AR 3314, as presented.

[PIP Permit.pdf](#)

- 10.k Adoption of Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit, Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, Special Education Limited Assignment Permit (SELAP) Request for Certificated Staff  
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education Adopt the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit and Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, and Special Education Limited Assignment Permit (SELAP) Requests for Certificated Staff, as presented.

[Declaration of Need.pdf](#)

- 10.l Adoption of Resolution 3 for the Elimination or Reduction of Services for Classified Positions

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 3 for the Elimination or Reduction of Services for Classified positions, as presented.

[Resolution 3 - Reduction in Force.pdf](#)

11. CONSENT AGENDA

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

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

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960030115, at no cost to District (01.0-65000.0-50010-36000-5813-7440000), effective June 25, 2019 through May 15, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960030115\\_Settlement Agreement.pdf](#)

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

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960012279, not to exceed \$13,000 (01.0-65000.0-50010-36000-5813-7440000), effective June 25, 2019 through December 31, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960012279\\_Settlement Agreement.pdf](#)

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

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960016695, not to exceed \$20,000, (01.0-65000.0-50010-36000-5813-7440000), effective May 28, 2019 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960016695\\_Settlement Agreement.pdf](#)

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

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960004035, not to exceed \$1,028 (01.0-65000.0-50010-36000-5813-7440000), effective January 15, 2019 through May 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960004035\\_Settlement Agreement.pdf](#)

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

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student

960024412, at no expense to the District (01.0-65000.0-50010-36000-5813-7440000), effective June 26, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960024412\\_Settlement Agreement.pdf](#)

- 11.f Amended Final Settlement Agreement (Special Education)  
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve the amended Final Settlement Agreement for Special Education Student 960005271, at no expense to the District, effective May 23, 2019 through December 23, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960005271\\_Amended Settlement Agreement.pdf](#)

- 11.g Amended Final Settlement Agreement (Special Education)  
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve the amended Final Settlement Agreement for Special Education Student 960002806, for an increased amount of \$1,250 for a total not to exceed \$22,650, effective July 5, 2019 through December 23, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960002806\\_Amended Settlement Agreement.pdf](#)

- 11.h Approval of Minutes  
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of June 6, 2019, as presented.

[Minutes.06.06.19.pdf](#)

- 11.i Approval of Minutes  
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting of June 12, 2019, as presented.

[Minutes.06.12.19.SP.pdf](#)

- 11.j Approval of Minutes  
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of June 20, 2019, as presented.

[Minutes.06.20.19.pdf](#)

- 11.k Approval of Personnel Report Number 19-20-01  
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 19-20-01, covering Certificated and Classified personnel, and consisting of Pages 1 to 22 inclusive, as presented.

[Personnel Report.pdf](#)

- 11.l 2018-2019 Purchase Order Report  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board

of Education approve Purchase Orders for 2018-2019 as listed through June 17, 2019, as presented.

[2018-2019 Purchase Order Report.pdf](#)

- 11.m 2019-2020 Purchase Order Report  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2019-2020 as listed through June 17, 2019, as presented.

[2019-2020 Purchase Order Report.pdf](#)

- 11.n Approval of Warrants  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of \$10,277,358.78 and commercial warrants in the total amount of \$4,852,076.71, as presented.

[Warrants.pdf](#)

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

[Approval of Instructional Consultants with Agmts.pdf](#)

- 11.p Approval of Reimbursement to Parent for Transportation (Special Education)  
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, approve mileage reimbursement to the parents of special education student 160003888 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$10,231, effective August 1, 2019 through July 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 160003888\\_Parent Reimbursement.pdf](#)

- 11.q Ratification of Reimbursement to Parent for Transportation (Special Education)  
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, ratify mileage reimbursement to the parents of special education student 160003888 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$10,231, effective August 1, 2018 through June 30, 2019, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 160003888\\_RATIFIED Parent Reimbursement.pdf](#)

- 11.r Ratification of Reimbursement to Parent for Transportation (Special Education)  
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, ratify the mileage reimbursement to the parents of special education student 960004298 to transport student from home to the Non Public School (NPS), per IEP,

not to exceed \$8,093.09, effective July 1, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960004298\\_RATIFIED Parent Reimbursement.pdf](#)

- 11.s Ratification of Reimbursement to Parent for Transportation (Special Education)  
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, ratify mileage reimbursement to the parents of special education student 950101528 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$6,635.20, effective June 17, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 950101528\\_RATIFIED Parent Reimbursement \(Board Report\).pdf](#)

- 11.t 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 the Burbank Unified School District and Burbank Optometric Center, to provide vision therapy services to Special Education Student 960009120 per their IEPs or settlement agreement, not to exceed \$2,275 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960009120\\_Burbank Optometric.pdf](#)

- 11.u Approval of Agreement for Professional Services (Special Education)  
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Joanne M. Van Boxtel, Ph.D., to provide a professional development workshop for special education teachers, not to exceed \$500 (01.0-65000.0-57700-11900-5850-7440000), effective August 1, 2019 through August 30, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Joanne Van Boxtel\\_Professional Development.pdf](#)

- 11.v Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2018-2019  
John Paramo, Assistant Superintendent, Educational Services recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2018-2019, Report Summary No. 4, April 1 through June 30, 2019 as presented.

[2018-19\\_UCP\\_Reporting 4th quarter board report.pdf](#)

- 11.w Approval of 2019-2020 Courses for Burbank Adult School  
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 2019-2020 courses for Burbank Adult School, as presented.

[Approval of BAS Courses with Courses.pdf](#)

- 11.x Approval of Agreement for Professional Services  
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the

Board of Education approve the Consultant Agreement between the Burbank Unified School District and Purple Language Services, to provide American Sign Language interpreting to employees, not to exceed \$25,000 (01.0-00000.0-72000-5810-7552000), effective July 19, 2019 through June 30, 2020 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Purple Language.pdf](#)

- 11.y Approval of Student Fieldwork Agreement– St. Catherine University  
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Student Fieldwork Agreement between the Burbank Unified School District and St. Catherine University to provide educational field experience, effective July 19, 2019 and until terminated by either party on written notice, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented

[Agreement - St Catherine.pdf](#)

- 11.z Designation of Board Member for West San Gabriel Joint Powers Authority (WSG JPA)  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education designate Debbie Kukta, Assistant Superintendent, Administrative Services, to serve as the District's board member for the West San Gabriel Liability/Property and Workers' Compensation JPA, as presented.

[JPA Bd Member.pdf](#)

- 11.aa Approval to Establish Imprest Fund  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the establishment of the Imprest Fund due to new hire, retirement or change in assignment, as presented.

[Imprest Accounts Establishment.pdf](#)

- 11.ab Approval to Close Imprest Fund  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the closure of the Imprest Funds due to separation from the District, retirement or change in assignment, as presented.

[Imprest Acct Closure.pdf](#)

- 11.ac Approval of Authorization of Signatures  
David Jaynes, Assistant Superintendent, Administrative Services recommends that the Board of Education approve the authorization of signatures, for the period of August 1, 2019 through June 30, 2020, as presented.

[Authorization of Signatures 2019-20.pdf](#)

- 11.ad Approval of Amended Agreement for Professional Services with Enterprise Fleet Management Inc.  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the amended agreement between Burbank Unified School District and Enterprise Fleet Management Inc. for the replacement of nine (9) District vehicles through a

60 month lease to include a full maintenance and physical management program, effective July 20, 2019 through July 20, 2024, not to exceed \$93,994.56 per year, General Fund – Routine Restricted Maintenance (01.0-81500.0-00000-81100-7438-7522000) Maintenance Vehicles and (01.0-81500.0-00000-82200-7438-7522000) Grounds Vehicles, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[Enterprise Fleet Management - Amendment 3.pdf](#)

- 11.ae Ratification of Agreement for Field Trip, Athletic and Extra-Curricular Transportation with Durham School Services, LP (General Fund)  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify Amendment Number seven to the agreement between Burbank Unified School District and Durham School Services, L.P., to provide Field Trip, Athletic and Extra-Curricular Transportation services, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Durham - Amendment 7.pdf](#)

- 11.af Ratification of Agreement for Professional Services, Fagen Friedman & Fulfroost LLP (General Fund)  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Fagen Friedman & Fulfroost LLP, to perform specific services, effective, September 1, 2018 through June 30, 2019, not to exceed \$120,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[Fagen Friedman Fulfroost.pdf](#)

- 11.ag Acceptance of Notice of Completion, Field Contract #1819-061, Intercom Clock & Signal Service (ICS), District-Wide Cell Dialer Installation, Various Sites (General Fund)  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: cell dialer installation at 18 school sites for the District-Wide fire alarm phone system, not to exceed \$14,759.11 (01.0-81500.0-00000-85000-6249-752-3100) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[NOC\\_ICS\\_Cell Dialers\\_Various Sites\\_General Fund.pdf](#)

- 11.ah Acceptance of Notice of Completion, Field Contract 1819-072, Intercom Clock & Signal Service (ICS), District-Wide Lockdown Pull Station Installation, Various Sites (General Fund)  
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: lockdown pull station installation at 16 school sites for the District-Wide fire alarm system, not to exceed \$6,569.63 (01.0-81500.0-00000-85000-6249-752-3200) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[NOC\\_ICS\\_Lockdown Pulls\\_Various Sites\\_General Fund.pdf](#)

- 11.ai Acceptance of Notice of Completion, Pilgrim Fence, Fence and Gate Relocation at Magnolia

Park (SELPA Funds)

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Relocation of the fence and gate in order to provide a shade structure at Magnolia Park, not to exceed \$17,425.54 (01.0-90904.0-00000-85000-6170-5170000) SELPA Funds, as presented.

[NOC\\_ Pilgrim Fence\\_ Mag Park\\_ SELPA.pdf](#)

11.aj Acceptance of Notice of Completion, Entrance Camera System at Various Sites, NIC Partners (One-Time Funds)

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Entrance Camera System project under CMAS contract pricing at Various Sites by NIC Partners (01.0-00010.0-00000-85000-6249-7400036), PO 19001225, not to exceed \$25,988.21 (One-Time Funds), as presented.

[NOC\\_NIC Partners\\_Entrance Camera System\\_Various\\_071819.pdf](#)

11.ak Acceptance of Notice of Completion, Video Surveillance System at Burbank High School, NIC Partners (Site Funds/One-Time Funds)

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Video Surveillance System project under CMAS contract pricing at Burbank High School by NIC Partners (01.0-00010.0-00000-85000-6249-7400036; 01.0-00000.0-00000-27000-4310/4480/5840/5850-4311000), PO 19001339, not to exceed \$42,950.71 (Site Funds/One-Time Funds), as presented.

[NOC\\_NIC Partners\\_Video Surveillance System\\_BHS\\_071819.pdf](#)

11.al Approval of Award of Contract, Play Power, LT Farmington Inc., National Joint Power Alliance (NJPA) Piggyback Contract 022113-LTS, Procurement and Installation of Physical Fitness Equipment, Bret Harte Elementary School (Bond Fund)

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract, National Joint Powers Alliance (NJPA) Contract #022113-LTS, between Burbank Unified School District and Play Power LT Farmington, Inc., for the procurement and installation of physical fitness equipment for Bret Harte Elementary School, effective July 19, 2019 through July 19, 2020, not to exceed \$12,751.18 (21.3-00000-0-91006-85000-6410-205-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[7-18-19 AOC\\_ Play Power\\_ Physical Fitness\\_ Harte.pdf](#)

11.am Approval of Award of Contract, Pilgrim Fence, CUPCCAA Bid, 1920-02, Furnish and Install Railing, Thomas Jefferson Elementary School (Bond Fund)

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract, Pilgrim Fence, CUPCCAA Bid 1920-02, Furnish and Install Railing, Thomas Jefferson Elementary School, effective July 19 2019 through, July 19, 2020, not to exceed \$13,463 (21.3-00000-0-91008-85000-6170-206-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[7-18-19 AOC\\_ Pilgrim Fence\\_ Install Railing\\_ Jefferson.pdf](#)

- 11.an Approval of Award of Contract, Silver Creek Industries, Inc., Chula Vista Unified School District Piggy-Back Bid 14/15-3, Construction of Modular Buildings, Walt Disney Elementary School (Bond Fund)

David Jaynes, Assistant Superintendent, Administrative Services recommends that the Board of Education approve an award of contract between Burbank Unified School District and Silver Creek Industries, Inc., pursuant to the proposal dated June 27, 2019, for construction of modular classroom buildings, Chula Vista Unified School District Piggyback Bid #14/15-3, effective July 19, 2019 through July 19, 2021, not to exceed \$3,156,512 (21.0-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[7-18-19 AOC\\_ Silver Creek\\_ Modulares\\_ Disney.pdf](#)

12. REQUESTS TO ADDRESS THE BOARD

12.a Public Communications

An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The Superintendent may refer the matter to the proper department for review.

12.b Staff Responses

12.c Board Members' Comments and Responses

13. ADJOURNMENT

**Burbank Unified School District  
Administrative Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Ruthie DiFonzo, Senior Administrative Assistant

SUBMITTED BY: Ruthie DiFonzo, Senior Administrative Assistant

DATE: July 18, 2019

SUBJECT: Report on Actuarial Review of the Workers' Compensation Self-Insurance Program

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**Background:**

The District left the Schools Linked for Insurance Management (SLIM) Joint Powers Authority (JPA) on June 30, 2017. York Risk Management is now managing those self-insured claims.

**Discussion/Issues:**

Bay Actuarial Consultants has prepared the review of the District's workers' compensation program. The report includes all open claims, the net liability, losses and potential future medical claims.

**Fiscal Impact**

None.

**Recommendation**

David Jaynes, Assistant Superintendent, Administrative Services, will report on the actuarial review of the workers' compensation self-insurance program, as presented.

# Burbank Unified School District

## **Self Insured Workers' Compensation Claims**



# Burbank Unified School District Workers' Comp Self Insured Claims

- THE DISTRICT LEFT THE SLIM JPA ON 6/30/17 TAKING WITH US THE SELF INSURED CLAIMS TO MANAGE USING YORK
- THERE ARE CURRENTLY 13 OPEN CLAIMS REMAINING IN BURBANK'S RETAINED LAYER
- MOST OF THESE ARE INSURED BY THE EXCESS INSURANCE POLICIES IN PLACE AT THE TIME AND ARE BEING REIMBURSED BY THEM
- THERE IS \$191K NET CASE RESERVES IN THE RETAINED LAYER AS OF 4/30/19

# Burbank Unified School District Workers' Comp Self Insured Claims

- THERE IS A NET IBNR LIABILITY OF \$308K AS OF 4/30/19
- THE TOTAL NET LIABILITY IS \$499K AS OF 4/30/19 WHICH DROPS TO \$494K AT 6/30/19
- THERE ARE 41 POTENTIAL FUTURE MEDICAL THAT COULD REOPEN; 21 OF THOSE ARE IN CLOSED OUT PROGRAM YEARS
- YORK IS OUT TPA AND WILL UPDATE & TRACK ALL FUTURE MEDS

# **Burbank Unified School District**

## **An Actuarial Review of the Workers' Compensation Self-Insurance Program**

**BAY ACTUARIAL CONSULTANTS**

**Moraga, California**

**June 24, 2019**

# Bay Actuarial Consultants

June 24, 2019

Mr. David Jaynes  
Assistant Superintendent, Administrative Services  
Burbank Unified School District  
1900 W. Olive Ave.  
Burbank, CA 91506

Dear Mr. Jaynes,

We are pleased to present Bay Actuarial's 2019 actuarial review of the Burbank Unified School District's workers' compensation program. We appreciate the opportunity to serve the District.

Please call me at (925) 377-5269 if you have any questions,.

Respectfully,

BAY ACTUARIAL CONSULTANTS



Jack Joyce, FCAS, MAAA  
Principal

# Burbank Unified School District

## An Actuarial Review of the Workers' Compensation Program

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# **Burbank Unified School District**

## **An Actuarial Review of the Workers' Compensation Program**

### **Introduction**

# **Burbank Unified School District**

## **An Actuarial Review of the Workers' Compensation Program**

### **Introduction**

#### **Background & Purpose**

The Burbank Unified School District has requested an actuarial analysis of its workers compensation program. The District had belonged to the SLIM JPA, but departed on 6/30/17. SLIM was a self-insurance JPA between 7/1/79 and 6/30/05. In accordance with the separation agreement, Burbank is now responsible for the future costs of any Burbank claims that had dates of loss between 7/1/79 and 6/30/05. We call these claims the "transferred claims."

The SLIM JPA had always purchased "excess insurance" while self-insuring. Excess insurance covers the portion of every loss that exceeds a given amount. We understand that that excess insurance is still in effect on the Burbank claims, but that it now protects Burbank instead of SLIM.

This report covers the following topics:

- 1) **Unpaid Losses Retained by Burbank.** We estimated Burbank's liability for transferred claims as of April 30, 2019 and projected the June 30, 2019 liability. These estimates and projections are net of expected excess insurance recoveries.
- 2) **Unpaid Losses Ceded to Excess Insurers.** We estimated the excess insurer's remaining liability for their portion of the transferred claims.
- 3) **Discounting.** The remaining liabilities are discounted at 1.5% interest.
- 4) **Variability of Estimated Losses.** The report provides estimates of the remaining liabilities at a range of "probability levels."

## Conditions & Limitations

This report is for Burbank's internal use. Burbank may provide a copy to its financial auditors. Bay Actuarial does not authorize any other use. In particular, those interested in providing insurance to Burbank must perform their own actuarial analysis and may not rely upon our work.

York provided the loss data. We did not audit this data and are not responsible for its accuracy. In any actuarial analysis the accuracy and relevance of the conclusions and the reasonableness of the recommendations depend upon the accuracy and relevance of the underlying data.

The term "losses" refers to all costs that can be tied to a specific claim. These include loss payments, attorney's fees, and other expenses linked to a specific claim.

The actuarial projections in this report are estimates. Uncertainty is unavoidable because many of the events that will determine future claims costs have not yet taken place. These events include, but are not limited to, future legislation or ballot initiatives that may change statutory benefit levels or the workers' compensation laws, changes in the rate of inflation, and the outcomes of future administrative proceedings and litigation. Our projections are based upon Burbank's historical experience. We did not anticipate any extraordinary changes in the various factors that might affect the future cost of claims, and used actuarial methods that should produce reasonable results given current information. There is no guarantee, express or implied, that losses will develop as projected in this report.

## Organization of the Report

The remainder of this report is divided into seven sections: the *Management Summary*, the *Technical Approach* section, the *Summary Exhibits*, the *Fiscal Year End Exhibits*, the *Limited Loss Exhibits*, the *Gross Loss Exhibits*, and the *Discounting Exhibits*.

The *Management Summary* gives an overview of the results of the analysis. The *Technical Approach* section explains and discusses the assumptions and details underlying the calculations. The *Exhibits* document the actual calculations used in developing the results.

**Burbank Unified School District**

**An Actuarial Review of the  
Workers' Compensation Program**

**Management Summary**

## Burbank Unified School District

### An Actuarial Review of the Workers' Compensation Program

#### Management Summary

#### Net Liability for Transferred Claims as of @ 4/30/19 and 6/30/19

There are three measures of the liability for the transferred claims: net, gross, and ceded. The net liability is Burbank's responsibility. The ceded liability is the responsibility of the excess insurers. The gross liability is the net liability plus the ceded liability.

We estimate that the remaining net liability was **\$499,000** on 4/30/19.

Table I shows this "central estimate" plus estimates at various probability levels. There is an estimated 90% probability that that a 90% probability level amount will be adequate to cover the remaining payments. Therefore, according to Table I there is only an estimated 10% probability that the remaining unpaid losses will cost more than **\$973,000**. The discounted values in the right-hand column are roughly 13.6% lower than the undiscounted numbers in the middle column. They reflect the time value of money since these remaining claims will not be settled for years. We discounted at 1.5% interest. "ULAE" refers to payments for the services of a claims administrator to handle the claims.

**Table I: Estimated Net Liability as of 4/30/19  
(Dollars in Thousands – excluding ULAE)**

<b>Probability Level</b>	<b>Undiscounted</b>	<b>Discounted @ at 1.5% Interest</b>
60%	439	380
<b>Central Estimate</b>	<b>\$499</b>	<b>\$432</b>
70%	544	471
80%	699	605
90%	973	842

Table II shows the Table I numbers projected forward two months to 6/30/19.

**Table II: Projected Net Liability as of 6/30/19  
(Dollars in Thousands – excluding ULAE)**

Probability Level	Undiscounted	Discounted @ at 1.5% Interest
60%	435	376
<b>Central Estimate</b>	<b>\$494</b>	<b>\$427</b>
70%	538	466
80%	692	598
90%	968	838

The numbers in Tables I & II represent the total liability. That comprises case reserves for known claims plus an *incurred-but-not-reported* (“IBNR”) liability. IBNR represents the liability for future increases on the case estimates plus the cost of claims currently closed that will open or reopen in the future. At 6/30/19 there is \$1.62 of IBNR liability for every \$1.00 of existing case reserves for known claims. The net liabilities for each specific program year are shown on page 23.

#### Losses Ceded to Excess Insurers

Table III shows the projected portion of the remaining self-insured claims that was ceded to the excess insurers.

**Table III: Projected Ceded Liability for Unpaid Losses as of 6/30/19  
(Dollars in Thousands – excluding ULAE)**

Probability Level	Undiscounted	Discounted @ at 1.5% Interest
60%	697	624
70%	795	711
<b>Central Estimate</b>	<b>\$883</b>	<b>\$790</b>
80%	989	885
90%	1,439	1,287

The ceded liabilities for each specific program year are shown on page 29.

**Gross Unpaid Self-Insured Losses**

Table IV shows the projected gross liability. This comprises the net liability plus the losses ceded to excess insurers. The net and ceded central estimates sum to the undiscounted gross central estimate, but there are necessarily some differences at the higher probabilities and in the discounted amounts.

**Table IV: Projected Gross Liability for Unpaid Losses as of 6/30/19  
(Dollars in Thousands – excluding ULAE)**

Probability Level	Undiscounted	Discounted @ at 1.5% Interest
60%	1,253	1,108
<b>Central Estimate</b>	<b>\$1,377</b>	<b>\$1,217</b>
70%	1,460	1,290
80%	1,749	1,546
90%	2,299	2,033

The gross liabilities for each specific program year are shown on page 26.

Chart 1 shows the estimated net liabilities by program year.

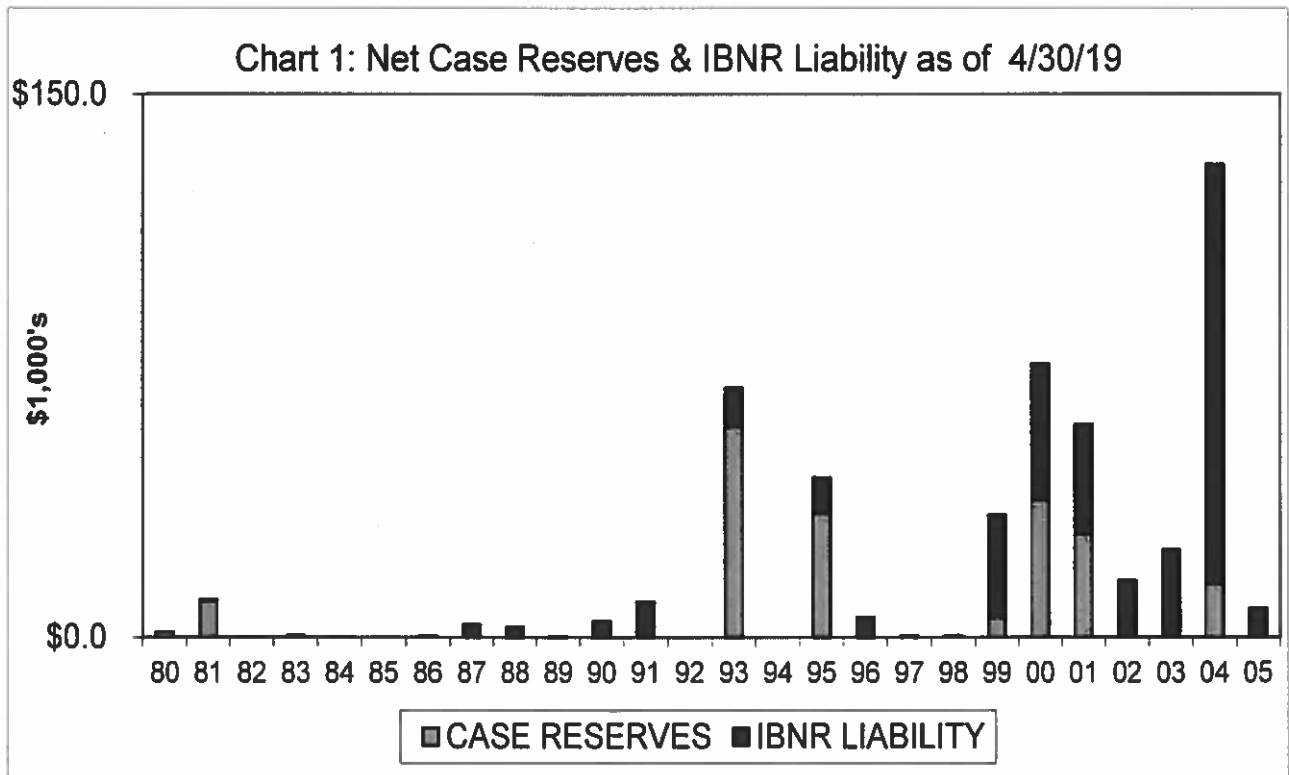


Chart 2 shows the estimated gross liabilities by program year.

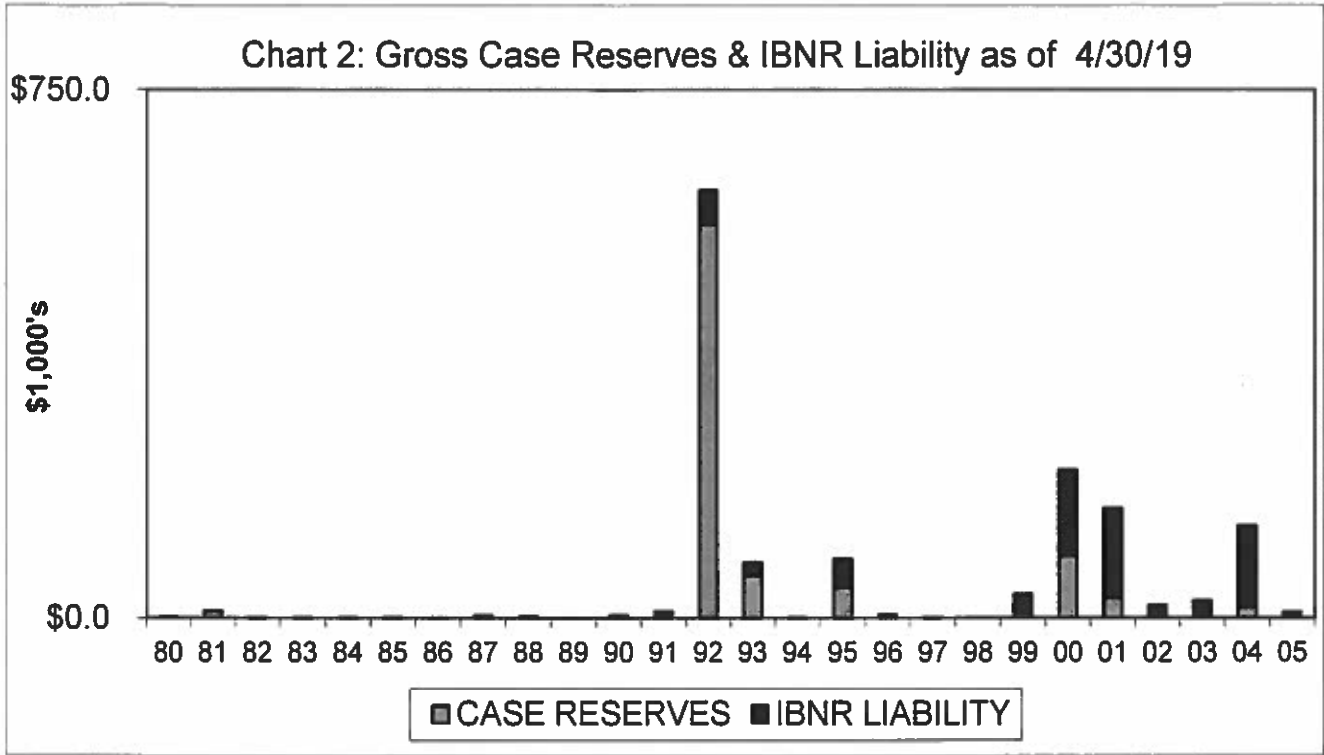
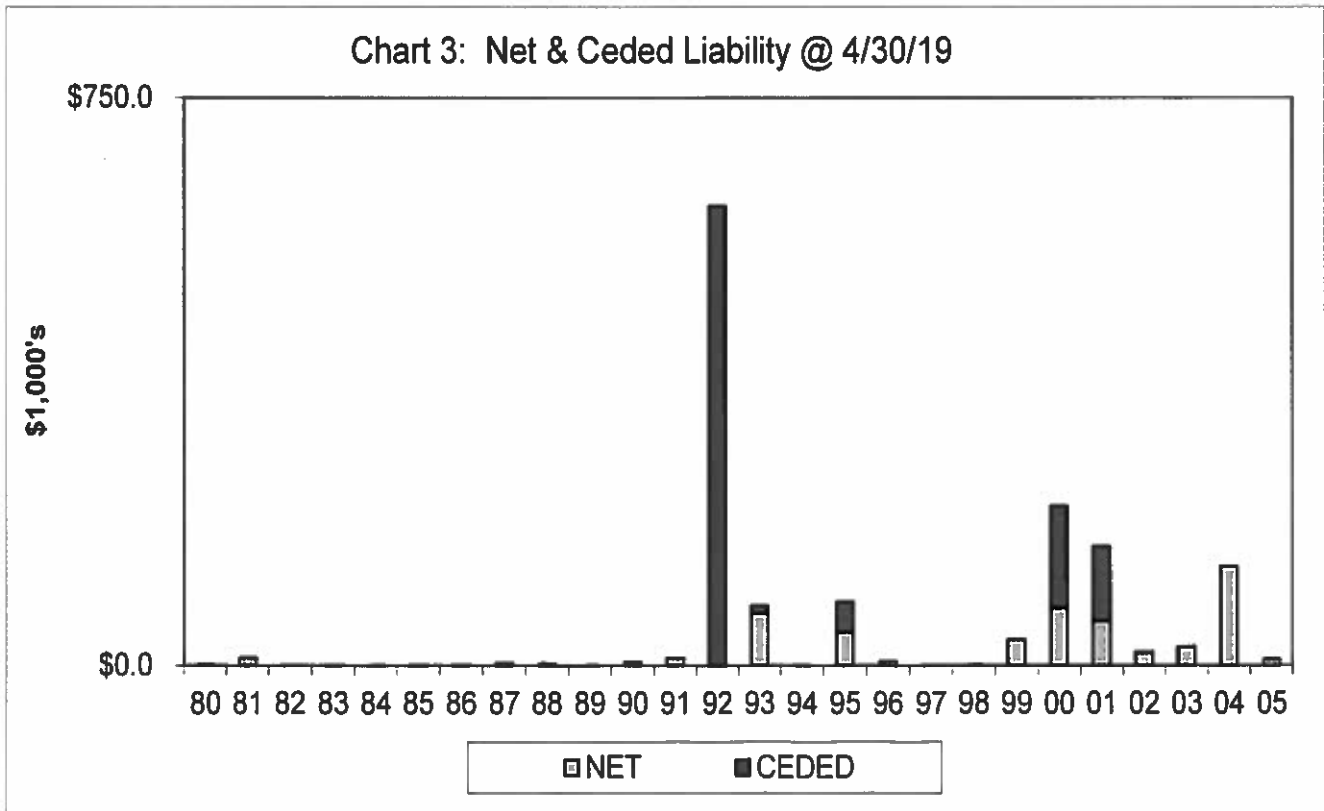


Chart 3 breaks out the gross liability between net and ceded.



There are only fourteen known remaining open transferred claims. One of these fourteen has exceeded the self-insured retention and is now the responsibility of the excess insurer.

### **Lifetime Medical Claims**

Medical benefits for injuries covered by workers' compensation do not terminate when an employee leaves his employer, either in retirement or for a new job. There are inactive claims that currently do not have any case reserves, but are designated as "lifetime medical." These claims could reopen in the future. When and if they do Burbank and the excess insurers will be responsible for paying the ensuing medical costs. There are 46 currently closed lifetime medicals. 5 of these 46 have already paid out more than the self-insured retention and would therefore be solely the responsibility of the excess insurer if they reopen. The other 41 represent potential Burbank liabilities.

The actuarial assumption is that the average cost of a reopened lifetime medical would be \$77,199. We estimate that 3.4% of the closed lifetime medicals will eventually reopen.

### **Interest Rates**

The liabilities are discounted at 1.5% interest. Table V shows the adjustments to make to convert the discounted liabilities to their equivalents when discounted at interest rates other than 2.0%.

<b>Table V: Interest Rate Adjustments</b>				
<b>Interest Rate</b>	<b>0.0%</b>	<b>1.0%</b>	<b>1.5%</b>	<b>1.97%</b>
<b>Gross Liability</b>	<b>+13.1%</b>	<b>+4.1%</b>	<b>+0.0%</b>	<b>-3.6%</b>
<b>Net Liability</b>	<b>+15.6%</b>	<b>+4.9%</b>	<b>+0.0%</b>	<b>-4.2%</b>

There is a column for an interest rate of 1.97%. That was the "risk-free buy-and-hold" interest rate applicable to discounting these liabilities on 6/21/19. A hypothetical portfolio made up of US Treasury bills, notes and bonds selected to mature just as the money would be needed to pay the claims would have an overall yield 1.97% if all securities are held to maturity.

**Burbank Unified School District**

**An Actuarial Review of the  
Workers' Compensation Program**

**Technical Approach**

## **Burbank Unified School District**

### **An Actuarial Review of the Workers' Compensation Program**

#### **Technical Approach**

This section describes the actuarial calculations.

#### **Exhibits**

##### ***Summary Exhibits***

These exhibits summarize the analysis and conclusions. Summary Exhibit 1 shows the projected net transferred liability as of June 30, 2019 while Summary Exhibit 2 shows the estimated April 30, 2019 net liability. Summary Exhibits 3 and 4 show the estimated gross and ceded unpaid losses. Summary Exhibits 5, 6, and 7 show the net, gross, and ceded liabilities and ultimate losses broken out by program year.

##### ***Fiscal Year End Exhibits***

These exhibits show the estimated unpaid losses as of April 30, 2019 on net, ceded, and gross bases and the projections to June 30, 2019.

##### ***Limited Loss Exhibits***

These exhibits show the estimation of the limited ultimate losses for each program year. We start with the gross (unlimited) loss estimates and adjust them to a limited basis to reflect the expected effect of excess insurance.

##### ***Gross Loss Exhibits***

These exhibits show the various actuarial projection methods and summarize the results for each program year, on a gross (unlimited loss) basis.

We used five different actuarial methods:

- 1) Reported loss projection method;

- 2) Paid loss projection method;
- 3) IBNR to Case Reserves Ratio method;
- 4) Bornhuetter-Ferguson method using reported losses; and
- 5) Frequency times Severity method.

Gross Loss Exhibit 1 summarizes the results of these methods.

***Discounting Exhibits***

These exhibits show the discounting of the unpaid losses. They also include the Program Information Exhibit.

**Burbank Unified School District  
Workers' Compensation Program**

**Actuarial Analysis of the  
Workers' Compensation Program**

**Summary Exhibits**

Burbank Unified School District  
Workers' Compensation Program

Projected Unpaid Losses as of June 30, 2019

**Self-Insured Losses Limited to SIR**

(1) Projected Unpaid Losses:	\$493,954
(2) Discounted Value of Unpaid Losses: (Assuming 1.50% Interest Rate)	\$427,374

**Probability Levels**

Probability Level <u>(3)</u>	Probability Factor <u>(4)</u>	Discounted * Liability <u>(5)</u>
20%	0.45	\$192,318
30%	0.52	222,234
40%	0.61	260,698
50%	0.73	311,983
60%	0.88	376,089
<b>Central Estimate</b>	<b>1.00</b>	<b>427,374</b>
70%	1.09	465,838
80%	1.40	598,324
90%	1.96	837,653

\* Multiply by 1.156 to obtain undiscounted values.

Notes:

- (1) Page 49, Column (1).
- (2) Page 49, Column (3).
- (3) Estimated probability that funding will be adequate.
- (4) Estimated by BAC.
- (5) (2) x (4).

Burbank Unified School District  
Workers' Compensation Program

Estimated Unpaid Losses as of April 30, 2019

**Self-Insured Losses Limited to SIR**

(1) Estimated Unpaid Losses:		\$499,219
(2) Discounted Value of Unpaid Losses: (Assuming 1.50% Interest Rate)		\$431,824.44

**Probability Levels**

Probability Level <u>(3)</u>	Probability Factor <u>(4)</u>	Discounted * Liability <u>(5)</u>
20%	0.46	\$198,639
30%	0.53	228,867
40%	0.61	263,413
50%	0.73	315,232
60%	0.88	380,006
<b>Central Estimate</b>	<b>1.00</b>	<b>431,824</b>
70%	1.09	470,689
80%	1.40	604,554
90%	1.95	842,058

\* Multiply by 1.156 to obtain undiscounted values.

Notes:

- (1) Page 25, Column (6).
- (2) (1). Discounted at 1.50% Interest.
- (3) Estimated probability that funding will be adequate.
- (4) Estimated by BAC.
- (5) (2) x (4).

Burbank Unified School District  
Workers' Compensation Program

Projected Unpaid Losses as of June 30, 2019

**Gross Unlimited Losses**

(1) Projected Unpaid Losses:	\$1,376,772
(2) Discounted Value of Unpaid Losses: (Assuming 1.50% Interest Rate)	\$1,217,177

**Probability Levels**

Probability Level (3)	Probability Factor (4)	Discounted * Liability (5)
20%	0.63	\$766,822
30%	0.67	815,509
40%	0.73	888,539
50%	0.81	985,913
60%	0.91	1,107,631
<b>Central Estimate</b>	<b>1.00</b>	<b>1,217,177</b>
70%	1.06	1,290,208
80%	1.27	1,545,815
90%	1.67	2,032,686

\* Multiply by 1.131 to obtain undiscounted values.

Notes:

- (1) Page 20, Column (1).
- (2) Page 20, Column (2).
- (3) Estimated probability that funding will be adequate.
- (4) Estimated by BAC.
- (5) (2) x (4).

Burbank Unified School District  
Workers' Compensation Program

Projected Unpaid Losses as of June 30, 2019

**Ceded Losses**

(1) Projected Unpaid Losses:	\$882,818
(2) Discounted Value of Unpaid Losses: (Assuming 1.50% Interest Rate)	\$789,804

**Probability Levels**

Probability Level (3)	Probability Factor (4)	Discounted * Liability (5)
20%	0.69	\$544,965
30%	0.70	552,863
40%	0.71	560,761
50%	0.73	576,557
60%	0.79	623,945
70%	0.90	710,824
<b>Central Estimate</b>	<b>1.00</b>	<b>789,804</b>
80%	1.12	884,580
90%	1.63	1,287,381

\* Multiply by 1.118 to obtain undiscounted values.

Notes:

- (1) Page 21, Column (1).
- (2) Page 21, Column (2).
- (3) Estimated probability that funding will be adequate.
- (4) Estimated by BAC.
- (5) (2) x (4).

Burbank Unified School District  
Workers' Compensation Program

June 30, 2019 Summary

**Self-Insured Losses Limited to SIR**

Program Year	Undiscounted Value: Claims Liabilities as of 6/30/19 (1)	Discounted Value: (1.50% Interest) Claims Liabilities as of 6/30/19 (2)	Estimated Ultimate Losses (3)
1979-80	\$1,207	\$1,198	\$109,000
1980-81	9,553	9,419	170,000
1981-82	199	195	284,000
1982-83	505	490	375,000
1983-84	78	75	217,000
1984-85	0	0	476,299
1985-86	466	443	306,000
1986-87	3,397	3,205	586,000
1987-88	2,753	2,578	523,000
1988-89	255	237	609,000
1989-90	4,423	4,083	367,000
1990-91	9,623	8,819	649,000
1991-92	0	0	1,218,833
1992-93	67,958	61,376	680,000
1993-94	0	0	485,537
1994-95	43,606	38,815	850,000
1995-96	5,523	4,881	397,000
1996-97	362	317	597,000
1997-98	463	403	605,000
1998-99	33,476	28,950	560,000
1999-00	74,860	64,274	1,850,000
2000-01	58,305	49,702	1,800,000
2001-02	15,480	13,102	1,329,000
2002-03	23,949	20,125	1,102,000
2003-04	129,602	108,133	1,740,000
2004-05	7,911	6,554	883,000
<b>Total</b>	<b>\$493,954</b>	<b>\$427,374</b>	<b>\$18,768,669</b>

Notes:

- (1) Page 49, Column (1).
- (2) Page 49, Column (3).
- (3) Page 32, Column (6).

Burbank Unified School District  
Workers' Compensation Program

June 30, 2019 Summary

**Gross Unlimited Losses**

Program Year	Undiscounted Value: Claims Liabilities as of 6/30/19 (1)	Discounted Value: (1.50% Interest) Claims Liabilities as of 6/30/19 (2)	Estimated Ultimate Losses (3)
1979-80	\$1,206	\$1,197	\$109,000
1980-81	9,553	9,419	170,000
1981-82	698	683	299,000
1982-83	505	490	375,000
1983-84	78	75	217,000
1984-85	697	668	510,000
1985-86	466	443	306,000
1986-87	3,397	3,205	586,000
1987-88	2,753	2,578	523,000
1988-89	255	237	609,000
1989-90	4,423	4,083	367,000
1990-91	9,623	8,819	649,000
1991-92	598,977	544,913	2,450,000
1992-93	77,860	70,319	690,000
1993-94	246	221	650,000
1994-95	82,983	73,866	1,180,000
1995-96	5,523	4,881	397,000
1996-97	362	317	597,000
1997-98	463	403	605,000
1998-99	33,476	28,950	560,000
1999-00	208,088	178,663	2,400,000
2000-01	155,064	132,184	2,190,000
2001-02	18,205	15,408	1,370,000
2002-03	24,357	20,468	2,252,000
2003-04	129,602	108,133	1,740,000
2004-05	7,911	6,554	883,000
<b>Total</b>	<b>\$1,376,772</b>	<b>\$1,217,177</b>	<b>\$22,684,000</b>

Notes:

- (1) Page 50, Column (1).
- (2) Page 50, Column (3).
- (3) Page 39, Column (6).

**Burbank Unified School District  
Workers' Compensation Program**

June 30, 2019 Summary

**Ceded Losses**

Program Year	Undiscounted Value: Ceded Claims Liabilities as of 6/30/19 <u>(1)</u>	Discounted Value: (1.50% Interest) Ceded Claims Liabilities as of 6/30/19 <u>(2)</u>	Estimated Ultimate Ceded Losses <u>(3)</u>
1979-80	\$0	\$0	\$0
1980-81	0	0	0
1981-82	499	488	15,000
1982-83	0	0	0
1983-84	0	0	0
1984-85	697	668	33,701
1985-86	0	0	0
1986-87	0	0	0
1987-88	0	0	0
1988-89	0	0	0
1989-90	0	0	0
1990-91	0	0	0
1991-92	598,977	544,913	1,231,167
1992-93	9,902	8,943	10,000
1993-94	246	221	164,463
1994-95	39,377	35,051	330,000
1995-96	0	0	0
1996-97	0	0	0
1997-98	0	0	0
1998-99	0	0	0
1999-00	133,228	114,389	550,000
2000-01	96,758	82,482	390,000
2001-02	2,725	2,306	41,000
2002-03	408	343	1,150,000
2003-04	0	0	0
2004-05	0	0	0
<b>Total</b>	<b>\$882,818</b>	<b>\$789,804</b>	<b>\$3,915,331</b>

Notes:

(1) - (3) Page 20 values - Page 19 values.

**Burbank Unified School District  
Workers' Compensation Program**

**Actuarial Analysis of the  
Workers' Compensation Program**

**Fiscal Year End Exhibits**

Burbank Unified School District  
Workers' Compensation Program

Projected Unpaid Losses as of June 30, 2019  
Self-Insured Losses Limited to SIR

Program Year	Estimated Ultimate Losses (1)	Projected Paid Losses as of 6/30/19 (2)	Projected Case Reserves 6/30/19 (3)	Projected Reported Losses as of 6/30/19 (4)	Projected IBNR as of 6/30/19 (5)	Projected Unpaid Losses as of 6/30/19 (6)
1979-80	\$109,000	\$107,793	\$1,112	\$108,905	\$95	\$1,207
1980-81	170,000	160,447	9,074	169,521	479	9,553
1981-82	284,000	283,801	110	283,911	89	199
1982-83	375,000	374,495	0	374,495	505	505
1983-84	217,000	216,922	0	216,922	78	78
1984-85	476,299	476,299	0	476,299	0	0
1985-86	306,000	305,534	0	305,534	466	466
1986-87	586,000	582,603	0	582,603	3,397	3,397
1987-88	523,000	520,247	196	520,443	2,557	2,753
1988-89	609,000	608,745	0	608,745	255	255
1989-90	367,000	362,577	599	363,176	3,824	4,423
1990-91	649,000	639,377	623	640,000	9,000	9,623
1991-92	1,218,833	1,218,833	0	1,218,833	0	0
1992-93	680,000	612,042	57,396	669,437	10,563	67,958
1993-94	485,537	485,537	0	485,537	0	0
1994-95	850,000	806,394	33,692	840,086	9,914	43,606
1995-96	397,000	391,477	1	391,478	5,522	5,523
1996-97	597,000	596,638	0	596,638	362	362
1997-98	605,000	604,537	0	604,537	463	463
1998-99	560,000	526,524	5,224	531,748	28,252	33,476
1999-00	1,850,000	1,775,140	37,666	1,812,807	37,193	74,860
2000-01	1,800,000	1,741,695	28,221	1,769,915	30,085	58,305
2001-02	1,329,000	1,313,520	2	1,313,522	15,478	15,480
2002-03	1,102,000	1,078,051	3	1,078,054	23,946	23,949
2003-04	1,740,000	1,610,398	14,622	1,625,020	114,980	129,602
2004-05	883,000	875,089	1	875,090	7,910	7,911
<b>Total</b>	<b>\$18,768,669</b>	<b>\$18,274,715</b>	<b>\$188,543</b>	<b>\$18,463,258</b>	<b>\$305,411</b>	<b>\$493,954</b>

## Notes:

- (1) Page 25, Column (1).
- (2) Page 24, Column (3).
- (3) (4) - (2).
- (4) Page 24, Column (6).
- (5) (1) - (4).
- (6) (1) - (2).

**Burbank Unified School District  
Workers' Compensation Program**

**Self-Insured Losses Limited to SIR**  
**Projected Paid and Reported Losses between 5/1/19 and 6/30/19**

Program Year	Limited Losses Paid as of 4/30/19 (1)	Projected Limited Losses Paid 5/1/19 - 6/30/19 (2)	Projected Limited Losses Paid as of 6/30/19 (3)	Limited Losses Reported as of 4/30/19 (4)	Projected Limited Losses Reported 5/1/19 - 6/30/19 (5)	Projected Limited Losses Reported as of 6/30/19 (6)
1979-80	\$107,552	\$242	\$107,793	\$108,886	\$19	\$108,905
1980-81	159,578	868	160,447	169,478	44	169,521
1981-82	283,789	12	283,801	283,906	5	283,911
1982-83	374,473	22	374,495	374,473	22	374,495
1983-84	216,920	3	216,922	216,920	3	216,922
1984-85	476,299	0	476,299	476,299	0	476,299
1985-86	305,523	11	305,534	305,523	11	305,534
1986-87	582,531	72	582,603	582,531	72	582,603
1987-88	520,196	51	520,247	520,395	48	520,443
1988-89	608,741	4	608,745	608,741	4	608,745
1989-90	362,510	67	362,577	363,118	59	363,176
1990-91	639,243	134	639,377	639,874	126	640,000
1991-92	1,218,833	0	1,218,833	1,218,833	0	1,218,833
1992-93	611,235	806	612,042	669,311	127	669,437
1993-94	485,537	0	485,537	485,537	0	485,537
1994-95	805,943	451	806,394	839,982	104	840,086
1995-96	391,424	54	391,477	391,424	54	391,478
1996-97	596,635	3	596,638	596,635	3	596,638
1997-98	604,533	4	604,537	604,533	4	604,537
1998-99	526,249	275	526,524	531,512	236	531,748
1999-00	1,774,556	585	1,775,140	1,812,511	295	1,812,807
2000-01	1,741,261	434	1,741,695	1,769,687	228	1,769,915
2001-02	1,313,410	110	1,313,520	1,313,410	112	1,313,522
2002-03	1,077,888	163	1,078,051	1,077,888	166	1,078,054
2003-04	1,609,553	845	1,610,398	1,624,255	765	1,625,020
2004-05	875,039	50	875,089	875,039	51	875,090
<b>Total</b>	<b>\$18,269,450</b>	<b>\$5,265</b>	<b>\$18,274,715</b>	<b>\$18,460,700</b>	<b>\$2,558</b>	<b>\$18,463,258</b>

## Notes:

- (1) Page 25, Column (2).
- (2) Projected by BAC.
- (3) (1) + (2).
- (4) Page 25, Column (4).
- (5) Projected by BAC.
- (6) (4) + (5).

Burbank Unified School District  
Workers' Compensation Program

**Estimated Unpaid Losses as of April 30, 2019**  
**Self-Insured Losses Limited to SIR**

Program Year	Estimated Ultimate Losses (1)	Paid Losses as of 4/30/19 (2)	Case Reserves 4/30/19 (3)	Reported Losses as of 4/30/19 (4)	Estimated IBNR as of 4/30/19 (5)	Estimated Unpaid Losses as of 4/30/19 (6)
1979-80	\$109,000	\$107,552	\$1,334	\$108,886	\$114	\$1,448
1980-81	170,000	159,578	9,899	169,478	522	10,422
1981-82	284,000	283,789	116	283,906	94	211
1982-83	375,000	374,473	0	374,473	527	527
1983-84	217,000	216,920	0	216,920	80	80
1984-85	476,299	476,299	0	476,299	0	0
1985-86	306,000	305,523	0	305,523	477	477
1986-87	586,000	582,531	0	582,531	3,469	3,469
1987-88	523,000	520,196	199	520,395	2,605	2,804
1988-89	609,000	608,741	0	608,741	259	259
1989-90	367,000	362,510	608	363,118	3,882	4,490
1990-91	649,000	639,243	631	639,874	9,126	9,757
1991-92	1,218,833	1,218,833	0	1,218,833	0	0
1992-93	680,000	611,235	58,075	669,311	10,689	68,765
1993-94	485,537	485,537	0	485,537	0	0
1994-95	850,000	805,943	34,039	839,982	10,018	44,057
1995-96	397,000	391,424	0	391,424	5,576	5,576
1996-97	597,000	596,635	0	596,635	365	365
1997-98	605,000	604,533	0	604,533	467	467
1998-99	560,000	526,249	5,263	531,512	28,488	33,751
1999-00	1,850,000	1,774,556	37,956	1,812,511	37,489	75,444
2000-01	1,800,000	1,741,261	28,427	1,769,687	30,313	58,739
2001-02	1,329,000	1,313,410	0	1,313,410	15,590	15,590
2002-03	1,102,000	1,077,888	0	1,077,888	24,112	24,112
2003-04	1,740,000	1,609,553	14,702	1,624,255	115,745	130,447
2004-05	883,000	875,039	0	875,039	7,961	7,961
<b>Total</b>	<b>\$18,768,669</b>	<b>\$18,269,450</b>	<b>\$191,250</b>	<b>\$18,460,700</b>	<b>\$307,969</b>	<b>\$499,219</b>

## Notes:

- (1) Page 32, Column (6).
- (2) Page 34, Column (1).
- (3) (4) - (2).
- (4) Page 33, Column (1).
- (5) (1) - (4).
- (6) (1) - (2).

Burbank Unified School District  
Workers' Compensation Program

Projected Unpaid Losses as of June 30, 2019  
Gross Unlimited Losses

Program Year	Estimated Ultimate Losses (1)	Paid Losses as of 6/30/19 (2)	Case Reserves 6/30/19 (3)	Reported Losses as of 6/30/19 (4)	Estimated IBNR as of 6/30/19 (5)	Estimated Unpaid Losses as of 6/30/19 (6)
1979-80	\$109,000	\$107,794	\$1,111	\$108,905	\$95	\$1,206
1980-81	170,000	160,447	9,074	169,521	479	9,553
1981-82	299,000	298,302	110	298,412	588	698
1982-83	375,000	374,495	0	374,495	505	505
1983-84	217,000	216,922	0	216,922	78	78
1984-85	510,000	509,303	0	509,303	697	697
1985-86	306,000	305,534	0	305,534	466	466
1986-87	586,000	582,603	0	582,603	3,397	3,397
1987-88	523,000	520,247	196	520,443	2,557	2,753
1988-89	609,000	608,745	0	608,745	255	255
1989-90	367,000	362,577	599	363,176	3,824	4,423
1990-91	649,000	639,377	623	640,000	9,000	9,623
1991-92	2,450,000	1,851,023	551,101	2,402,124	47,876	598,977
1992-93	690,000	612,140	59,466	671,605	18,395	77,860
1993-94	650,000	649,754	0	649,754	246	246
1994-95	1,180,000	1,097,017	42,957	1,139,974	40,026	82,983
1995-96	397,000	391,477	1	391,478	5,522	5,523
1996-97	597,000	596,638	0	596,638	362	362
1997-98	605,000	604,537	0	604,537	463	463
1998-99	560,000	526,524	5,224	531,748	28,252	33,476
1999-00	2,400,000	2,191,912	86,610	2,278,522	121,478	208,088
2000-01	2,190,000	2,034,936	28,256	2,063,193	126,807	155,064
2001-02	1,370,000	1,351,795	5	1,351,800	18,200	18,205
2002-03	2,252,000	2,227,643	3	2,227,646	24,354	24,357
2003-04	1,740,000	1,610,398	14,622	1,625,020	114,980	129,602
2004-05	883,000	875,089	1	875,090	7,910	7,911
<b>Total</b>	<b>\$22,684,000</b>	<b>\$21,307,228</b>	<b>\$799,961</b>	<b>\$22,107,189</b>	<b>\$576,811</b>	<b>\$1,376,772</b>

## Notes:

- (1) Page 28, Column (1).
- (2) Page 27, Column (3).
- (3) (4) - (2).
- (4) Page 27, Column (6).
- (5) (1) - (4).
- (6) (1) - (2).

Burbank Unified School District  
Workers' Compensation Program

Gross Unlimited Losses  
Projected Paid and Reported Losses between 5/1/19 and 6/30/19

Program Year	Losses Paid as of 4/30/19 (1)	Projected Losses Paid 5/1/19 - 6/30/19 (2)	Projected Losses Paid as of 6/30/19 (3)	Losses Reported as of 4/30/19 (4)	Projected Losses Reported 5/1/19 - 6/30/19 (5)	Projected Losses Reported as of 6/30/19 (6)
1979-80	\$107,552	\$242	\$107,794	\$108,886	\$19	\$108,905
1980-81	159,578	868	160,447	169,478	44	169,521
1981-82	298,261	41	298,302	298,377	35	298,412
1982-83	374,473	22	374,495	374,473	22	374,495
1983-84	216,920	3	216,922	216,920	3	216,922
1984-85	509,283	20	509,303	509,283	20	509,303
1985-86	305,523	11	305,534	305,523	11	305,534
1986-87	582,531	72	582,603	582,531	72	582,603
1987-88	520,196	51	520,247	520,395	48	520,443
1988-89	608,741	4	608,745	608,741	4	608,745
1989-90	362,510	67	362,577	363,118	59	363,176
1990-91	639,243	134	639,377	639,874	126	640,000
1991-92	1,843,502	7,520	1,851,023	2,401,511	613	2,402,124
1992-93	611,235	904	612,140	671,387	218	671,605
1993-94	649,751	3	649,754	649,751	3	649,754
1994-95	1,096,180	837	1,097,017	1,139,560	414	1,139,974
1995-96	391,424	54	391,477	391,424	54	391,478
1996-97	596,635	3	596,638	596,635	3	596,638
1997-98	604,533	4	604,537	604,533	4	604,537
1998-99	526,249	275	526,524	531,512	236	531,748
1999-00	2,190,341	1,571	2,191,912	2,277,574	948	2,278,522
2000-01	2,033,823	1,114	2,034,936	2,062,250	943	2,063,193
2001-02	1,351,670	125	1,351,795	1,351,670	129	1,351,800
2002-03	2,227,480	163	2,227,643	2,227,480	166	2,227,646
2003-04	1,609,553	845	1,610,398	1,624,255	765	1,625,020
2004-05	875,039	50	875,089	875,039	51	875,090
Total	\$21,292,226	\$15,002	\$21,307,228	\$22,102,180	\$5,009	\$22,107,189

## Notes:

- (1) Page 28, Column (2).
- (2) Projected by BAC.
- (3) (1) + (2).
- (4) Page 28, Column (4).
- (5) Projected by BAC.
- (6) (4) + (5).

Burbank Unified School District  
Workers' Compensation Program

Estimated Unpaid Losses as of April 30, 2019  
Gross Unlimited Losses

Program Year	Estimated Ultimate Losses (1)	Paid Losses as of 4/30/19 (2)	Case Reserves 4/30/19 (3)	Reported Losses as of 4/30/19 (4)	Estimated IBNR as of 4/30/19 (5)	Estimated Unpaid Losses as of 4/30/19 (6)
1979-80	\$109,000	\$107,552	\$1,334	\$108,886	\$114	\$1,448
1980-81	170,000	159,578	9,899	169,478	522	10,422
1981-82	299,000	298,261	116	298,377	623	739
1982-83	375,000	374,473	0	374,473	527	527
1983-84	217,000	216,920	0	216,920	80	80
1984-85	510,000	509,283	0	509,283	717	717
1985-86	306,000	305,523	0	305,523	477	477
1986-87	586,000	582,531	0	582,531	3,469	3,469
1987-88	523,000	520,196	199	520,395	2,605	2,804
1988-89	609,000	608,741	0	608,741	259	259
1989-90	367,000	362,510	608	363,118	3,882	4,490
1990-91	649,000	639,243	631	639,874	9,126	9,757
1991-92	2,450,000	1,843,502	558,009	2,401,511	48,489	606,498
1992-93	690,000	611,235	60,152	671,387	18,613	78,765
1993-94	650,000	649,751	0	649,751	249	249
1994-95	1,180,000	1,096,180	43,380	1,139,560	40,440	83,820
1995-96	397,000	391,424	0	391,424	5,576	5,576
1996-97	597,000	596,635	0	596,635	365	365
1997-98	605,000	604,533	0	604,533	467	467
1998-99	560,000	526,249	5,263	531,512	28,488	33,751
1999-00	2,400,000	2,190,341	87,233	2,277,574	122,426	209,659
2000-01	2,190,000	2,033,823	28,427	2,062,250	127,750	156,177
2001-02	1,370,000	1,351,670	0	1,351,670	18,330	18,330
2002-03	2,252,000	2,227,480	0	2,227,480	24,520	24,520
2003-04	1,740,000	1,609,553	14,702	1,624,255	115,745	130,447
2004-05	883,000	875,039	0	875,039	7,961	7,961
<b>Total</b>	<b>\$22,684,000</b>	<b>\$21,292,226</b>	<b>\$809,953</b>	<b>\$22,102,180</b>	<b>\$581,820</b>	<b>\$1,391,774</b>

## Notes:

- (1) Page 39, Column (6).
- (2) Page 41, Column (1).
- (3) (4) - (2).
- (4) Page 40, Column (1).
- (5) (1) - (4).
- (6) (1) - (2).

Burbank Unified School District  
Workers' Compensation Program

Projected Unpaid Losses as of June 30, 2019  
Losses Ceded to Excess Insurers

Program Year	Estimated Ultimate Ceded Losses (1)	Projected Ceded Paid Losses as of 6/30/19 (2)	Projected Ceded Case Reserves 6/30/19 (3)	Projected Ceded Reported Losses as of 6/30/19 (4)	Projected Ceded IBNR as of 6/30/19 (5)	Projected Ceded Unpaid Losses as of 6/30/19 (6)
1979-80	\$0	\$0	\$0	\$0	\$0	\$0
1980-81	0	0	0	0	0	0
1981-82	15,000	14,501	0	14,501	499	499
1982-83	0	0	0	0	0	0
1983-84	0	0	0	0	0	0
1984-85	33,701	33,003	0	33,004	697	697
1985-86	0	0	0	0	0	0
1986-87	0	0	0	0	0	0
1987-88	0	0	0	0	0	0
1988-89	0	0	0	0	0	0
1989-90	0	0	0	0	0	0
1990-91	0	0	0	0	0	0
1991-92	1,231,167	632,190	551,101	1,183,292	47,876	598,977
1992-93	10,000	98	2,070	2,168	7,832	9,902
1993-94	164,463	164,217	0	164,217	246	246
1994-95	330,000	290,623	9,265	299,888	30,112	39,377
1995-96	0	0	0	0	0	0
1996-97	0	0	0	0	0	0
1997-98	0	0	0	0	0	0
1998-99	0	0	0	0	0	0
1999-00	550,000	416,772	48,943	465,715	84,285	133,228
2000-01	390,000	293,242	36	293,277	96,723	96,758
2001-02	41,000	38,275	3	38,278	2,722	2,725
2002-03	1,150,000	1,149,592	0	1,149,592	408	408
2003-04	0	0	0	0	0	0
2004-05	0	0	0	0	0	0
<b>Total</b>	<b>\$3,915,331</b>	<b>\$3,032,513</b>	<b>\$611,418</b>	<b>\$3,643,931</b>	<b>\$271,400</b>	<b>\$882,818</b>

Notes:  
(1) - (6) Page 26 entries - Page 23 entries.

Burbank Unified School District  
Workers' Compensation Program

Estimated Unpaid Losses as of April 30, 2019  
Losses Ceded to Excess Insurers

Program Year	Estimated Ultimate Ceded Losses (1)	Ceded Paid Losses as of 4/30/19 (2)	Ceded Case Reserves 4/30/19 (3)	Ceded Reported Losses as of 4/30/19 (4)	Estimated Ceded IBNR as of 4/30/19 (5)	Estimated Ceded Unpaid Losses as of 4/30/19 (6)
1979-80	\$0	\$0	\$0	\$0	\$0	\$0
1980-81	0	0	0	0	0	0
1981-82	15,000	14,472	0	14,472	528	528
1982-83	0	0	0	0	0	0
1983-84	0	0	0	0	0	0
1984-85	33,701	32,984	0	32,984	717	717
1985-86	0	0	0	0	0	0
1986-87	0	0	0	0	0	0
1987-88	0	0	0	0	0	0
1988-89	0	0	0	0	0	0
1989-90	0	0	0	0	0	0
1990-91	0	0	0	0	0	0
1991-92	1,231,167	624,670	558,009	1,182,679	48,489	606,498
1992-93	10,000	0	2,076	2,076	7,924	10,000
1993-94	164,463	164,214	0	164,214	249	249
1994-95	330,000	290,237	9,341	299,578	30,422	39,763
1995-96	0	0	0	0	0	0
1996-97	0	0	0	0	0	0
1997-98	0	0	0	0	0	0
1998-99	0	0	0	0	0	0
1999-00	550,000	415,785	49,277	465,062	84,938	134,215
2000-01	390,000	292,562	0	292,562	97,438	97,438
2001-02	41,000	38,261	0	38,261	2,739	2,739
2002-03	1,150,000	1,149,592	0	1,149,592	408	408
2003-04	0	0	0	0	0	0
2004-05	0	0	0	0	0	0
<b>Total</b>	<b>\$3,915,331</b>	<b>\$3,022,777</b>	<b>\$618,704</b>	<b>\$3,641,480</b>	<b>\$273,851</b>	<b>\$892,555</b>

## Notes:

- (1) [Page 28, Column (1)] - [Page 25, Column (1)].
- (2) [Page 28, Column (2)] - [Page 25, Column (2)].
- (3) [Page 28, Column (3)] - [Page 25, Column (3)].
- (4) [Page 28, Column (4)] - [Page 25, Column (4)].
- (5) [Page 28, Column (5)] - [Page 25, Column (5)].
- (6) [Page 28, Column (6)] - [Page 25, Column (6)].

**Burbank Unified School District  
Workers' Compensation Program**

**Actuarial Analysis of the  
Workers' Compensation Program**

**Limited Loss Exhibits**

Burbank Unified School District  
Workers' Compensation Program

Selected Ultimate Losses  
Self-Insured Losses Limited to SIR

Program Year	Reported Loss Development (1)	Paid Loss Development (2)	IBNR to Case Reserves Ratio (3)	B-F Method Using Limited Reported (4)	B-F Method Using Limited Paid (5)	Selected Ultimate Losses (6)
1979-80	\$108,886	\$107,561	\$108,886	\$108,886	\$107,552	\$109,000
1980-81	169,478	159,660	169,478	169,478	159,730	170,000
1981-82	283,906	284,041	283,906	283,906	284,054	284,000
1982-83	374,473	375,032	374,473	374,473	374,803	375,000
1983-84	216,920	217,394	216,920	216,920	217,299	217,000
1984-85	476,299	477,645	476,299	476,299	477,623	476,299
1985-86	305,523	307,143	305,523	305,523	306,925	306,000
1986-87	582,606	585,622	582,531	582,531	585,200	586,000
1987-88	521,700	523,777	520,510	521,867	523,631	523,000
1988-89	610,780	614,216	608,741	610,483	613,967	609,000
1989-90	364,868	366,807	363,539	364,862	366,695	367,000
1990-91	643,308	646,761	640,410	642,946	646,616	649,000
1991-92	1,230,465	1,257,918	1,218,833	1,240,473	1,293,371	1,218,833
1992-93	672,689	618,211	715,877	672,551	618,363	680,000
1993-94	488,323	491,752	485,537	489,184	493,438	485,537
1994-95	845,499	818,058	866,793	847,670	822,418	850,000
1995-96	394,185	398,124	391,424	393,995	397,669	397,000
1996-97	601,206	609,324	596,635	601,025	608,160	597,000
1997-98	610,074	620,037	604,533	609,505	618,343	605,000
1998-99	536,999	540,955	534,682	536,590	539,958	560,000
1999-00	1,841,255	1,846,494	1,837,889	1,848,556	1,862,416	1,850,000
2000-01	1,792,199	1,805,634	1,785,151	1,795,119	1,811,687	1,800,000
2001-02	1,332,414	1,369,294	1,313,410	1,330,404	1,363,177	1,329,000
2002-03	1,101,175	1,144,984	1,077,888	1,121,524	1,200,483	1,102,000
2003-04	1,679,924	1,764,456	1,633,169	1,678,902	1,755,278	1,740,000
2004-05	917,134	991,192	875,039	914,620	975,713	883,000
<b>Total</b>	<b>\$18,702,288</b>	<b>\$18,942,092</b>	<b>\$18,588,074</b>	<b>\$18,738,291</b>	<b>\$19,024,568</b>	<b>\$18,768,669</b>

## Notes:

- (1) Page 33, Column (3).
- (2) Page 34, Column (3).
- (3) Page 35, Column (5).
- (4) Page 36, Column (6).
- (5) Page 37, Column (6).
- (6) Selected on the basis of (1) - (5).

## Limited Loss Exhibit 2

Burbank Unified School District  
Workers' Compensation Program

**Reported Loss Development**  
**Self-Insured Losses Limited to SIR**

Program Year	Cumulative Reported Losses as of 4/30/19 <u>(1)</u>	Reported Development Factor as of 4/30/19 <u>(2)</u>	Projected Ultimate Losses <u>(3)</u>
1979-80	\$108,886	1.000	\$108,886
1980-81	169,478	1.000	169,478
1981-82	283,906	1.000	283,906
1982-83	374,473	1.000	374,473
1983-84	216,920	1.000	216,920
1984-85	476,299	1.000	476,299
1985-86	305,523	1.000	305,523
1986-87	582,531	1.000	582,606
1987-88	520,395	1.003	521,700
1988-89	608,741	1.003	610,780
1989-90	363,118	1.005	364,868
1990-91	639,874	1.005	643,308
1991-92	1,218,833	1.010	1,230,465
1992-93	669,311	1.005	672,689
1993-94	485,537	1.006	488,323
1994-95	839,982	1.007	845,499
1995-96	391,424	1.007	394,185
1996-97	596,635	1.008	601,206
1997-98	604,533	1.009	610,074
1998-99	531,512	1.010	536,999
1999-00	1,812,511	1.016	1,841,255
2000-01	1,769,687	1.013	1,792,199
2001-02	1,313,410	1.014	1,332,414
2002-03	1,077,888	1.022	1,101,175
2003-04	1,624,255	1.034	1,679,924
2004-05	875,039	1.048	917,134
<b>Total</b>	<b>\$18,460,700</b>		<b>\$18,702,288</b>

## Notes:

- (1) Provided by York.
- (2) Page 40, Column (2), tempered for SIR.
- (3) (1) x (2), rounded.

## Limited Loss Exhibit 3

Burbank Unified School District  
Workers' Compensation Program

**Paid Loss Development**  
**Self-Insured Losses Limited to SIR**

Program Year	Cumulative Paid Losses as of 4/30/19 (1)	Paid Development Factor as of 4/30/19 (2)	Projected Ultimate Losses (3)
1979-80	\$107,552	1.000	\$107,561
1980-81	159,578	1.001	159,660
1981-82	283,789	1.001	284,041
1982-83	374,473	1.001	375,032
1983-84	216,920	1.002	217,394
1984-85	476,299	1.003	477,645
1985-86	305,523	1.005	307,143
1986-87	582,531	1.005	585,622
1987-88	520,196	1.007	523,777
1988-89	608,741	1.009	614,216
1989-90	362,510	1.012	366,807
1990-91	639,243	1.012	646,761
1991-92	1,218,833	1.032	1,257,918
1992-93	611,235	1.011	618,211
1993-94	485,537	1.013	491,752
1994-95	805,943	1.015	818,058
1995-96	391,424	1.017	398,124
1996-97	596,635	1.021	609,324
1997-98	604,533	1.026	620,037
1998-99	526,249	1.028	540,955
1999-00	1,774,556	1.041	1,846,494
2000-01	1,741,261	1.037	1,805,634
2001-02	1,313,410	1.043	1,369,294
2002-03	1,077,888	1.062	1,144,984
2003-04	1,609,553	1.096	1,764,456
2004-05	875,039	1.133	991,192
<b>Total</b>	<b>\$18,269,450</b>		<b>\$18,942,092</b>

## Notes:

- (1) Provided by York.
- (2) Page 41, Column (2), tempered for SIR.
- (3) (1) x (2), rounded.

**Burbank Unified School District  
Workers' Compensation Program**

**Limited IBNR-to-Case Ratio  
Self-Insured Losses Limited to SIR**

Program Year	Limited Case Reserves (1)	Lim IBNR to Case Ratios (2)	Estimated IBNR (3)	Losses Reported as of 4/30/19 (4)	Estimated Ultimate Losses (5)
1979-80	\$1,334	0.000	\$0	\$108,886	\$108,886
1980-81	9,899	0.000	0	169,478	169,478
1981-82	116	0.000	0	283,906	283,906
1982-83	0	0.000	0	374,473	374,473
1983-84	0	0.000	0	216,920	216,920
1984-85	0	0.000	0	476,299	476,299
1985-86	0	0.000	0	305,523	305,523
1986-87	0	0.025	0	582,531	582,531
1987-88	199	0.577	115	520,395	520,510
1988-89	0	0.599	0	608,741	608,741
1989-90	608	0.694	422	363,118	363,539
1990-91	631	0.849	536	639,874	640,410
1991-92	0	0.437	0	1,218,833	1,218,833
1992-93	58,075	0.802	46,567	669,311	715,877
1993-94	0	0.823	0	485,537	485,537
1994-95	34,039	0.788	26,811	839,982	866,793
1995-96	0	0.713	0	391,424	391,424
1996-97	0	0.575	0	596,635	596,635
1997-98	0	0.570	0	604,533	604,533
1998-99	5,263	0.602	3,170	531,512	534,682
1999-00	37,956	0.669	25,378	1,812,511	1,837,889
2000-01	28,427	0.544	15,463	1,769,687	1,785,151
2001-02	0	0.537	0	1,313,410	1,313,410
2002-03	0	0.565	0	1,077,888	1,077,888
2003-04	14,702	0.606	8,914	1,624,255	1,633,169
2004-05	0	0.644	0	875,039	875,039
<b>Total</b>	<b>\$191,250</b>		<b>\$127,375</b>	<b>\$18,460,700</b>	<b>\$18,588,074</b>

## Notes:

- (1) [Page 33, Column (1)] - [Page 34, Column (1)].
- (2) Page 42, Column (3), adjusted for SIR.
- (3) (1) x (2).
- (4) Page 33, Column (1).
- (5) (3) + (4).

Burbank Unified School District  
Workers' Compensation Program

Bornhuetter-Ferguson Method Using Reported Losses  
Self-Insured Losses Limited to SIR

Program Year	A Priori Ultimate Losses (1)	Cumulative Reported Loss Development Factors (2)	Percentage of Losses Not Yet Reported (3)	Expected Unreported Losses (4)	Limited Losses Reported as of 4/30/19 (5)	Estimated Ultimate Limited Losses (6)
1979-80	\$97,801	1.000	0.0%	\$0	\$108,886	\$108,886
1980-81	151,546	1.000	0.0%	0	169,478	169,478
1981-82	264,721	1.000	0.0%	0	283,906	283,906
1982-83	329,639	1.000	0.0%	0	374,473	374,473
1983-84	189,314	1.000	0.0%	0	216,920	216,920
1984-85	441,413	1.000	0.0%	0	476,299	476,299
1985-86	280,362	1.000	0.0%	0	305,523	305,523
1986-87	533,853	1.000	0.0%	0	582,531	582,531
1987-88	490,661	1.003	0.3%	1,472	520,395	521,867
1988-89	580,703	1.003	0.3%	1,742	608,741	610,483
1989-90	348,732	1.005	0.5%	1,744	363,118	364,862
1990-91	614,416	1.005	0.5%	3,072	639,874	642,946
1991-92	2,404,454	1.010	0.9%	21,640	1,218,833	1,240,473
1992-93	648,021	1.005	0.5%	3,240	669,311	672,551
1993-94	607,797	1.006	0.6%	3,647	485,537	489,184
1994-95	1,098,321	1.007	0.7%	7,688	839,982	847,670
1995-96	367,331	1.007	0.7%	2,571	391,424	393,995
1996-97	548,811	1.008	0.8%	4,390	596,635	601,025
1997-98	552,415	1.009	0.9%	4,972	604,533	609,505
1998-99	507,752	1.010	1.0%	5,078	531,512	536,590
1999-00	2,252,832	1.016	1.6%	36,045	1,812,511	1,848,556
2000-01	1,956,291	1.013	1.3%	25,432	1,769,687	1,795,119
2001-02	1,213,822	1.014	1.4%	16,994	1,313,410	1,330,404
2002-03	2,077,882	1.022	2.1%	43,636	1,077,888	1,121,524
2003-04	1,655,970	1.034	3.3%	54,647	1,624,255	1,678,902
2004-05	860,459	1.048	4.6%	39,581	875,039	914,620
<b>Total</b>	<b>\$21,075,317</b>			<b>\$277,591</b>	<b>\$18,460,700</b>	<b>\$18,738,291</b>

## Notes:

- (1) Page 39, Column (6), adjusted for SIR.
- (2) Page 33, Column (2).
- (3)  $100\% - [1.000 / (2)]$ .
- (4)  $(1) \times (3)$ .
- (5) Page 33, Column (1).
- (6)  $(4) + (5)$ .

Burbank Unified School District  
Workers' Compensation Program

**Bornhuetter-Ferguson Method Using Paid Losses**  
**Self-Insured Losses Limited to SIR**

Program Year	A Priori Ultimate Losses (1)	Cumulative Paid Loss Development Factors (2)	Percentage of Losses Not Yet Paid (3)	Expected Unpaid Losses (4)	Losses Paid as of 4/30/19 (5)	Estimated Ultimate Losses (6)
1979-80	\$97,801	1.000	0.0%	\$0	\$107,552	\$107,552
1980-81	151,546	1.001	0.1%	152	159,578	159,730
1981-82	264,721	1.001	0.1%	265	283,789	284,054
1982-83	329,639	1.001	0.1%	330	374,473	374,803
1983-84	189,314	1.002	0.2%	379	216,920	217,299
1984-85	441,413	1.003	0.3%	1,324	476,299	477,623
1985-86	280,362	1.005	0.5%	1,402	305,523	306,925
1986-87	533,853	1.005	0.5%	2,669	582,531	585,200
1987-88	490,661	1.007	0.7%	3,435	520,196	523,631
1988-89	580,703	1.009	0.9%	5,226	608,741	613,967
1989-90	348,732	1.012	1.2%	4,185	362,510	366,695
1990-91	614,416	1.012	1.2%	7,373	639,243	646,616
1991-92	2,404,454	1.032	3.1%	74,538	1,218,833	1,293,371
1992-93	648,021	1.011	1.1%	7,128	611,235	618,363
1993-94	607,797	1.013	1.3%	7,901	485,537	493,438
1994-95	1,098,321	1.015	1.5%	16,475	805,943	822,418
1995-96	367,331	1.017	1.7%	6,245	391,424	397,669
1996-97	548,811	1.021	2.1%	11,525	596,635	608,160
1997-98	552,415	1.026	2.5%	13,810	604,533	618,343
1998-99	507,752	1.028	2.7%	13,709	526,249	539,958
1999-00	2,252,832	1.041	3.9%	87,860	1,774,556	1,862,416
2000-01	1,956,291	1.037	3.6%	70,426	1,741,261	1,811,687
2001-02	1,213,822	1.043	4.1%	49,767	1,313,410	1,363,177
2002-03	2,077,882	1.062	5.9%	122,595	1,077,888	1,200,483
2003-04	1,655,970	1.096	8.8%	145,725	1,609,553	1,755,278
2004-05	860,459	1.133	11.7%	100,674	875,039	975,713
<b>Total</b>	<b>\$21,075,317</b>			<b>\$755,118</b>	<b>\$18,269,450</b>	<b>\$19,024,568</b>

## Notes:

- (1) Page 36, Column (1).
- (2) Page 34, Column (2).
- (3)  $100\% - [1.000 / (2)]$ .
- (4)  $(1) \times (3)$ .
- (5) Page 34, Column (1).
- (6)  $(4) + (5)$ .

**Burbank Unified School District  
Workers' Compensation Program**

**Actuarial Analysis of the  
Workers' Compensation Program**

**Gross Loss Exhibits**

## Gross Loss Exhibit 1

Burbank Unified School District  
Workers' Compensation Program

**Selected Ultimate Losses**  
**Gross Unlimited Losses**

Program Year	Reported Projection (1)	Paid Projection (2)	IBNR to Case Reserves Ratio (3)	B-F Method Using Reported (4)	Frequency Times Severity (5)	Selected Ultimate Losses (6)
1979-80	\$108,886	\$107,570	\$108,886	\$108,886	\$191,497	\$109,000
1980-81	169,478	159,765	169,478	169,478	299,721	170,000
1981-82	298,377	298,957	298,377	298,377	297,847	299,000
1982-83	374,473	376,158	374,473	374,473	388,479	375,000
1983-84	216,956	218,559	216,920	216,920	421,566	217,000
1984-85	509,877	514,989	509,283	509,795	676,732	510,000
1985-86	306,185	310,355	305,523	306,140	759,083	306,000
1986-87	584,404	592,956	582,531	584,297	773,633	586,000
1987-88	522,783	530,745	520,454	523,029	768,794	523,000
1988-89	613,044	623,153	608,741	613,067	1,103,005	609,000
1989-90	367,857	374,959	363,503	367,946	711,472	367,000
1990-91	651,801	663,213	640,521	651,708	982,553	649,000
1991-92	2,450,340	1,918,338	2,984,072	2,449,541	751,834	2,450,000
1992-93	686,481	638,174	736,772	686,158	760,716	690,000
1993-94	666,360	680,722	649,751	666,588	719,342	650,000
1994-95	1,172,900	1,155,351	1,193,655	1,172,158	828,232	1,180,000
1995-96	403,726	414,625	391,424	403,697	790,102	397,000
1996-97	616,996	639,006	596,635	617,353	688,303	597,000
1997-98	629,215	654,457	604,533	629,555	875,487	605,000
1998-99	555,956	571,914	537,959	556,318	985,137	560,000
1999-00	2,395,562	2,403,968	2,386,004	2,395,158	1,103,906	2,400,000
2000-01	2,179,104	2,250,934	2,097,840	2,181,816	1,267,663	2,190,000
2001-02	1,433,368	1,511,811	1,351,670	1,435,548	1,297,337	1,370,000
2002-03	2,367,922	2,524,798	2,227,480	2,371,667	1,482,694	2,252,000
2003-04	1,730,641	1,842,614	1,638,163	1,733,117	1,314,320	1,740,000
2004-05	934,833	1,020,165	875,039	937,480	1,218,000	883,000
<b>Total</b>	<b>\$22,947,525</b>	<b>\$22,998,256</b>	<b>\$22,969,687</b>	<b>\$22,960,270</b>		<b>\$22,684,000</b>

## Notes:

- (1) Page 40, Column (3).
- (2) Page 41, Column (3).
- (3) Page 42, Column (6).
- (4) Page 43, Column (6).
- (5) Page 45, Column (4).
- (6) Selected on the basis of (1) - (5).

## Gross Loss Exhibit 2

Burbank Unified School District  
Workers' Compensation Program

Reported Loss Development  
Gross Unlimited Losses

Program Year	Cumulative Reported Losses as of 4/30/19 (1)	Reported Development Factor as of 4/30/19 (2)	Projected Ultimate Losses (3)
1979-80	\$108,886	1.000	108,886
1980-81	169,478	1.000	169,478
1981-82	298,377	1.000	298,377
1982-83	374,473	1.000	374,473
1983-84	216,920	1.000	216,956
1984-85	509,283	1.001	509,877
1985-86	305,523	1.002	306,185
1986-87	582,531	1.003	584,404
1987-88	520,395	1.005	522,783
1988-89	608,741	1.007	613,044
1989-90	363,118	1.013	367,857
1990-91	639,874	1.019	651,801
1991-92	2,401,511	1.020	2,450,340
1992-93	671,387	1.022	686,481
1993-94	649,751	1.026	666,360
1994-95	1,139,560	1.029	1,172,900
1995-96	391,424	1.031	403,726
1996-97	596,635	1.034	616,996
1997-98	604,533	1.041	629,215
1998-99	531,512	1.046	555,956
1999-00	2,277,574	1.052	2,395,562
2000-01	2,062,250	1.057	2,179,104
2001-02	1,351,670	1.060	1,433,368
2002-03	2,227,480	1.063	2,367,922
2003-04	1,624,255	1.065	1,730,641
2004-05	875,039	1.068	934,833
<b>Total</b>	<b>\$22,102,180</b>		<b>\$22,947,525</b>

## Notes:

- (1) Provided by York.
- (2) Estimated by BAC.
- (3) (1) x (2), rounded.

## Gross Loss Exhibit 3

Burbank Unified School District  
Workers' Compensation Program

**Paid Loss Projection**  
**Gross Unlimited Losses**

Program Year	Cumulative Paid Losses as of 4/30/19 <u>(1)</u>	Paid Development Factor as of 4/30/19 <u>(2)</u>	Projected Ultimate Losses <u>(3)</u>
1979-80	\$107,552	1.000	107,570
1980-81	159,578	1.001	159,765
1981-82	298,261	1.002	298,957
1982-83	374,473	1.004	376,158
1983-84	216,920	1.008	218,559
1984-85	509,283	1.011	514,989
1985-86	305,523	1.016	310,355
1986-87	582,531	1.018	592,956
1987-88	520,196	1.020	530,745
1988-89	608,741	1.024	623,153
1989-90	362,510	1.034	374,959
1990-91	639,243	1.037	663,213
1991-92	1,843,502	1.041	1,918,338
1992-93	611,235	1.044	638,174
1993-94	649,751	1.048	680,722
1994-95	1,096,180	1.054	1,155,351
1995-96	391,424	1.059	414,625
1996-97	596,635	1.071	639,006
1997-98	604,533	1.083	654,457
1998-99	526,249	1.087	571,914
1999-00	2,190,341	1.098	2,403,968
2000-01	2,033,823	1.107	2,250,934
2001-02	1,351,670	1.118	1,511,811
2002-03	2,227,480	1.133	2,524,798
2003-04	1,609,553	1.145	1,842,614
2004-05	875,039	1.166	1,020,165
<b>Total</b>	<b>\$21,292,226</b>		<b>\$22,998,256</b>

## Notes:

- (1) Provided by York.
- (2) Estimated by BAC.
- (3) (1) x (2), rounded.

Burbank Unified School District  
Workers' Compensation Program

IBNR to Case Reserves Ratio Method  
Gross Unlimited Losses

Program Year	Reported Development Factor as of 4/30/19 (1)	Paid Development Factor as of 4/30/19 (2)	IBNR to Case Reserves Ratio (3)	Case Reserves as of 4/30/19 (4)	Estimated IBNR as of 4/30/19 (5)	Estimated Ultimate Losses (6)
1979-80	1.000	1.000	0.000	\$1,334	\$0	\$108,886
1980-81	1.000	1.001	0.000	9,899	0	169,478
1981-82	1.000	1.002	0.000	116	0	298,377
1982-83	1.000	1.004	0.000	0	0	374,473
1983-84	1.000	1.008	0.023	0	0	216,920
1984-85	1.001	1.011	0.118	0	0	509,283
1985-86	1.002	1.016	0.161	0	0	305,523
1986-87	1.003	1.018	0.223	0	0	582,531
1987-88	1.005	1.020	0.298	199	59	520,454
1988-89	1.007	1.024	0.436	0	0	608,741
1989-90	1.013	1.034	0.634	608	385	363,503
1990-91	1.019	1.037	1.026	631	647	640,521
1991-92	1.020	1.041	1.044	558,009	582,561	2,984,072
1992-93	1.022	1.044	1.087	60,152	65,385	736,772
1993-94	1.026	1.048	1.212	0	0	649,751
1994-95	1.029	1.054	1.247	43,380	54,095	1,193,655
1995-96	1.031	1.059	1.196	0	0	391,424
1996-97	1.034	1.071	0.991	0	0	596,635
1997-98	1.041	1.083	1.059	0	0	604,533
1998-99	1.046	1.087	1.225	5,263	6,447	537,959
1999-00	1.052	1.098	1.243	87,233	108,430	2,386,004
2000-01	1.057	1.107	1.252	28,427	35,590	2,097,840
2001-02	1.060	1.118	1.165	0	0	1,351,670
2002-03	1.063	1.133	1.015	0	0	2,227,480
2003-04	1.065	1.145	0.946	14,702	13,908	1,638,163
2004-05	1.068	1.166	0.817	0	0	875,039
Total				\$809,953	\$867,507	\$22,969,687

- (1) Page 40, Column (2).  
(2) Page 41, Column (2).  
(3)  $[(1) - 1.000] \times (2) / [(2) - (1)]$ .  
(4)  $[\text{Page 40, Column (1)}] - [\text{Page 41, Column (1)}]$ .  
(5) (3) x (4), rounded.  
(6) (5) + Page 40, Column (1).

Burbank Unified School District  
Workers' Compensation Program

Bornhuetter-Ferguson Using Reported Losses  
Gross Unlimited Losses

Program Year	<i>A Priori</i> Ultimate Losses (1)	Cumulative Reported Loss Development Factors (2)	Percentage of Losses Not Yet Reported (3)	Expected Unreported Losses (4)	Losses Reported as of 4/30/19 (5)	Estimated Ultimate Losses (6)
1979-80	\$108,886	1.000	0.0%	\$0	\$108,886	\$108,886
1980-81	169,478	1.000	0.0%	0	169,478	169,478
1981-82	298,667	1.000	0.0%	0	298,377	298,377
1982-83	375,314	1.000	0.0%	0	374,473	374,473
1983-84	217,754	1.000	0.0%	0	216,920	216,920
1984-85	512,420	1.001	0.1%	512	509,283	509,795
1985-86	308,256	1.002	0.2%	617	305,523	306,140
1986-87	588,649	1.003	0.3%	1,766	582,531	584,297
1987-88	526,733	1.005	0.5%	2,634	520,395	523,029
1988-89	618,057	1.007	0.7%	4,326	608,741	613,067
1989-90	371,371	1.013	1.3%	4,828	363,118	367,946
1990-91	657,455	1.019	1.8%	11,834	639,874	651,708
1991-92	2,401,511	1.020	2.0%	48,030	2,401,511	2,449,541
1992-93	671,387	1.022	2.2%	14,771	671,387	686,158
1993-94	673,464	1.026	2.5%	16,837	649,751	666,588
1994-95	1,164,230	1.029	2.8%	32,598	1,139,560	1,172,158
1995-96	409,103	1.031	3.0%	12,273	391,424	403,697
1996-97	627,808	1.034	3.3%	20,718	596,635	617,353
1997-98	641,588	1.041	3.9%	25,022	604,533	629,555
1998-99	563,782	1.046	4.4%	24,806	531,512	556,318
1999-00	2,399,676	1.052	4.9%	117,584	2,277,574	2,395,158
2000-01	2,214,187	1.057	5.4%	119,566	2,062,250	2,181,816
2001-02	1,471,545	1.060	5.7%	83,878	1,351,670	1,435,548
2002-03	2,443,845	1.063	5.9%	144,187	2,227,480	2,371,667
2003-04	1,784,619	1.065	6.1%	108,862	1,624,255	1,733,117
2004-05	975,637	1.068	6.4%	62,441	875,039	937,480
<b>Total</b>	<b>\$23,195,422</b>			<b>\$858,090</b>	<b>\$22,102,180</b>	<b>\$22,960,270</b>

## Notes:

- (1) Page 44, Column (3) and Page 45, Column (4).
- (2) Page 40, Column (2).
- (3)  $100\% - [1.000 / (2)]$ .
- (4)  $(1) \times (3)$ .
- (5) Page 40, Column (1).
- (6)  $(4) + (5)$ .

Burbank Unified School District  
Workers' Compensation Program

*A Priori* Ultimate losses  
**Gross Unlimited Losses**

Program Year	Reported Loss Projection (1)	Paid Loss Projection (2)	<i>A Priori</i> Selection (3)
1979-80	\$108,886	\$107,570	\$108,886
1980-81	169,478	159,765	169,478
1981-82	298,377	298,957	298,667
1982-83	374,473	376,158	375,314
1983-84	216,956	218,559	217,754
1984-85	509,877	514,989	512,420
1985-86	306,185	310,355	308,256
1986-87	584,404	592,956	588,649
1987-88	522,783	530,745	526,733
1988-89	613,044	623,153	618,057
1989-90	367,857	374,959	371,371
1990-91	651,801	663,213	657,455
1991-92	2,450,340	1,918,338	2,401,511
1992-93	686,481	638,174	671,387
1993-94	666,360	680,722	673,464
1994-95	1,172,900	1,155,351	1,164,230
1995-96	403,726	414,625	409,103
1996-97	616,996	639,006	627,808
1997-98	629,215	654,457	641,588
1998-99	555,956	571,914	563,782
1999-00	2,395,562	2,403,968	2,399,676
2000-01	2,179,104	2,250,934	2,214,187
2001-02	1,433,368	1,511,811	1,471,545
2002-03	2,367,922	2,524,798	2,443,845
2003-04	1,730,641	1,842,614	1,784,619
2004-05	934,833	1,020,165	975,637
<b>Total</b>	<b>\$22,947,525</b>	<b>\$22,998,256</b>	<b>\$23,195,422</b>

## Notes:

- (1) Page 40, Column (3).
- (2) Page 41, Column (3).
- (3) Selected on the basis of (1) and (2).

Burbank Unified School District  
Workers' Compensation Program

Frequency Times Severity Method  
Gross Unlimited Losses

Program Year	Selected Indemnity Claim Severity (1)	Factor to Remove Trend (2)	Selected Ultimate # of Indemnity Claims (3)	Estimated Ultimate Losses (4)
1979-80	\$42,000	0.326	14	\$191,497
1980-81	42,000	0.340	21	299,721
1981-82	42,000	0.355	20	297,847
1982-83	42,000	0.370	25	388,479
1983-84	42,000	0.386	26	421,566
1984-85	42,000	0.403	40	676,732
1985-86	42,000	0.420	43	759,083
1986-87	42,000	0.439	42	773,633
1987-88	42,000	0.458	40	768,794
1988-89	42,000	0.477	55	1,103,005
1989-90	42,000	0.498	34	711,472
1990-91	42,000	0.520	45	982,553
1991-92	42,000	0.542	33	751,834
1992-93	42,000	0.566	32	760,716
1993-94	42,000	0.591	29	719,342
1994-95	42,000	0.616	32	828,232
1995-96	42,000	0.649	29	790,102
1996-97	42,000	0.683	24	688,303
1997-98	42,000	0.719	29	875,487
1998-99	42,000	0.757	31	985,137
1999-00	42,000	0.796	33	1,103,906
2000-01	42,000	0.838	36	1,267,663
2001-02	42,000	0.883	35	1,297,337
2002-03	42,000	0.929	38	1,482,694
2003-04	42,000	0.978	32	1,314,320
2004-05	42,000	1.000	29	1,218,000
<b>Total</b>				<b>\$21,457,455</b>

## Notes:

- (1) Page 46, Item (5).
- (2) 1.000 / [Page 46, Column (2)].
- (3) Page 47, Column (3).
- (4) (1) x (2) x (3).

Burbank Unified School District  
Workers' Compensation Program

Calculation of Expected Indemnity Claim Severity  
Frequency Times Severity Method  
Gross Unlimited Losses

Program Year	<i>A Priori</i> Ultimate Losses (1)	Estimated Severity Trend (2)	Selected # of Indemnity Claims (3)	Trended Indemnity Claim Severity (4)
1979-80	\$108,886	3.071	14	\$23,881
1980-81	169,478	2.943	21	23,749
1981-82	298,667	2.820	20	42,116
1982-83	375,314	2.703	25	40,577
1983-84	217,754	2.590	26	21,695
1984-85	512,420	2.483	40	31,802
1985-86	308,256	2.379	43	17,056
1986-87	588,649	2.280	42	31,957
1987-88	526,733	2.185	40	28,776
1988-89	618,057	2.094	55	23,534
1989-90	371,371	2.007	34	21,923
1990-91	657,455	1.924	45	28,103
1991-92	2,401,511	1.843	33	134,157
1992-93	671,387	1.767	32	37,068
1993-94	673,464	1.693	29	39,321
1994-95	1,164,230	1.623	32	59,039
1995-96	409,103	1.542	29	21,747
1996-97	627,808	1.464	24	38,309
1997-98	641,588	1.391	29	30,779
1998-99	563,782	1.322	31	24,036
1999-00	2,399,676	1.256	33	91,300
2000-01	2,214,187	1.193	36	73,360
2001-02	1,471,545	1.133	35	47,640
2002-03	2,443,845	1.076	38	69,226
2003-04	1,784,619	1.023	32	57,029
2004-05	975,637	1.000	29	33,643

Average

\$41,993

(5) Selected Indemnity Severity:

\$42,000

## Notes:

- (1) Page 44, Column (3).
- (2) Estimated by BAC.
- (3) Page 47, Column (3).
- (4) (1) x (2) / (3).
- (5) Selected on the basis of (4).

## Gross Loss Exhibit 9

**Burbank Unified School District  
Workers' Compensation Program**

**Projection of Ultimate # of Indemnity Claims  
Projection of Reported Claims**

Program Year	Total Indemnity Claims Reported 4/30/19 (1)	Development Factors as of 4/30/19 (2)	Projected Ultimate Indemnity Claims (3)
1979-80	14	1.000	14
1980-81	21	1.000	21
1981-82	20	1.000	20
1982-83	25	1.000	25
1983-84	26	1.000	26
1984-85	40	1.000	40
1985-86	43	1.000	43
1986-87	42	1.000	42
1987-88	40	1.000	40
1988-89	55	1.000	55
1989-90	34	1.000	34
1990-91	45	1.000	45
1991-92	33	1.000	33
1992-93	32	1.000	32
1993-94	29	1.000	29
1994-95	32	1.000	32
1995-96	29	1.000	29
1996-97	24	1.000	24
1997-98	29	1.000	29
1998-99	31	1.000	31
1999-00	33	1.000	33
2000-01	36	1.000	36
2001-02	35	1.000	35
2002-03	38	1.000	38
2003-04	32	1.000	32
2004-05	29	1.000	29
<b>Total</b>	<b>847</b>		<b>847</b>

## Notes:

- (1) Provided by York.
- (2) Estimated by BAC.
- (3) (1) x (2), rounded.

**Burbank Unified School District  
Workers' Compensation Program**

**Actuarial Analysis of the  
Workers' Compensation Program**

**Discounting Exhibits**

## Present Value Exhibit 1

Burbank Unified School District  
Workers' Compensation Program

Discounted Value of Unpaid Losses as of June 30, 2019  
Assuming a 1.50% Interest Rate

**Self-Insured Losses Limited to SIR**

Program Year	Projected Unpaid Losses (1)	Discount Factor (2)	Discounted Unpaid Losses (3)
1979-80	\$1,207	0.993	\$1,198
1980-81	9,553	0.986	9,419
1981-82	199	0.979	195
1982-83	505	0.972	490
1983-84	78	0.965	75
1984-85	0	0.958	0
1985-86	466	0.951	443
1986-87	3,397	0.944	3,205
1987-88	2,753	0.937	2,578
1988-89	255	0.930	237
1989-90	4,423	0.923	4,083
1990-91	9,623	0.916	8,819
1991-92	0	0.910	0
1992-93	67,958	0.903	61,376
1993-94	0	0.897	0
1994-95	43,606	0.890	38,815
1995-96	5,523	0.884	4,881
1996-97	362	0.877	317
1997-98	463	0.871	403
1998-99	33,476	0.865	28,950
1999-00	74,860	0.859	64,274
2000-01	58,305	0.852	49,702
2001-02	15,480	0.846	13,102
2002-03	23,949	0.840	20,125
2003-04	129,602	0.834	108,133
2004-05	7,911	0.828	6,554
<b>Total</b>	<b>\$493,954</b>		<b>\$427,374</b>

(4) Indicated Discount Factor: 0.865

## Notes:

- (1) Page 26, Column (6).
- (2) Estimated by BAC.
- (3) (1) x (2).
- (4) [ Sum of Column (3) ] / [ Sum of Column (1) ].

## Present Value Exhibit 2

**Burbank Unified School District  
Workers' Compensation Program**

**Discounted Value of Unpaid Losses as of June 30, 2019  
Assuming a 1.50% Interest Rate**

**Gross Unlimited Losses**

Program Year	Projected Unpaid Losses (1)	Discount Factor (2)	Discounted Unpaid Losses (3)
1979-80	\$1,206	0.993	\$1,197
1980-81	9,553	0.986	9,419
1981-82	698	0.979	683
1982-83	505	0.972	490
1983-84	78	0.965	75
1984-85	697	0.958	668
1985-86	466	0.951	443
1986-87	3,397	0.944	3,205
1987-88	2,753	0.937	2,578
1988-89	255	0.930	237
1989-90	4,423	0.923	4,083
1990-91	9,623	0.916	8,819
1991-92	598,977	0.910	544,913
1992-93	77,860	0.903	70,319
1993-94	246	0.897	221
1994-95	82,983	0.890	73,866
1995-96	5,523	0.884	4,881
1996-97	362	0.877	317
1997-98	463	0.871	403
1998-99	33,476	0.865	28,950
1999-00	208,088	0.859	178,663
2000-01	155,064	0.852	132,184
2001-02	18,205	0.846	15,408
2002-03	24,357	0.840	20,468
2003-04	129,602	0.834	108,133
2004-05	7,911	0.828	6,554
<b>Total</b>	<b>\$1,376,772</b>		<b>\$1,217,177</b>

(4) Indicated Discount Factor: 0.884

Notes:

- (1) Page 28, Column (6).
- (2) Estimated by BAC.
- (3) (1) x (2).
- (4) [ Sum of Column (3) ] / [ Sum of Column (1) ].

Burbank Unified School District  
Workers' Compensation Program

Program Information

Program Year	STATED SIR (1)	ULTIMATE SIR (2)	Number of Claims Open (3)	Number of Claims Open Below SIR (4)	Potential Future Med (5)	Potential Future Med Below SIR (6)
1979-80	\$100,000	\$100,000	1	1	0	0
1980-81	100,000	100,000	1	1	0	0
1981-82	100,000	100,000	1	1	0	0
1982-83	100,000	100,000	0	0	0	0
1983-84	100,000	100,000	0	0	0	0
1984-85	100,000	100,000	0	0	0	0
1985-86	150,000	150,000	0	0	0	0
1986-87	150,000	150,000	0	0	1	1
1987-88	200,000	200,000	1	1	0	0
1988-89	250,000	250,000	0	0	0	0
1989-90	250,000	250,000	1	1	0	0
1990-91	250,000	250,000	2	2	1	1
1991-92	250,000	535,674	1	0	1	0
1992-93	250,000	250,000	1	1	2	2
1993-94	250,000	250,000	0	0	0	0
1994-95	250,000	250,000	1	1	4	4
1995-96	250,000	250,000	0	0	2	2
1996-97	250,000	250,000	0	0	0	0
1997-98	250,000	250,000	0	0	0	0
1998-99	250,000	250,000	1	1	2	2
1999-00	250,000	332,475	1	1	2	0
2000-01	250,000	250,016	1	1	3	2
2001-02	250,000	266,397	0	0	7	6
2002-03	350,000	350,000	0	0	9	9
2003-04	500,000	500,000	1	1	9	9
2004-05	750,000	750,000	0	0	3	3
			14	13	46	41

## Notes:

- (1) Provided by York.
- (3) Provided by York.
- (4) Provided by York.
- (5) Provided by York.
- (6) Provided by York.

# Tobacco and Drug Education, Prevention, and Intervention Proposal

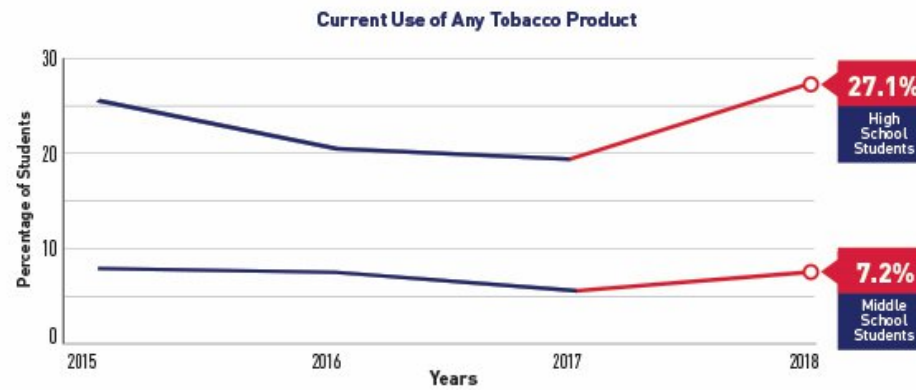


Burbank Unified School  
School District  
Department of Student Services  
July 2019

# Secondary School Tobacco Use Trends

National Youth Tobacco Survey - 2018

E-CIGARETTE USE SURGE LED TO UPTICK IN OVERALL TOBACCO USE —  
Reversing Previous Declines



# Secondary School Tobacco Use Trends

## National Youth Tobacco Survey - 2018

IN 2018



Almost **5M**  
youth currently used  
any tobacco product.



About **40%**  
of youth who used  
tobacco products used  
two or more products.



Over **3.6M**  
youth used e-cigs, making  
them the most commonly  
used tobacco product.

CENTER FOR TOBACCO PRODUCTS



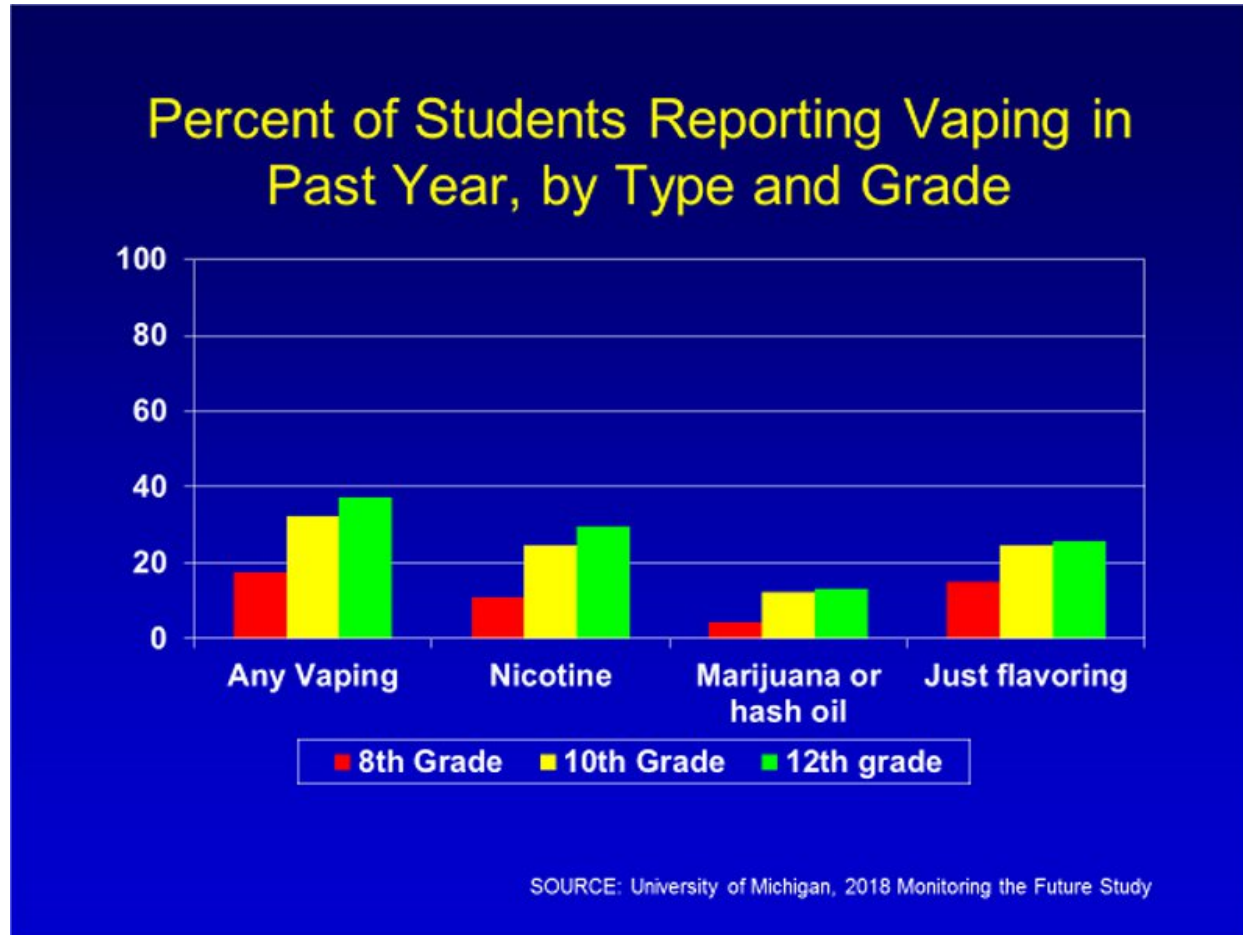
## Why students are using E-Cigarettes or vaping devices?

- \* Use by “friend or family member” (39%)
- \* Availability of flavors such as “mint, candy, fruit, or chocolate” (31%)
- \* Belief that they are “less harmful than other forms of tobacco such as cigarettes” (17.1%)
- \* Easier to acquire (5%)
- \* Cost less than other tobacco products (3%)

2018 National Youth Tobacco  
Survey

\*2017 Monitoring the Future Survey (University of Michigan study) indicates 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> graders report that vaping devices are as “easy” to get as alcohol and marijuana.

# Secondary School Drug Use Trends



# BUSD Suspension/Discipline Data related to Tobacco and Controlled Substances

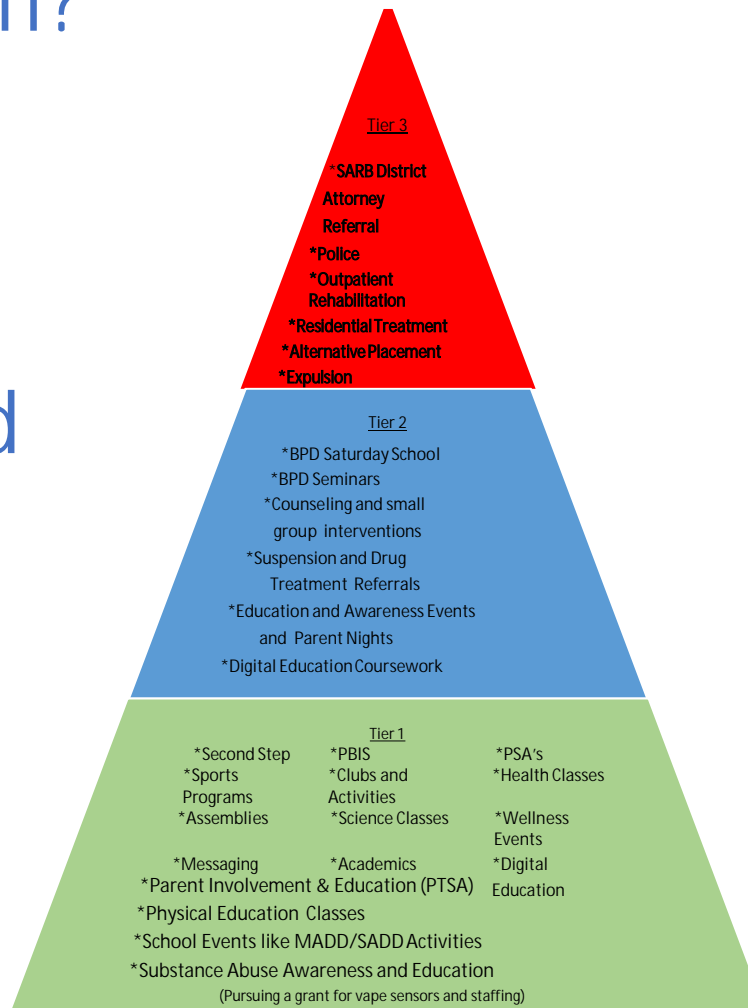
SECONDARY SUSPENSION /2018-2019				
SCHOOL	Drug Paraphernalia	Cont. Substance	Tobacco	TOTAL
JORDAN MS		1	6	7
LUTHER MS	3		1	4
MUIR MS		3	9	12
BURBANK HIGH	3	25	17	45
BURROUGHS HIGH	4	48	1	53
MONTEREY HIGH		11	4	15
CDS	1	5		6
NEW VISTA		3		3
MAGNOLIA PARK				
TOTAL 2018-2019	11	96	38	145
TOTAL 2017-2018	32	58	39	129
TOTAL 2016-2017	9	54	6	69

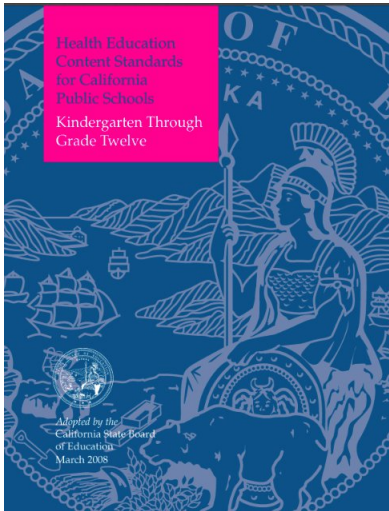
\*In addition, there were 42 documented disciplinary actions involving tobacco and 8 incidents where alternative means of correction were used in lieu of suspension.

# Challenges

- While overall suspensions have declined the last three years in BUSD, the incidents involving tobacco and controlled substances have increased, especially when it comes to vaping
- As per secondary school site administration, the prevalence of vaping devices and the legalization of marijuana in California have given students increased access to drugs and tobacco leading to an increase in these type of incidents on BUSD campuses
- The development of vaping and e-cig devices (that are difficult to detect and readily available) has made enforcement of anti-tobacco and anti-drug rules, laws, and policies difficult to enforce
- AERIES notations can inform substance abuse incidents and we are clarifying and calibrating documentation so the data can provide a distinction between nicotine and marijuana vaping incidents in the future.
- Alternative Means of Correction will also be documented this year to inform our practices and provide data on interventions used in lieu of suspension

What is our plan?  
A multi-tiered  
approach to  
education,  
prevention, and  
intervention.





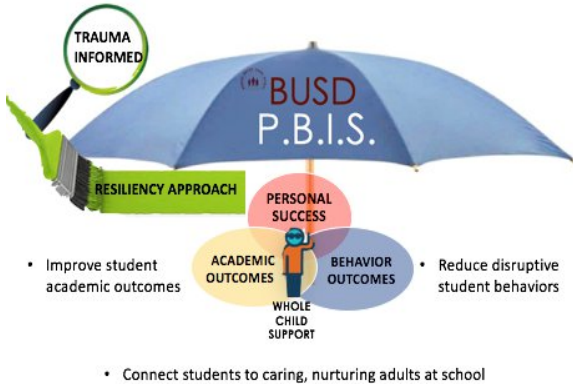
# Education an Awareness – Tier I

## Key Components

- Student learning should include:
  - Accurate information about the risks associated with drug abuse and tobacco,
  - Drug resistance skills with guided and independent practice,
  - Personal and social skills including refusal skills and self management skills with guided and independent practice,
  - Alternatives to drug abuse and tobacco, and
  - Reinforcement of “Protective Factors”
    - Strong and positive family bonds
    - Parental monitoring of children’s activities and peers
    - Clear rules of conduct
    - Parent Involvement
    - Success in school performance – strong bonds with organizations like schools, religious organizations or sports associations

(CDC, 2019 and Journal of Adolescent Health, 2016)

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (P.B.I.S.)

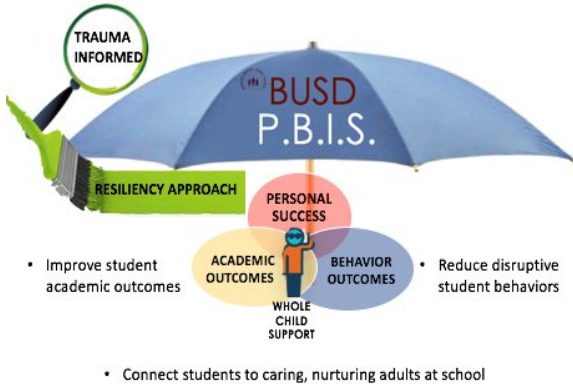


# Education and Awareness – Tier I

## Elementary Schools

- Implement Second Step which teaches clear rules of conduct, social skills, and decision-making.
- Second Step includes parent reinforcement lessons: Homelink and reinforces protective factors
- Continue implementation of P.B.I.S. as part of the Multi-Tiered System of Support (MTSS)
- Monthly student/parent involvement opportunities and education
- Share information through district and school communication

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (P.B.I.S.)

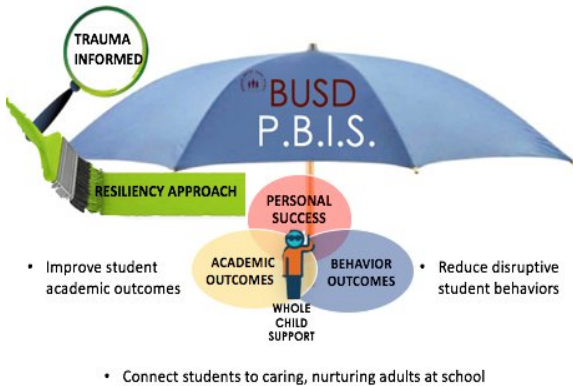


# Education and Awareness – Tier I

## Middle Schools

- Continue implementing P.B.I.S. as part of the Multi-Tiered System of Support (MTSS)
- Explore Digital Tobacco/Drug Education Programs and Social Skills Lessons
- Luther Middle School is exploring Second Step implementation for 2019-2020
- Monthly student/parent involvement opportunities and education
- Share information through district and school communication

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (P.B.I.S.)



# Education and Awareness – Tier I

## High Schools

- Continue implementing P.B.I.S. as part of the Multi-Tiered System of Support (MTSS)
- Explore Digital Tobacco/Drug Education Programs and Social Skills Lessons (Tier 1)
- Have a one year Health Education course aligned with state and national standards for instruction on substance abuse prevention
- Monthly student/parent involvement opportunities and education
- Share information through district and school communication

# Parent, Student and Community Education and Awareness– Tier I & II

## 2019-2020 SCHOOL YEAR (DRAFT)

SEPTEMBER 2019: VAPING AWARENESS (HIGH SCHOOLS)

OCTOBER 2019: VAPING AWARENESS (MIDDLE SCHOOLS)

NOVEMBER 2019: BPD SUBSTANCE ABUSE AND AWARENESS EDUCATION

JANUARY 2020: BPD SUBSTANCE ABUSE AWARENESS AND EDUCATION

FEBRUARY 2020: DISTRACTED DRIVING AND SAFE DRIVING PRACTICES

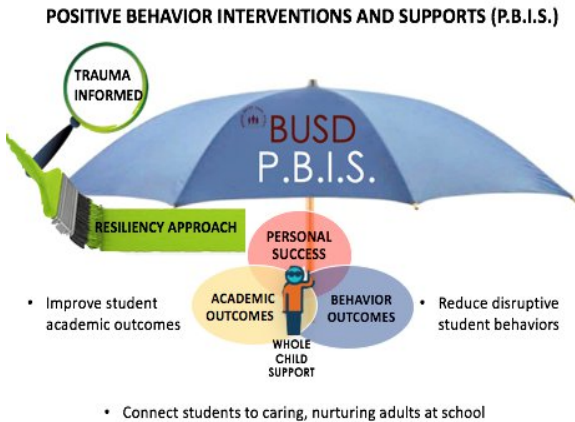
MARCH 2020: BPD SUBSTANCE ABUSE AWARENESS AND EDUCATION

APRIL 2020: SUBSTANCE ABUSE AWARENESS EDUCATION MADD AND STUDENTS AGAINST DESTRUCTIVE DECISIONS(SADD)

***\*P.E.P. TALKS (PREPARE, EDUCATE, PREVENT) TO BE PROVIDED BY “DESTINATIONS FOR TEENS” AND BPD. WE ARE ALSO WORKING ON GETTING SUPPORT FROM “PUEBLO Y SALUD”, “BREATHELA.ORG” AND OTHER COMMUNITY AGENCIES***

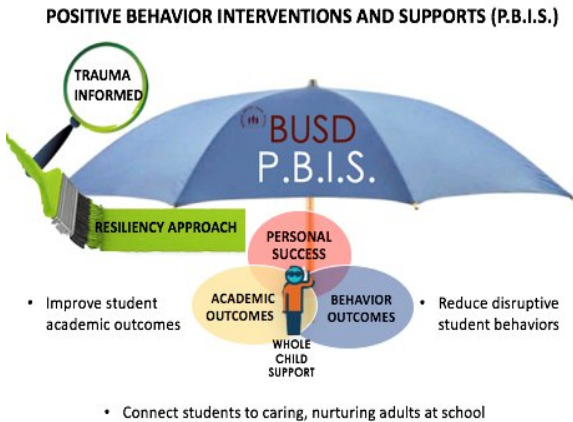
BUSD Substance Abuse Awareness Summary, June 2019

# Prevention – Tier II



- Counseling, groups, and intervention referrals
- Explore Digital Tobacco/Drug Education Programs as Alternatives to Suspension (Tier II)
- Exploring additional Restorative Practices as Alternatives to Suspension like community service and counseling (Tier II)
- Drug treatment referrals (working on expanding our list of resources)
- Partnership with BPD to provide educational “seminars” for students who have a first time Ed Code violation for possession (Tier II – see summary page)
- BPD Canine visits and educational outreach opportunities at middle schools and high schools

# Intervention – Tier III



- Counseling, groups, and intervention referrals
- Support, intervention and referrals through the Student Attendance Review Board
- Police intervention and court-mandated drug treatment
- Drug treatment and rehabilitation referrals (working on expanding our list of resources)
- Alternative Placement when attendance and school refusal are results of tobacco and drug use
- Expulsion (rarely used unless sales and distribution are involved)

## **2019-2020 SCHOOL YEAR RECOMMENDATIONS FOR CONSIDERATION**

- ✓ **CONTINUE WORKING WITH SITE ADMINISTRATORS AND SCHOOL STAFF TO SEEK EFFECTIVE MEANS OF DRUG AND TOBACCO EDUCATION AND PREVENTION**
- ✓ **REINFORCE *SECOND STEP HOMELINK* LESSONS IN ELEMENTARY SCHOOLS**
- ✓ **SUPPORT MIDDLE SCHOOLS AND HIGH SCHOOLS IN IDENTIFYING P.B.I.S. TIER 1-3 STRATEGIES**
- ✓ **BPD MONTHLY SEMINARS IN LIEU OF SUSPENSION FOR FIRST TIME POSSESSION**
- ✓ **CONTINUE MONTHLY STAFF, PARENT, COMMUNITY OUTREACH EDUCATION ACTIVITIES IN PARTNERSHIP WITH BPD, DESTINATIONS FOR TEENS, AND OTHER COMMUNITY GROUPS AND AGENCIES**
- ✓ **BPD WILL PROVIDE CANINE UNITS AT HIGH SCHOOLS 2X A SEMESTER AND AT MIDDLE SCHOOLS 1X A SEMESTER (SEE ATTACHED PROPOSAL)**
- ✓ **CONTINUE TO USE LACOE AS A RESOURCE FOR TRAININGS AND EDUCATION**
- ✓ **EXPAND CAMPAIGN WITH PSA'S AND OTHER MESSAGING AT SCHOOL SITES TO REINFORCE TOBACCO AND DRUG FREE CAMPUSES**
- ✓ **PURSUE GRANTS FOR INCREASED FUNDING FOR VAPE SENSORS AND ADDITIONAL STAFFING (DEPENDENT ON GRANT)**
- ✓ **PARTICIPATE IN UCSD SURVEY (GRADES 10 AND 12 AT BHS AND JBHS) TO ASSIST WITH GATHERING UPDATE INFORMATION REGARDING TOBACCO USE**
- ✓ **CREATE A SUBSTANCE ABUSE PREVENTION BOARD (MODELED AFTER THE STUDENT ATTENDANCE REVIEW BOARD (SARB)) TO ASSIST WITH REFERRALS AND CONNECTING FAMILIES TO COMMUNITY RESOURCES(2020-2021)**
- ✓ **FISCAL IMPACT IS MINIMAL SINCE BPD AND OTHER ORGANIZATIONS ARE SUPPORTING BUSD THROUGH GRANTS**

# Facilities/Technology Board of Education Agenda Items

## Board of Education Meeting - July 18, 2019

- 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)

# Notices of Completion

Location – Magnolia Park

Project - Fence and Gate Relocation

Contractor – Pilgrim Fence

Final Contract Amount - \$17,425.54 (SELPA Fund)



Location – Various Sites

Project – Cell Dialer Installation

Contractor – Intercom Clock & Signal Service

Final Contract Amount - \$ 14,759.11 (General Fund)



Location – Various Sites

Project – Lockdown Pull Station Installations

Contractor - Intercom Clock & Signal Service

Final Contract Amount – 6,569.93 (General Fund)



# Award of Contract

Location- Walt Disney Elementary School

Project - Modular Classroom Fabrication

Contractor – Silver Creek Industries

Contract Amount – \$3,156,512 (Bond Fund)

Location – Bret Harte Elementary School

Project – Procurement and Installation, Physical Fitness Equipment

Contractor – Play Power, LT Farmington

Contract Amount - \$12,751.18 (Bond Fund)

Location – Thomas Jefferson Elementary School

Project – Install Railing

Contractor – Pilgrim Fence

Contract Amount - \$13,463 (Bond Fund)

# Facilities/Technology Board of Education Items

**Bond Technology Projects:  
Notice of Completion, Change Orders,  
Award of Contract & Contract Amendments**

# NOTICES OF COMPLETION

**Location – Various District Sites**

**Project – Entrance Camera System**

**Contractor – NIC Partners**

**Final Contract Amount \$25,988.21 (One-Time Funds)**

**Location – Burbank High School**

**Project – Video Surveillance System**

**Contractor – NIC Partners**

**Final Contract Amount \$42,950.71 (Site/One-Time Funds)**



**Burbank Unified School District  
Instructional Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: John Paramo, Assistant Superintendent, Educational Services

PREPARED BY: Emilio Urioste, Director, Adult Education

SUBMITTED BY: Jenny Jones, Administrative Secretary II

DATE: July 18, 2019

SUBJECT: Approval of Memorandum of Understanding between Madmen Marketing Consultants, LCC and Burbank Unified School District for Targeted Marketing

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**Background**

With the advent of the adult education consortium structure and the requirements for reporting data, BAS is in a competitive process for the distribution of funding with the other five members of the Los Angeles Regional Adult Education Consortium (LARAEC). The basic data components are enrollment in the program areas, and completion of high school diplomas/equivalents and CTE program certificates. Burbank Adult School (BAS) produces a school catalog that is mailed out three times a year to over 69,000 homes to promote its classes and programs.

**2019-2020 District-wide Goal(s):**

5. Expand programs to prepare students for college, post-secondary education, training, and/or workplace from preschool through adult education.

**Discussion/Issues**

Madmen Marketing Consultants will provide Burbank Adult School with services to identify and recruit potential students through the use of marketing on social media (Facebook, YouTube, Instagram), text messaging, emails, and platforms such as Craigslist, Indeed, Snag A Job, Indeed and Zip Recruiter. Madmen will place daily ads and refresh content on older ads. The targeted ads will encourage participants to visit BAS and to register and attend required orientations. Madmen will also produce 15-30 second videos that will be delivered daily on YouTube. The videos will educate, motivate and encourage potential students to visit BAS, register for classes or programs and attend information/orientation sessions. The focus areas for promotion include the CTE programs and the high school diploma, equivalency and ESL programs. The goal is to maximize enrollment for all non-CTE and CTE programs. The outcomes will be tracked through enrollment, attendance, and program completers.

**Fiscal Implications**

The estimated cost for the consultant services for the period covering July 19, 2019 through July 18, 2020, is approximately \$33,000, which will be paid with California Adult Education Program (CAEP) funds.

## **Recommendations**

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District, Burbank Adult School and Madmen Marketing, LCC to provide targeted marketing to maximize enrollment in Adult Education programs, effective July 19, 2019 through July 18, 2020, not to exceed \$33,000 (11.0-63910.0-41101-27000-5850-5330000) - \$8,250, (11.0-63910.0-41102-27000-5850-5330000) - \$8,250, (11.0-63910.0-41104-27000-5850-5330000) - \$8,250, (11.0-63910.0-41106-27000-5850-5330000) - \$8,250, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR  
CAREER TECHNICAL EDUCATION AND MARKETING SERVICES PROVIDED BY  
ELITE SOFTWARE AND GRAPHICS DBA MADMEN MARKETING CONSULTANTS, LLC.

The Burbank Unified School District (herein "District") and Madmen Marketing Consultants, LLC (herein "Consultant") agree to the following Partnership Agreement (herein "Agreement") with respect to Consultant providing the District Career Technical Educational (herein "CTE") and Marketing services to successfully complete the outcomes outlined in Section I, Article A of the Agreement (herein "Outcomes") and improve enrollment and funding for Burbank Adult School (herein "Burbank").

I. Consultant RESPONSIBILITIES

A. Outcomes

The Agreement is for Consultant to provide complete CTE and Marketing services to achieve the following Outcomes:

- I. Market to maximize enrollment for all non-CTE programs (ASE, ABE, ESL, EL Civics) & CTE programs as mutually determined.

B. Delivery of Services and Administration of Programs

Consultant will be responsible for delivering all CTE and Marketing services, but will collaborate with the District to ensure Outcomes are to the satisfaction of the District.

C. Use of Consultant Services for this Agreement is not Necessarily Binding

A Memorandum of Understanding is not a formal contract and, thus, the Agreement is not fully binding. However, while not a contract, adhering to the conditions of the Agreement is paramount to achieving the Outcomes. Therefore, once the terms of this Agreement have been approved by the proper authorities, it is understood by all parties that all invoices submitted by the Consultant for services rendered must be paid.

D. Schedule to Achieve Outcomes

- I. Efforts to be put forth in a timely manner for the Fall, Spring and Summer Sessions for the 2019/2020 school year.

E. General Description of Requirements to Achieve Outcome I

Though not exhaustive, following are actionable steps and deliverables that are required to complete Outcome I:

- Provide targeted marketing to maximize enrollment in non-CTE programs including, but not limited to: Instagram, Face Book, WeChat, Craigslist, Event Brite, display ads, emails, text messages, and color flyers for the community.

F. Fees to Be Paid to the Consultant for Each Outcome

Following are the fees that will be paid to the Consultant broken down by session:

Fall 2019	July 19, 2019	\$14,000
Spring 2020	October 19, 2019	\$14,000
Summer 2020	April 19, 2020	\$5,000

G. Coordinator for the CTE and Marketing Services

Consultant will provide a coordinator who will serve as the contact to the District and work with the identified District and Adult School administration to ensure the action steps taken to achieve Outcomes are met.

H. Documentation

Consultant will provide the District with all required documentation and forms in a timely manner, when requested, including, but not limited to: marketing collateral registration materials, attendance sheets, instructor credentials, and other documents as required by the

District or any other regulatory body.

I. Public Access

Consultant will ensure that CTE Program courses offered pursuant to this Agreement are advertised are fully open to the public.

II. DISTRICT RESPONSIBILITIES

A. District Administrator

The District will name an administrator to serve as the contact to Consultant.

B. Reimbursement

The District agrees to pay Consultant invoices as agreed upon in Section 1, Article H. District assures that Consultant invoices will be paid in a timely fashion.

III. GENERAL PROVISIONS

A. School District Policies and Procedures

Consultant will ensure that each student is aware of and understands all applicable District policies and procedures and will require each student to conform to all such District policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of District and Consultant.

B. Confidentiality

All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District and Consultant will remain strictly confidential and will not be disclosed without prior written consent of the other party.

Where student records are involved in achieving Outcomes, Consultant agrees to be responsible for respecting and maintaining the confidentiality of all student information and law enforcement records which the student may receive or have access to pursuant to this Agreement. Consultant will notify students that they must agree to comply with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §1232g; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 (juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2; (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 – 164), as amended from time to time.

C. Entire Agreement: Amendment

This Agreement contains the complete and full agreement between the parties with respect to the subject matter hereof and will supersede all other agreements relative to the subject matter hereof and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

D. Indemnification

Except as otherwise may be provided in this Agreement, each party will indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

E. Governing Law

This Agreement will be governed by and interpreted in accordance with the laws of the State of

California. Any action arising out of this Agreement will be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

F. Non-Discrimination

Neither party will discriminate against any Consultant student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

V. DATES AND RESPONSIBLE PERSONNEL

An Action Plan with dates and responsible personnel will be fully developed and made available to all pertinent parties. Responsible parties are below:

Action Plan Dates and Responsible Personnel	TBD
Madmen Coordinator	Ray Matthews, President
District Administrator	Emilio Urioste, Director

This Memorandum of Understanding (MOU) is effective beginning July 19, 2019 and effective until July 18, 2020.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of \_\_\_\_\_, 2019.

BURBANK UNIFIED SCHOOL DISTRICT

Madmen Marketing Consultants, LLC

\_\_\_\_\_  
Emilio Urioste  
Director

\_\_\_\_\_  
Ray Matthews  
President

\_\_\_\_\_  
Dr. Matt Hill  
Superintendent

# Burbank Unified School District

2019/20 Marketing & Recruiting Plan  
by Madmen Marketing Consultants

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rel="pingback" href="<?php bloginfo( 'pingback_url' ); ?>"  
fruitful_get_favicon(); ?>  
wp_head(); ?>  
<?php body_class();?>  
<div id="page-header" class="hfeed site">  
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if (isset($theme_options['menu_position']))  
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$responsive_menu_class = fruitful_get_class($responsive_menu_type);
```

Target: Residents Of Burbank

And Surrounding Areas





Identifying, Recruiting,  
Screening, Training,  
Supporting, Advising, Placing..

I t T a k e s A V i l l a g e





## We Know How To Find Anyone, Anywhere, Anytime

Most Importantly They Can Be Pre Screened

- The world has changed dramatically in the last ten years; we are plugged in and tech'd out like never before, and these changes are having a huge impact on those growing up immersed in a newly connected world. Just ask **the first generation to have grown up digital**, the 2.3 billion-strong tribe of "Millennials."
- Research suggests Millennials (defined as 18-29 year old's) are markedly different in their attitudes, beliefs, and habits than any generation that has preceded them. They are connected, informed, passionate, idealistic. As "Millennials" have discovered, there are so many ways to get your voice heard today! Social media, blogs, Instagram, Foursquare and more... the viral nature of these mediums provide an effective way to promote positive social change. Most interaction takes place with just the click of a share button and/or 140 characters of text, in some cases forging deep connections between people and causes.
- So when you see a Millennial retweeting, sharing, or liking, ask yourself this... are they making their voice heard in the right places, and for that matter, are you? We know the unique behaviors and characteristics of today's Millennials, including how they're taking all kinds of action to improve their futures (and ours!). And guess what? **They want and even need our help as they chart a course through this new world.**



# Email Marketing & SMS (Text Message) Outreach

## Email & SMS Text Messaging

- Some 74 *trillion* emails are sent every year, and "only" 8 trillion text messages, according to an infographic by [Text Marketer](#) that compares the two channels. And, on average, office workers receive 121 emails per day, whereas Millennials on average receive 67 texts, the graphic says.
- Email may win in volume, but, according to the graphic, email open rates hover around 20%, compared with 98% for text messages.
- The reality is that a mix of the two channels is often best for marketers and consumers. But, as the graphic shows, there are some types of communication that consumers prefer to receive via text, including appointment reminders, prescription refills, and service outages.

## Our Double Opt In Databases

- Double opt in Email data base of 508,345 people residing in Burbank and the surrounding areas in search of a job, career or training. This data base continues to grow everyday and is deeper as additional filters are added/removed.
- 312,480 Cell phone records of residents of Burbank and the surrounding areas.
- Madmen Marketing knows and understands how to market to everyone on these platforms to ensure solid Open Rates, Click Through Rates and Most Importantly How To Get This Demographic In The Door.



# Facebook & You Tube

- People Of All Ages use social media platforms. The typical 18- to 29-year-old uses four social media platforms, whereas the average 30- to 49-year-old uses three. This data explains why digital publishers such as Business Insider, Vox, and BuzzFeed must adopt distributed content strategies to maximize the chances of their content being seen by younger users.
- Madmen Marketing will be using **Targeted FACEBOOK Ads** on a daily basis to encourage participants to visit the Burbank Adult School or Training Info Website to Register and attend an information session or call for more info.
- The video-sharing site YouTube – which contains many social elements, even if it is not a traditional social media platform – is now the second largest search engine
- We will **develop and create 2-5 different 15-30 second videos** that **will be delivered daily** on You Tube that reside in Burbank & the surrounding areas. The purpose of these videos is to educate, entice and motivate these residents into visiting the Burbank Adult School or Training Website, Register and attend an information session or call for more information.



# Instagram

Instagram appeals more strongly to a subset of younger social media users, while other top social platforms, like Facebook and YouTube, appeal to the masses. Of US adults aged 18 to 24, 78% and 71% indicated they use Snapchat and Instagram, respectively. For both platforms, 54% adults aged 25 to 29 said the same.

Through the use of several different ad types on **Instagram**, including Video, Carousel, Photo & Story; Madmen will **identify our ideal candidate**, deliver the appropriate ad and encourage the recipient to visit the Burbank Adult School or Training Website, register and attend an information session or call for more information.



# Classified, Job & Career Placement Platforms



Madmen Marketing Consultants will place daily ads, and refresh content on older ads as needed.



Ads will be placed on the following platforms:

Craigslist

Zip Recruiter

Snag A Job

Indeed



# Burbank Adult School FLYERS



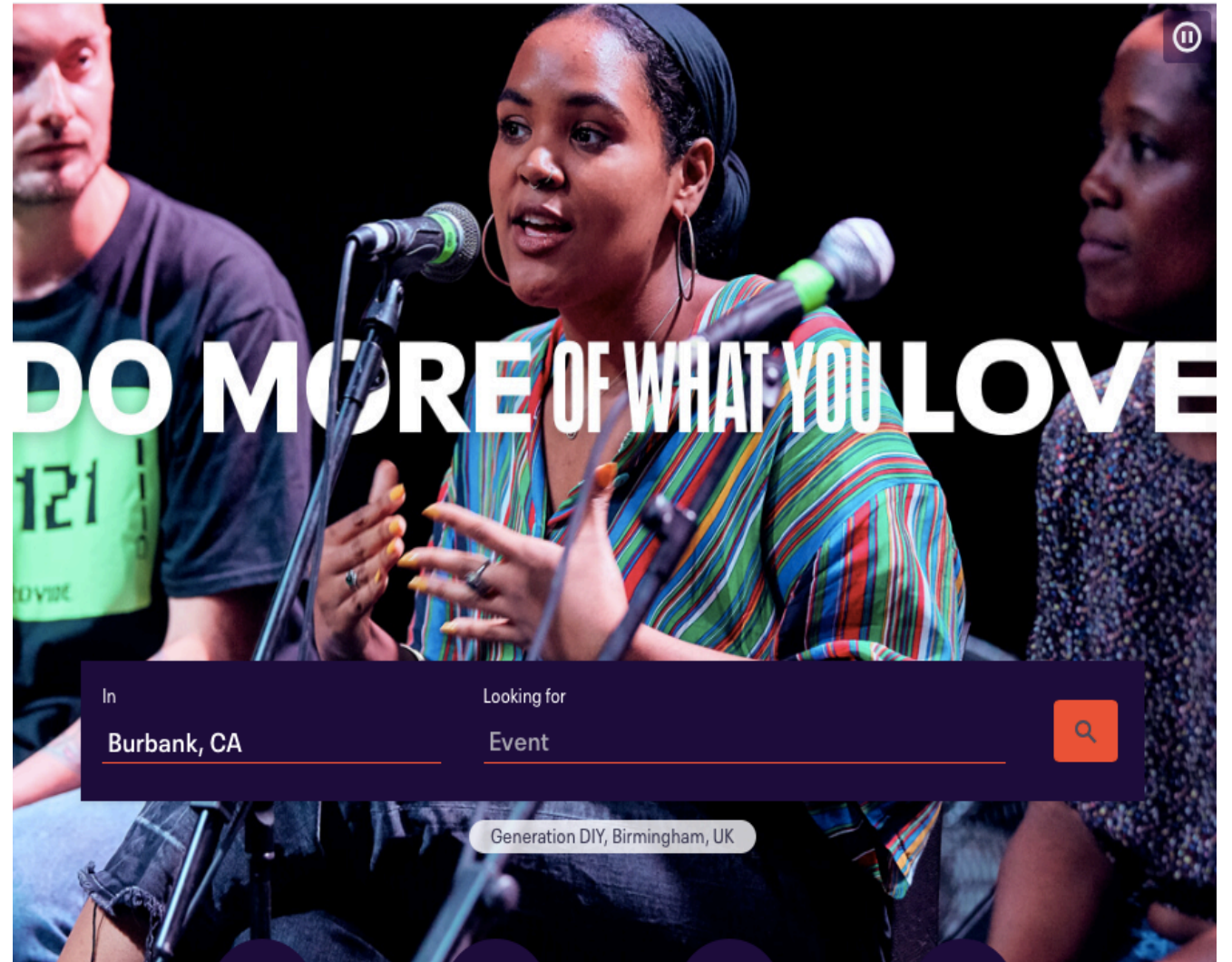
- Madmen Marketing Consultants will develop the Burbank Adult School flyer template. There will be additional versions of the flyer developed as needed.
- Madmen will print 5000 full color double sided copies of the flyers every 3 months (total of 15,000), and will deliver them to all AJCC's in Los Angeles County as well as other partner agencies.



## Information Sessions Schedule. Registration & Invitations Through Eventbrite

- Madmen Marketing can establish Info sessions as needed to provide a platform for community members to be introduced to Burbank Adult School.

eventbrite



# Courses Of Focus

- CNA
- CMA
- Pharmacy Tech
- Sports Physical Therapy
- Physical Therapy Aide
- Medical Billing
- Medical Coding
- HiSET, GED, HSD, ESL (as needed)



# The Bottomline to Success-Deliverables

- ✓ Targeted Display Ads across all platforms
- ✓ Facebook Ads
- ✓ Classified Postings
- ✓ Emails to the database with Custom Designed, Interactive Emails (different content at each send)
- ✓ Text Messages to the database
- ✓ TBD Viewed Videos on You Tube
- ✓ TBD Instagram Views Per Month
- ✓ TBD for Snapchat based on results from current beta testing at time of this proposal.
- ✓ 20,000 Total Printed 4 color, double sided, high gloss flyers & delivered to all AJCC's and partner agencies in LA County/City every 3 months

➤ **Total Annual Budget To Be Invoiced Accordingly:**

- Fall 2019 Billed July 19, 2019: \$14,000
- Spring 2020 Billed Oct 19, 2019: \$14,000
- Summer 2020 Billed April 19, 2020: \$5,000

**Total: \$33,000**



# THANK YOU

WWW.MDMNMK.COM



Aykui Markaryan & Ray  
Mathews



818.726.5533 or  
844.466.2434



[aykui@mdmnmk.com](mailto:aykui@mdmnmk.com) or  
[gomadmen@gmail.com](mailto:gomadmen@gmail.com)

# MAD MEN

*Marketing Consultants*

**Burbank Unified School District  
Instructional Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: John Paramo, Assistant Superintendent, Educational Services

PREPARED BY: Emilio Urioste, Director, Burbank Adult School

SUBMITTED BY: Jenny Jones, Administrative Secretary II

DATE: July 18, 2019

SUBJECT: Approval of Memorandum of Understanding between Burbank Housing Corporation and Burbank Unified School District to Govern the Operation of an English as a Second Language Class

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**Background**

Burbank Adult School (BAS) offers English as a Second Language (ESL) classes at the Mingay campus, Burbank High School, and Providencia Elementary School to empower adult education students and emergent bilingual families in their acquisition of English language skills. As a part of the Three Year Plan of the Los Angeles Regional Adult Education Consortium (LARAEC), one of the goals is to collaborate with community partners to provide opportunities for adult education students.

**2019-2020 District-wide Goal(s):**

5. Expand programs to prepare students for college, post-secondary education, training, and/or the workplace from preschool through adult education.

**Discussion/Issues**

Burbank Housing Corporation (BHC) has conducted meetings at its Activity Center in response to interest from residents about having English as a Second Language (ESL) classes at its facility. BHC seeks to expand the programs offered at the Center to include educational programs. Burbank Adult School conducted orientation meetings at the BHC Activity Center to provide information to residents about the ESL program. Given the interest from the residents, Burbank Adult School would offer a semester long (August 12, 2019 through December 5, 2019) course in ESL Level 1 at the Activity Center located at 1819 Grismer Avenue, Burbank, CA. The class would run Monday through Thursday from 6:15 p.m. to 9:00 p.m. Burbank Adult School will provide and pay for the ESL teacher to provide the class at the center through its California Adult Education Program (CAEP) funding. BHC will provide for the use of the Center and will be responsible for paying basic utilities (electricity, gas, water) and maintenance.

**Fiscal Implications**

The ESL course will be offered free to BHC residents. BHC will provide the facility and pay for basic utilities. Burbank Adult School will pay for the cost of the instructor through its California Adult Education Program (CAEP) funds.

## **Recommendations**

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District, Burbank Adult School and Burbank Housing Corporation to govern the operation of an English as a Second Language class, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

**MEMORANDUM OF UNDERSTANDING BETWEEN  
BURBANK HOUSING CORPORATION  
AND  
BURBANK UNIFIED SCHOOL DISTRICT**

**I. BACKGROUND AND INTENT**

This Agreement (or Memorandum of Understanding “MOU”) is executed by and between the Board of Trustees of the Burbank Unified School District (hereinafter referred to as “District”) and Burbank Housing Corporation (hereinafter referred to as “BHC”).

This Agreement made and entered into on \_\_\_\_ day of \_\_\_\_\_, by and between BHC and the District.

WHEREAS, the sole purpose of the Agreement is to govern the operation of English as a Second Language (ESL) course and to further detail the separate and distinct roles and responsibilities of each party in allowing the District to utilize the Activity Center located at 1819 Grismer Ave. Back Bldg. Burbank CA (“the Center”).

WHEREAS, BHC owns a facility located at 1819 Grismer Ave. Back Bldg., Burbank, that serves as an activity center and amenity to the tenants of BHC. BHC desires and is required to utilize this space for the purpose of providing services to the tenants of BHC’s properties.

WHEREAS, BHC is expanding the programs being offered in the Center to include educational workshops and programs and the tenants of BHC’s properties would be greatly benefitted by a having access to a broad scope of services.

WHEREAS, the District wishes to provide a course for English as a Second Language (“ESL”) at no cost located at the Center.

NOW, THEREFORE, BHC and the District agree it is in the best interest of all concerned to enter this Memorandum of Understanding as follows:

**II. ROLES & RESPONSIBILITIES**

The District agrees to conduct a semester long (August 12, 2019 through December 5, 2019) course for English as a Second Language (ESL) concurrent with the District’s course schedule. The District agrees to restrict class hours to Monday through Thursday from 6:15pm to 9:00pm. It is understood that the District will provide and pay for an ESL teacher to instruct said course at the Center.

All registered participants of this course are required to purchase a textbook. BHC agrees to cover half of the total textbook cost for tenants of BHC. The District will send an invoice to BHC to receive payment for the remaining balance of the textbooks.

There will be no fee charged for the use of the Center. It is understood that this course will be a cost-neutral agreement where services are provided in lieu of any user fee. BHC will be responsible for paying basic utilities (electricity, gas, water) and maintenance. The cost of phone lines and internet connections currently at the Center will be paid by BHC. The District is authorized to use the furniture provided by BHC. After each class, The District agrees to leave the Center in the same condition as it was received. The District understands and agrees that during the term of the Agreement, other events may be held at

hours that will not conflict with class schedules, in the Center and the District shall so conduct its services so as to not interfere with those events.

The District will be responsible for ensuring that it will not admit a larger number of persons that can safely and freely move about in the space contracted for. In no event shall employees of the District utilize resident parking spaces, Employees of the District may utilize spaces reserved for BHC staff.

It is understood that BHC and The District will collaborate to effectively meet the needs of our tenants. This collaboration will require thorough and timely communication between all parties. Although it is the intent of the Parties to maintain continuous communication and to resolve issues as they may arise, staff from BHC and The District agree to meet formally shortly after December 5, 2019 to discuss the participation rates, number of people served, and any other matter related to this agreement.

### **III. INSURANCE REQUIREMENTS**

BHC shall maintain the following minimum coverages at all times during the period of the MOU:

- Workers' Compensation: If BHC employs any person to perform work in connection with this MOU, BHC shall procure and maintain at all times during the performance of such work Workers' Compensation Insurance in conformance with the law of the State of California and federal laws where applicable. Employers Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident, disease, or work-related incident.
- Errors and Omissions Liability Insurance: BHC shall procure and maintain at all times for the duration of this MOU Professional Errors & Omissions Liability Insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits per occurrence and aggregate.
- Bodily Injury, Death, and Property Damage Liability: BHC shall procure and maintain at all times for the duration of this MOU General Liability Insurance (including motor vehicle operation). The policy(ies) shall not be less than One Million Dollars (\$1,000,000) per occurrence. The District shall be named as an additional insured.

### **IV. INDEMNITY**

- BHC assumes all risk of injury to its employees, agents, and contractors, including loss or damage to property, except to the extent it arises from the gross negligent or willful misconduct of District.
- BHC shall defend, indemnify, and hold harmless the District, its Board of Education, officers, employees, Member Districts, and agents from and against all claims, suits, or causes of action for injury to any person or damage to any property to the extent the claims, suits, or causes of action arise out of any intentional or negligent acts or omissions arising out of the BHC's performance of work under this MOU, including any claims, suits, or causes of action by any employee of the BHC.
- In the event liability is shared by the parties to this MOU, each Party shall contribute in the amount of its proportionate share for all actions, claims, liability, damages, losses, expenses or judgments.

**TERM of AGREEMENT**

This Agreement is effective for the duration of the 2019 academic year, August 12, 2019 through December 5, 2019.

**RIGHT OF TERMINATION**

The District and BHC may terminate the Agreement due to material breaches of this agreement upon fourteen (14) days written notice. This notice shall be the written basis of the termination and each party shall have the right to cure the breach. If substantial efforts were made towards curing the breach, one extension of an additional fourteen days may be granted for further efforts to cure the breach.

This Agreement may also be terminated by mutual agreement in the event that student participation falls below the required minimum of 10 participants.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Matt Hill, Superintendent  
Burbank Unified School District

Dated: \_\_\_\_\_

\_\_\_\_\_  
Judith Arandes, Executive Director  
Burbank Housing Corporation

**Burbank Unified School District  
Administrative Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Ruthie DiFonzo, Senior Administrative Assistant

SUBMITTED BY: Ruthie DiFonzo, Senior Administrative Assistant

DATE: July 18, 2019

SUBJECT: Approval of Los Angeles County Office of Education (LACOE) License Contract for Use of Software Personal Computer Products for District Use of HRS and/or PSFS Data

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**Background:**

The Los Angeles County Office of Education (LACOE) has entered into a Contract with Hess & Associates, for non-exclusive use of personal computer proprietary software products in connection with LACOE's Human Resources System (HRS) and PeopleSoft Financial System (PSFS) to provide districts with the capability of downloading information from these systems to District Personal Computers (PCs).

**Discussion/Issues:**

Services provided by LACOE:

- PC Products LLL and PC Products Labor and PeopleSoft Financial System (PSFS)

**Fiscal Impact:**

Not exceed \$1, 261 per month or \$15,132 annually

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the capability of downloading payroll information, effective July 1, 2019 through June 30, 2024, not to exceed \$1, 261 per month or \$15,132 annually, (01.0-00000.0-00000-72000-5890-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

LOS ANGELES COUNTY OFFICE OF EDUCATION  
LICENSE CONTRACT  
FOR USE OF SOFTWARE PERSONAL COMPUTER PRODUCTS  
FOR  
DISTRICT USE OF HRS AND/OR PSFS DATA

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as “LACOE,” and

BURBANK USD, hereinafter referred to as “District,” mutually agree as follows:

1. BASIS OF CONTRACT

- 1.1 LACOE has entered into a Contract with Hess & Associates, hereinafter referred to as Contractor, for non-exclusive use of personal computer proprietary software products in connection with LACOE’s Human Resources System (HRS) and PeopleSoft Financial System (PSFS) to provide districts with the capability of downloading information from these systems to District Personal Computers (PCs). District has requested LACOE to provide said capabilities, and LACOE agrees to do so in accordance with the terms and conditions of this Contract. All work shall be coordinated with LACOE’s project director who is Tracy Minor.
- 1.2 Schedule A, Price Schedule and Services, attached hereto and made a part hereof, indicates the monthly rates for PC Products used by the District. LACOE will provide the District with Revised Schedule A(s) during the contract year to reflect the addition and/or deletion of subscribed products, and, by July 1 of each year to notify the District of the following fiscal year rates.
- 1.3 LACOE will also provide the District with an Addendum to Govern Use of Social Security Numbers (SSN) for Human Resources/Payroll Systems, and by July send notice to the District to confirm its intent to continue the use of SSN in the PC Products. If LACOE does not receive confirmation from the District by July 31, the use of SSN in its PC Products will be removed.

## 2. TERM AND TERMINATION

- 2.1 This Contract is effective July 1, 2019 and shall remain in effect through June 30, 2024.
- 2.2 The Contract may be terminated by the District by providing LACOE with written notice of intention to terminate by June 1, of the then current fiscal year for termination on July 1, of the next fiscal year. The Contract may be amended by mutual consent of the parties.
- 2.3 District, upon implementation of the BEST Advantage Financial System, may terminate at any time its PC PSFS subscription by giving LACOE a written "Notice of Termination." Upon receipt of such Notice of Termination, LACOE shall immediately or on the date, if any, specified in said Notice of Termination, whichever is later, cease District's access to PSFS. District shall be liable for fees incurred for use of PC PSFS up to the date of termination, unless LACOE, at its sole discretion, waives the fees due to extenuating circumstances.
- 2.4 District shall also have the option to terminate its Labels, Lists and Letters and Labor subscription(s) any time after December 31 of the fiscal year the District implements the BEST Advantage Human Capital Management System. District must provide LACOE a written "Notice to Terminate" the subscription(s). Upon receipt of such Notice of Termination, LACOE shall immediately or on the date, if any, specified in said Notice of Termination, whichever is later, cease District's access to Labels, Lists and Labels and Labor. District shall be liable for fees incurred for use of Labels, Lists and Letters and Labor up to the date of termination, unless LACOE, at its sole discretion, waives the fees due to extenuating circumstances.

## 3. ACCEPTANCE OF THE LICENSED SOFTWARE

District is entitled to a one (1) month trial period for the PC Products licensed hereunder. District shall accept or return the software to LACOE the first working day following the end of the applicable trial period. Charges for the software accepted by the District shall commence on the acceptance date of said software commencing on either the 1st or 15th of the month and shall be reflected in this Contract as due and payable as of the date of acceptance. It is understood and agreed that the trial period is intended to demonstrate the software capabilities and does not imply that LACOE will provide the District with either complete data or support as specified herein. Support and other services shall commence upon the date of District's acceptance of the software and upon execution of this Contract. See Schedule A for District's effective dates and monthly rates.

4. RESPONSIBILITIES OF LACOE

LACOE is responsible for coordinating and securing the work of LACOE's Contractor as required to assure the products licensed by District pursuant to this Contract are in good working order, and that District has access to support for the products. LACOE is responsible for all quality control, including responding to problems encountered by the District. In the event a problem arises with any licensed product, LACOE's Project Director is responsible for coordinating all work required to resolve the problem.

5. SERVICES TO BE PROVIDED BY LACOE'S CONTRACTOR

LACOE, through its Contractor, shall provide the District with the following services in support of the District's license of the PC Products as specified in Schedule A:

5.1 Initial Installation

Install the Product(s) selected by the District on each licensed workstation.

5.2 Initial Training

Conduct an initial training session for four (4) hours for employees of the District.

5.3 Initial Reports

Develop ten (10) reports each using standard system features as a part of the initial installation of the PC Products licensed hereunder.

5.4 Data Delivery

PC Product data is updated and posted on LACOE's RAD website for the duration of the license for PC Products. The data file(s) are available for download daily by select staff based on District authorized security access. PC Products LLL is updated daily and PC Products Labor and PSFS are updated weekly.

5.5 Additional Support - No Charge

Provide sixteen (16) hours of support to the District during each Contract year in the following areas:

- 1) Hot line calls
- 2) On-site support

3) Additional training

4) Special reports

#### 5.6 Turnover Training

Provide initial training to staff of the District who are new to the Product(s) licensed hereunder, and are replacing staff who previously executed the Product(s). This training will be provided at no charge to the District.

### 6. LICENSE PRICING

6.1 Stand-Alone Versions base monthly charge for each product Labels, Lists and Letters (LLL), and Labor is \$200.00 plus \$.03 per employee, and may change for Contract Years 2 to 5, as determined by the number of active and inactive employees in the HRS file as of April of each year the Contract is in effect.

6.2 Stand-Alone Version base monthly charge for PSFS is \$270.00.

6.3 The charge for each additional Stand-Alone copy is \$20.00 per month.

6.4 Network Version(s) base monthly charge is an additional \$40.00 per product(s). The price includes up to eight (8) authorized users at no additional charge.

6.5 The charge for the credential file, an optional product enhancement for LLL, shall be \$25.00 per month.

6.6 The charge for each authorized user beyond eight is \$10.00 per month per product.

6.7 The charge for Historical Data Access is \$200.00 per month per PC Product. Historical Data Access is provided as an optional service to Districts who terminate their regular subscription for one or more of the PC Products and want to continue use of the PC Products to view historical data provided to the District during the time of their regular paid subscription. This added service is strictly for viewing access only and will not include software support from the Contractor. LACOE will notify Contractor in writing of a School District's intent to use PC Products for Historical Data Access only.

7. PAYMENT

District shall pay LACOE for software products licensed hereunder. Payment shall be made upon acceptance of the software product(s) on a quarterly basis by journal voucher transfer. The journal voucher for PC Product charges will be made to the following accounts.

K-12 School Districts	01.0-00000.0-00000-72000-5890-0000000
Charter Schools	09.0-00000.0-00000-72000-5890-0000000
Community College Districts	01.0-00000.0-00000-00000-5890-0000000

The warrant for the annual fee for fiscally independent agencies shall be issued to LACOE within thirty (30) days of the LACOE invoice date and shall be mailed to:

LACOE SFS  
Attention: PC Products Unit  
9300 Imperial Highway  
Downey, CA 90242

The license fees for Product(s) licensed by the District are listed in Schedule A.

8. REPLACEMENT OF SOFTWARE AFTER LOSS OR DESTRUCTION

In the event of loss or destruction of the Product(s) licensed hereunder, LACOE shall direct the Contractor to replace, for a reasonable charge, the Product(s) as described herein.

9. PROPRIETARY RIGHTS OF CONTRACTOR

District recognizes that the computer programs, and all other materials supplied hereunder are subject to the proprietary rights of the Contractor. The District agrees that the Products, and all information or data supplied by the Contractor, in machine-readable form or otherwise, are protected under the laws of copyright and that their use must be carefully and continuously controlled.

10. TITLE

The District does not obtain title to the programs in machine-readable form or otherwise. District shall keep each and every program free and clear of all claims, liens, and encumbrances, except those of Contractor and any act of the District, voluntary or involuntary, purporting to create a claim, lien, or encumbrance on such an item shall be void.

## 11. COPIES

The computer programs and other items supplied by Contractor hereunder are for the sole use of the District as specified herein. District agrees that while this Contract is in effect, or while the District has custody or possession of any property of Contractor, it will not copy or duplicate, or permit anyone else to copy or duplicate any physical or magnetic version of the computer programs, documentation of information in machine-readable, printed, or other form.

District agrees that the District will not create or attempt to create, or permit others to create or attempt to create, the source programs or any part thereof from the object programs or from other information made available under this Contract or otherwise whether oral, written, tangible, or intangible. The District may copy, for its own use, at its own expense, operator manuals, training materials, and other user-oriented materials, but shall advise LACOE of the number of copies made and their distribution.

## 12. USER RESTRICTIONS

The computer programs licensed hereunder shall be used only on an authorized single personal computer system and its associated peripheral units (referred to as the machine). For the stand-alone version of the Product(s), only one (1) machine is authorized per copy of the product licensed.

For the network version of the Product(s), one (1) machine ("server") may have the software installed. A limit of up to eight (8) machines or users may be connected through a network, before additional network versions are considered, to the above server machine and are authorized to use the Product(s).

Use of the programs shall consist either of copying any portion of the program from storage units or media into the machine, or the processing of data with the programs, or both. All programs, documentation, and materials in machine-readable form supplied under this license shall be kept in a secure place, under access and use restrictions satisfactory to Contractor and not less restrictive than those applied to the District's most valuable and sensitive programs.

## 13. DESTRUCTION OF PRODUCTS UPON TERMINATION OF LICENSE

Upon the cancellation, expiration, or other termination of this Contract, the District shall, at the option of LACOE; either destroy all copies of the PC

Product(s) at the District, or allow the Contractor to remove all copies of the PC Products from District hardware.

14. INDEMNIFICATION

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

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

15. INSURANCE

District shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District and LACOE as their interests may appear.

16. FAILURE TO COMPLY

In the event the District fails to perform in accordance with the indemnification, or insurance requirement clauses of this Contract, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

17. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, the District is an independent contractor and not an officer, employee or agent of LACOE. The

District shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE.

18. RECORD RETENTION AND INSPECTION

The District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by the District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

19. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

20. SEVERABILITY/WAIVER

20.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

20.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

21. ASSIGNMENT

The District shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, the District shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

22. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

23. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

24. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. This Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

25. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Contracts Section  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
9300 Imperial Highway, ECW 1006  
Downey, CA 90242-2890

District:

To the District's mailing address

26. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

27. TOBACCO AND MARIJUANA-FREE WORKPLACE

When at LACOE-owned or LACOE-leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco/marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco/marijuana products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles.

28. ALCOHOL AND DRUG-FREE WORKPLACE

The District hereby certifies under penalty of perjury under the laws of the State of California that District will, when on LACOE facilities or LACOE events, comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

29. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, the LEA agrees to comply with all Federal, state, and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

30. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

31. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

- 31.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
- 31.2 Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- 31.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 30.2 above, of this certification; and,
- 31.4 Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

## 32. SIGNATURE AUTHORITY

Each person signing this Contract represents that he or she has been authorized and empowered to enter into this Contract by the party on whose behalf the signature is made.

## 33. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof

with the same force and effect as though all parties had executed a single original copy.

LOS ANGELES COUNTY  
OFFICE OF EDUCATION

BURBANK UNIFIED  
SCHOOL DISTRICT

By \_\_\_\_\_  
Patricia Smith  
Interim Chief Financial Officer

By \_\_\_\_\_  
David Jaynes  
\_\_\_\_\_  
Typed or Printed Name

Title Assistant Superintendent

Date \_\_\_\_\_  
lm 5-21  
Board 6/17/19

Date 07/18/19

CONTRACT NUMBER C-19300

LOS ANGELES COUNTY OFFICE OF EDUCATION

AND

**BURBANK UNIFIED SCHOOL DISTRICT**

SCHEDULE A  
PRICE SCHEDULE AND SERVICES  
FOR  
PC PRODUCT(S)

Effective: July 1, 2019 through June 30, 2020

<u>PRODUCTS</u>	<u>MONTHLY RATES</u>
LLL	\$ 423
LLL-Credentials	25
LLL-Net	40
Labor	423
Labor-Net	40
PSF	270
PSF-Net	40
TOTAL MONTHLY RATE	<u>\$ 1,261</u>

**Burbank Unified School District  
Child Development Program**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Peter Knapik, Director, Elementary Education

PREPARED BY: Stephanie Fields, Coordinator Child Development

SUBMITTED BY: Gabriella Platten, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Ratification of Agreement with Los Angeles Universal Preschool, dba Child 360 Quality Start Los Angeles Grant for Horace Mann Children’s Center, Washington Children’s Center and Monterey Infant Center

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**Background:**

Child 360 Quality Start Los Angeles will continue to provide coaching, professional development and technical assistance as determined by QSLA to improve the quality of service at three BUSD sites (Horace Mann Children’s Center, Washington Children’s Center and Monterey Infant Center). The grant includes the use of a rating scale called the Quality Continuum Framework to identify needs. The district will also receive a professional development incentive of \$2,000 (participation grant) to be used to cover staffing costs including, but not limited to, substitute teachers hired when staff is attending professional development workshops.

**Discussion/Issues:**

The Child 360 Quality Start Los Angeles Grant will provide funding to administer the QSLA grant to improve the quality of Horace Mann Children’s Center, Monterey Infant Center and Washington Children’s Center. Child 360 will provide quality assessments, technical assistance, coaching, professional development, monetary incentives and assign ratings to the program.

**Fiscal Impact:**

There will be no fiscal impact to the program with the approval of this grant. Parent fees support the operation of the program.

**Recommendation:**

Peter Knapik, Director, Elementary Education, recommends that the Board of Education ratify the agreement between the Burbank Unified School District and Los Angeles Universal Preschool, dba Child 360 Quality Start Los Angeles, to provide the services listed in the Quality Start Grant, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

## CHILD360 QUALITY START LOS ANGELES GRANT

This Quality Start Los Angeles (QSLA) Grant (“Grant” or “Agreement”) is entered into effective as of the last date of execution set forth below by and between Burbank Unified School District operating daycare centers under the names: (“Grantees”),

<b>Facility Name</b>	<b>Facility Address</b>
Washington Children's Center	2207 W. Winona Avenue Burbank, CA 91504
Horace Mann Preschool Center	3401 Scott Road Burbank, CA 91504
Monterey Infant Center	1915 Monterey Avenue Burbank, CA 91506

licensed California child care providers and **Los Angeles Universal Preschool**, dba Child360, a California non-profit public benefit corporation, (“Child360”), with its principal place of business at 515 S. Figueroa St., Suite 900, Los Angeles, CA 90071 (each individually a “Party”, and collectively the “Parties”).

### RECITALS

WHEREAS, FIRST 5 LA and Los Angeles County Office of Education (LACOE) have awarded Child360 funding to administer the QSLA Grant to improve the quality of early childhood education programs in Los Angeles County;

WHEREAS, Child360 will provide quality improvement supports and monetary incentives to these programs to improve the overall quality as measured by certain quality elements (“Quality Rating Tier”);

WHEREAS, Grantees wishes to participate in the Grant and be eligible to receive quality improvement supports and monetary incentives (collectively, “Benefits”) in order to improve or maintain its Quality Rating Tier position on the CA-QRIS Quality Continuum Framework: Rating Matrix with Elements and Points for Consortia Common Tiers 1, 3, and 5 (Exhibit A).

NOW THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements hereinafter contained, the Parties agree as follows:

### 1. TERM AND TERMINATION

- 1.1 Term. This Grant and all Exhibits attached shall commence on July 1, 2019 (“Effective Date”) and shall end on June 30, 2020. Either party may terminate this Agreement for any reason with written notice.
- 1.2 Compliance with Agreement. Upon the Effective Date, Grantees will be eligible to receive the Benefits (Exhibit B) rendered pursuant to this Agreement. In order to receive Benefits, Grantees must at all times be in compliance with the terms of this Agreement

## QUALITY START LOS ANGELES GRANT

including the Benefits Eligibility Requirements listed on Exhibit C. Child360 may suspend or terminate the Grant at any time for non-compliance with this Agreement, or any other event which Child360 deems reasonable for suspension or termination. Notice of suspension or termination will be delivered in writing.

- 1.3 Reduction of Benefits. Grantees acknowledge that Child360's performance under this Agreement is wholly reliant on Child360's receipt of funding from FIRST 5 LA and LACOE. Child360 may reduce Benefits to Grantees for any reason including, but not limited to, Child360's loss or reduction of funding from FIRST 5 LA or LACOE. Any changes or reductions in Benefits will be noticed to Grantees in writing. Any changes to the Benefits will supersede and replace any previous Benefits described in previous amendments to this Agreement.
- 1.4 Return of Funds. Child360 may request, and the Grantees shall remit within 30 days if requested, any unallowed expenditures not made in accordance with Expenditure Guidelines (Exhibit E) or for any non-compliance with the terms of this Agreement.
- 1.5 Loss of State Preschool. If applicable, Grantees shall notify Child360 in writing they lose their California State Preschool Program (CSPP) contract with the California Department of Education (CDE) or decides to no longer participate in the Grant. Grantees also agree that services to the affected Programs will be terminated upon written notification.

## 2. PROGRAM PAYMENTS AND BENEFITS

- 2.1 Program Benefits. During the term of this Agreement, Grantees shall receive Program Benefits as provided in Exhibit B and in accordance with the terms and conditions of this Agreement.
- 2.2 Participation Stipend. Grantees are eligible to receive a one-time "Participation Stipend" of \$2,000.00 as outlined in Exhibit B upon contract execution of a QSLA Grant but not if such Grant has been entered into previously.
- 2.3 Account Funding. Grantees must establish and report payments made pursuant to this Grant from an account separate from any other current or previous accounts established to receive funds from any other grant from Child360 (if any) in order to receive funds under this Grant.
- 2.4 Payments. Payments will be disbursed upon contract execution of this Agreement in accordance with the Quality Tier Rating achieved as of the start date of this Agreement. The Quality Tier Rating is based on the elements listed on Exhibit A. Payments will be made in accordance to the terms outlined in Exhibit B. Grantees understand that payments are contingent upon Child360's receipt of funds from LACOE or First 5 LA.

## 3. REPORTS AND REPORTING REQUIREMENTS

## QUALITY START LOS ANGELES GRANT

- 3.1 Reports. Grantees must submit all reports as required by the Reporting Schedule (Exhibit D).
- 3.2 Proof of Transactions. In addition to the reporting requirements contained in this Agreement, Child360 may periodically request proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State guidelines (including cost allocation guidelines). This information, if requested, must be provided within 30 calendar days of such request.
- 3.3 Document Requests. Grantees agree to submit to Child360 any and all information and documents needed to comply with the Program, including data specifically identified by the Quality Continuum Framework Data Collection Fields (Exhibit G).
- 3.4 Reporting Licensing Violations. Grantees must submit to Child360 copies of any Community Care Licensing Division Facility Evaluation Reports or Complaint Investigation Reports within fourteen (14) days of receiving any licensing violations. Grantees must submit a Letter of Deficiency Citations Cleared for any violations received or discovered during a licensing compliance review.
- 3.5 California Early Care & Education Workforce Registry. Grantees agree to submit data to the California Early Care & Education Workforce Registry (CEC&WR) for the category indicated and attached here as Exhibit H, by the deadline established by (CEC&WR).

## 4. BUDGET AND EXPENDITURE GUIDELINES

- 4.1 Allowable Expenditures. All expenditures of funds disbursed pursuant to this Grant must meet the Expenditure Guidelines attached as Exhibit E. Expenses incurred by Grantees after suspension or termination of the Agreement are not allowable unless expressly authorized in the notice of suspension or termination. Types of expenses incurred after suspension or termination which may be authorized by Child360 include but are not limited to:
- Expenses resulting from obligations which: (1) were properly incurred by Grantees before the effective date of the suspension or termination, but were not incurred in anticipation of it, and in the case of termination, are non-cancellable; AND (2) would be allowable if the Agreement expired normally at the end of the funding period in which the suspension or termination takes place.
- 4.2 Expenditure Verification. Within thirty (30) days of request, Grantees agree to provide sufficient information to allow Child360 to determine if expenditures were made in accordance with the Expenditure Guidelines (Exhibit E).
- 4.3 Return of Funds. Child360 may request, and the Grantees shall remit within 30 days if requested, any unallowed expenditures not made in accordance with Expenditure Guidelines (Exhibit E).

## QUALITY START LOS ANGELES GRANT

### 5. BOOKS AND RECORDS

5.1 Maintaining Records. Grantees shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. Child360, the State or their authorized representatives shall have access to such records for audit processes during the term of this Agreement and for five years following Agreement completion. In the event any work is subgranted or subcontracted, Grantees shall similarly require each sub grantee and subcontractor to maintain and allow access for audit purposes.

5.2 Effect of Litigation. Grantees agree that if any litigation, claim, or audit is started before the expiration of the records retention period established above, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

### 6. INSURANCE AND LIABILITY.

6.1 General Liability Insurance. Child360 and Grantees shall secure and maintain comprehensive general liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence with coverage for incidental contracts for center-based sites, and Three Hundred Thousand Dollars (\$300,000) per occurrence with coverage for incidental contracts for family child cares, for the duration of this Agreement. Grantees shall name Child360 as an additional insured under its policy. Further, the Certificate of Insurance shall provide that insurance may not be canceled, non-renewed, or the subject of material change in coverage or available limits of coverage, except on 30 days' prior written notice.

6.2 Indemnification. Grantees agree to indemnify and hold harmless Child360 and its officers, agents and employees from any and all contractors, subcontractors, laborers, employees, independent contractors, agents, or other persons, firms or corporations furnishing or supplying work, services, materials or supplies in connection with the performance of this Grant and from any and all claims and losses occurring or resulting to any person, firm or corporation that may be injured or damaged by Grantees in the performance of this Grant.

6.3 Insurance Obligations Not a Limit on Indemnification. Child360's insurance obligations set forth above are independent of Child360's indemnification and other obligations under this Agreement and shall not be construed or interpreted in any way to restrict, limit, or modify Grantees' indemnification or other obligations or to limit Grantees' liability under this Agreement.

### 7. CONFIDENTIALITY

7.1 Confidentiality of Records. The Parties agree to maintain the confidentiality of all records resulting from the provision of services under this Agreement in accordance with

## QUALITY START LOS ANGELES GRANT

applicable federal and state laws and regulations. Either party may disclose the records and data resulting from the provision of services under this Agreement only if the records or data presented are either in aggregate form or some other form which removes all identifying personal information.

### 8. RELATIONSHIP OF PARTIES

8.1 No Joint Venture. It is expressly understood and agreed by the Parties that Grantees are not for any purpose employees or agents of Child360, and that all of the personnel employed by the Grantees will be employees or agents of the Grantees and will not be employees or agents of Child360. Grantees understand that they do not have the authority to do anything for or on behalf of Child360, including, but not limited to, holding themselves out as Child360, entering into agreements, notes or other instruments, purchasing, acquiring or disposing of any property, or incurring any other obligation or liability on behalf of Child360.

### 9. GENERAL PROVISIONS

9.1 Modifications. No amendment or modification of this Grant shall be valid unless it is in writing and signed by all the Parties to this Grant.

9.2 No Assignment. Grantees may not assign any of their rights or delegate any of their duties under this Grant without prior written consent of Child360. Despite Child360's consent, no assignment will release Grantees from any of their obligations or alter any of their primary obligations to be performed under the Grant.

9.3 Notice of Changes in Ownership of Location. Any changes in ownership or location of the Grantees eligible for Benefits under this Grant must be noticed to Child360 at least sixty (60) days in advance of the proposed change. Changes in ownership or location void this Grant and Child360 has sole discretion whether to extend or modify this Grant to continue Benefits to the new owner or site.

9.4 Choice of Law. This Grant shall be governed by and interpreted in accordance with the laws of the State of California.

9.5 No Discrimination. No person, on the grounds of race, religion, color, national origin, age, sex, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.

9.6 Waiver. No right under this Grant shall be waived merely by delaying or failing to exercise that right. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this Grant must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Grant.

## QUALITY START LOS ANGELES GRANT

9.7 Severability. If any term or provision of this Grant is found to be illegal or unenforceable then, notwithstanding, this Grant shall remain in full force and effect and such term shall be deemed stricken.

9.8 Notices. Any notice or other communication given pursuant to this Grant shall be regarded as effectively delivered if delivered in writing to the address of the other party set forth below (or another address later designated by that party in a notice under this section), using one of the following methods of delivery: regular U.S. postal mail, personal delivery, Registered or Certified Mail (return receipt requested and postage prepaid), nationally recognized overnight courier and facsimile.

If to Child360: William Sperling  
General Counsel  
515 S. Figueroa St., Suite 900  
Los Angeles, California 90071

If to Grantees: Stephanie Fields  
Antonia Palleres  
Burbank Unified School District  
1900 W. Olive Avenue  
Burbank, CA 91506

9.9 Entire Agreement. This Grant and all Exhibits contains the entire Grant and understanding between the Parties as to the subject matter hereof. Further, this Grant supersedes any and all prior or contemporaneous statements or representations by Child360 concerning the subject matter of this Grant.

9.10 Attorney's Fees. In any action brought to enforce or interpret any provision of this Grant, the losing party shall pay the prevailing party's reasonable attorney fees and costs.

9.11 Survival. The rights and obligations created by this Grant with respect to duties of the Grantee after termination of this Grant will survive the termination of this Grant for a period of time until those rights and obligations are met.

9.12 Independent of Other Agreements. This Grant is separate and independent of any other grants or agreements which have existed, currently exist, or may exist between the Parties ("Other Agreements"). No rights, obligations, or terms of this Grant shall be affected by any Other Agreements, nor shall any rights, obligations or terms of any Other Agreements be affected by the terms of this Grant.

9.13 Photo/Video Authorization and Consent. Grantees agree to have photo and video release forms on file for the children enrolled in the QSLA program. Grantees agree to notify Child360 if any children do not have photo consent form and have opted-out of having photos and videos images taken.

**Burbank Unified School District  
Child Development Program**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Peter Knapik, Director, Elementary Education

PREPARED BY: Stephanie Fields, Coordinator, Child Development

SUBMITTED BY: Gabriella Platten, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Ratification of Adoption of Resolution Number 1 Concerning Funding of Child Development Programs for Fiscal Year 2019–2020, Contract Number CCTR-9067

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**Background:**

This General Child Care and Development Program contract, CCTR–9067 in the amount of \$555,116 provides subsidized care for the following school age programs serving kindergarten thru 5<sup>th</sup> grades at Bret Harte Children’s Center, Washington Children’s Center, Emerson Children’s Center and for the teen parent program at Monterey School for families who meet eligibility criteria established by the California Department of Education.

**Discussion/Issues:**

Local Boards of Education must approve the resolution certifying approval in order to enter into a transaction with the California Department of Education for funding the Child Development Programs listed above.

**Fiscal Impact:**

This annual fund coupled with parent fees support the operation of the program listed above.

**Recommendation:**

Peter Knapik, Director, Elementary Education recommends that the Board of Education ratify the adoption of Resolution Number 1 certifying approval of the Board of Education to enter into a transaction with the California Department of Education for Funding of Child Development Programs, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

**RESOLUTION NUMBER 1**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2019-20.**

---

**RESOLUTION**

BE IT RESOLVED that the Governing Board of \_\_\_\_\_  
\_\_\_\_\_ **BURBANK UNIFIED SCHOOL DISTRICT** \_\_\_\_\_

authorizes entering into local agreement number/s       CCTR – 9067        
and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
Matt Hill _____	Superintendent _____	_____ _____
_____ _____	_____ _____	_____ _____

PASSED AND ADOPTED THIS   18th   day of   July                        2019/20, by the  
Governing Board of       BURBANK UNIFIED SCHOOL DISTRICT      

of       LOS ANGELES       County, California.

I,   STEVE FRINTNER  , Clerk of the Governing Board of  
      BURBANK UNIFIED SCHOOL DISTRICT      , of       LOS ANGELES      ,

County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a       BOARD       meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

---

(Clerk’s Signature) (Date)

CCC 04/2017

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> <b>Burbank Unified School District</b>		<i>Federal ID Number</i> <b>95-6000418</b>
<i>By (Authorized Signature)</i>  		
<i>Printed Name and Title of Person Signing</i> <b>Matt Hill, Superintendent</b>		
<i>Date Executed</i> <b>July 18, 2019</b>	<i>Executed in the County of</i> <b>Los Angeles</b>	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)
2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - b. Establish a Drug-Free Awareness Program to inform employees about:
    - 1) the dangers of drug abuse in the workplace;
    - 2) the person's or organization's policy of maintaining a drug-free workplace;
    - 3) any available counseling, rehabilitation and employee assistance programs; and,
    - 4) penalties that may be imposed upon employees for drug abuse violations.
  - c. Every employee who works on the proposed Agreement will:
    - 1) receive a copy of the company's drug-free workplace policy statement; and,
    - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

**3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

**4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:** Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

**5. EXPATRIATE CORPORATIONS:** Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

**6. SWEATFREE CODE OF CONDUCT:**

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. **DOMESTIC PARTNERS**: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. **GENDER IDENTITY**: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST**: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. **LABOR CODE/WORKERS' COMPENSATION**: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's

Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.



LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

DATE: July 01, 2019

CONTRACT NUMBER: CCTR-9067

PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS

PROJECT NUMBER: 19-6433-00-9

CONTRACTOR'S NAME: BURBANK UNIFIED SCHOOL DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC 04/2017)\*; the GENERAL CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS\*; and the FUNDING TERMS AND CONDITIONS (FT&C)\*, which are by this reference made a part of this Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$47.98 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$555,116.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement 11,570.0
Minimum Days of Operation (MDO) Requirement 240

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (\*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp

STATE OF CALIFORNIA CONTRACTOR form with signature lines, amount encumbered, program category, and funding details.

CONTRACTOR'S NAME: BURBANK UNIFIED SCHOOL DISTRICT

CONTRACT NUMBER: CCTR-9067

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 132,764	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 13609-6433	FC# 93.596	PC# 000321		
TOTAL AMOUNT ENCUMBERED TO DATE \$ 132,764	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020	
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290					

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 61,031	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 15136-6433	FC# 93.575	PC# 000324		
TOTAL AMOUNT ENCUMBERED TO DATE \$ 61,031	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020	
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290					

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 361,321	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23254-6433				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 361,321	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020	
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590					

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.  SIGNATURE OF ACCOUNTING OFFICER	TBA NO	BR NO
	DATE	

**Burbank Unified School District  
Child Development Program**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Peter Knapik, Director, Elementary Education

PREPARED BY: Stephanie Fields, Coordinator, Child Development

SUBMITTED BY: Gabriella Platten, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Ratification of Adoption of Resolution Number 2 with the California Department of Education for the Purpose of Providing Child Care and Development Service and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2019-2020 for Contract Number CSPP-9159

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**Background:**

Contract CSPP-9159 in the amount of \$283,655 provides subsidized care for preschool programs located at Washington Elementary School for families who meet eligibility criteria established by the California Department of Education.

**Discussion/Issues:**

Local Boards of Education must approve the resolution certifying approval to enter into a transaction with the California Department of Education for funding the Child Development Programs listed above.

**Fiscal Impact:**

This annual fund coupled with parent fees support the operation of the program listed above.

**Recommendation:**

Peter Knapik, Director, Elementary Education, recommends that the Board of Education ratify the adoption of Resolution Number 2 certifying approval to enter into a transaction with the California Department of Education for funding of Child Development Programs, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

**RESOLUTION NUMBER 2**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2019-20.**

---

**RESOLUTION**

BE IT RESOLVED that the Governing Board of \_\_\_\_\_  
\_\_\_\_\_ **BURBANK UNIFIED SCHOOL DISTRICT** \_\_\_\_\_

authorizes entering into local agreement number/s \_\_\_\_\_ **CSPP - 9159** \_\_\_\_\_  
and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
Matt Hill _____	Superintendent _____	_____ _____
_____ _____	_____ _____	_____ _____

PASSED AND ADOPTED THIS 18th day of July \_\_\_\_\_ 2019/20, by the  
Governing Board of \_\_\_\_\_ **BURBANK UNIFIED SCHOOL DISTRICT** \_\_\_\_\_

of \_\_\_\_\_ **LOS ANGELES** \_\_\_\_\_ County, California.

I, STEVE FRINTNER \_\_\_\_\_, Clerk of the Governing Board of  
\_\_\_\_\_ **BURBANK UNIFIED SCHOOL DISTRICT** \_\_\_\_\_, of \_\_\_\_\_ **LOS ANGELES** \_\_\_\_\_,

County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a \_\_\_\_\_ **BOARD** \_\_\_\_\_ meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

---

(Clerk's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

CCC 04/2017

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> <b>Burbank Unified School District</b>		<i>Federal ID Number</i> <b>95-6000418</b>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> <b>Matt Hill, Superintendent</b>		
<i>Date Executed</i> <b>July 18, 2019</b>	<i>Executed in the County of</i> <b>Los Angeles</b>	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

**3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

**4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:** Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

**5. EXPATRIATE CORPORATIONS:** Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

**6. SWEATFREE CODE OF CONDUCT:**

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. **DOMESTIC PARTNERS**: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. **GENDER IDENTITY**: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST**: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

**Current State Employees (Pub. Contract Code §10410):**

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

**Former State Employees (Pub. Contract Code §10411):**

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. **LABOR CODE/WORKERS' COMPENSATION**: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's

Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. **AMERICANS WITH DISABILITIES ACT:** Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. **CONTRACTOR NAME CHANGE:** An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. **CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:**

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. **RESOLUTION:** A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. **AIR OR WATER POLLUTION VIOLATION:** Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. **PAYEE DATA RECORD FORM STD. 204:** This form must be completed by all contractors that are not another state agency or other governmental entity.



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 19 - 20

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

DATE: July 01, 2019

CONTRACT NUMBER: CSPP-9159

PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM

PROJECT NUMBER: 19-6433-00-9

CONTRACTOR'S NAME: BURBANK UNIFIED SCHOOL DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 19-20, the GENERAL TERMS AND CONDITIONS\* (GTC 04/2017), the STATE PRESCHOOL PROGRAM REQUIREMENTS\*, and the FUNDING TERMS AND CONDITIONS\* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed \$48.28 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of \$283,655.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 5,875.0

Minimum Days of Operation (MDO) Requirement 240

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (\*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/fc2019.asp

Form with sections for STATE OF CALIFORNIA and CONTRACTOR, including fields for signature, amount, program category, fund title, and fiscal year.

**Burbank Unified School District  
Human Resources**

**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: July 18, 2019

SUBJECT: Approval of Job Description for Educational Reader for the Visually Impaired and Posting the Newly Established Position

---

**Background:**

It is necessary to establish the position of Educational Reader for the Visually Impaired to assist a visually impaired teacher.

**Discussion/Issues:**

The individual hired for the position of Educational Reader for the Visually Impaired will facilitate communication between visually impaired district staff and students, parents and the public. They will assist the visually impaired certificated staff member with implementing lesson plans, proctoring examinations and tests and will assist with the operation of instructional equipment in the instructional setting.

**Fiscal Impact:**

The position of Educational Reader for the Visually Impaired will be placed on Exhibit B, Schedule of Classified Monthly Salary, Range 42 with a range of \$3,121 - \$4,000 per month.

**Recommendation:**

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the job description for Educational Reader for the Visually Impaired and posting the newly established position, as presented.

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:** EDUCATIONAL READER – VISUALLY IMPAIRED

### **BASIC FUNCTION:**

Under general supervision of an assigned supervisor, facilitates communication between visually impaired district staff and students, parents and the public by providing visual interpreting services and providing other assistance to the teacher of the instructional program in the classroom. Assists the certificated staff member visually in such areas as implementing lesson plans (activities which include reviewing the work of pupils under the direction of the classroom teacher), proctoring examinations and tests, serving as a scribe for instructional and school-based documents, participating in parent conferences, assisting with relevant records, and operating instructional equipment in the instructional setting.

### **REPRESENTATIVE DUTIES:**

Inform the classroom teacher of students in need of special help and provide the assistance as directed by the teacher.

Explain to the visually-impaired teacher what students have displayed for their written work.

Scribe instructional and operational materials for the teacher.

Translate written documents for the teacher.

Assist with modeling instruction under the supervision and direction of the teacher.

Convey verbal cues to the teacher while he/she conducts instruction.

Assist with the preparation and operation of instructional equipment and supplies such as audio-visual equipment, computers, laboratory equipment, and other teaching materials.

Report unusual classroom problems to the teacher.

Interpret for visually-impaired teacher in interactions with parents, visiting guests, consultants and district staff during conferences, consultations, and meetings.

Prepare and maintain records and lists not required by law that are to be maintained by certificated personnel.

Attend staff meetings and staff development activities to support the visually-impaired teacher as required.

Assist staff in supervising students inside and outside the classroom as assigned and communicate student's behavior to the teacher.

Assist in monitoring classroom discipline in order to provide a positive learning environment.

Assist in behavior management and discipline among pupils on field trips and at school activities.

Report disciplinary problems and injuries to the teacher.

Assist students by providing proper examples, emotional support, and general guidance in the school setting.

Protect the health and safety of students by following District health and safety practices and procedures.

Perform other duties as assigned related to job description.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Extensive vocabulary, terminology and basic information in a variety of subjects.

Safe practices in classroom and school-related activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal relations skill using tact, patience, and courtesy.

District policies and regulations governing student conduct.

Appropriate measures for dealing with student misconduct.

Health and safety regulations as they relate to playground safety.

District-approved procedures and techniques involved in supervision and discipline of students.

Organization and management of a school setting.

Oral and written communication skills.

Student and personnel confidentiality laws.

### **ABILITY TO:**

Assist teacher in all academic subjects based on assignment.

Assist with instruction and related activities of the assigned learning environment.

Establish and maintain effective working relationships with all levels of staff, students, parents, and the public.

Provide spontaneous, accurate interpretation of all subject areas.

Understand and follow oral and written directions.

Communicate effectively orally and in writing with children and adults.  
Work cooperatively and effectively with others.  
Maintain confidentiality.  
Print and write legibly.  
Enlist the support, interest, and participation of students.  
Learn and follow applicable rules, regulations, policies and procedures.  
Understand and follow oral and written directions.  
Analyze situations accurately and adopt an effective course of action.  
Assist and control behavior and activities of students in a variety of situations.  
Perform duties with patience, tact, and good judgment.  
Operate instructional and office equipment.

#### EDUCATION AND EXPERIENCE:

High school diploma or high school equivalency and four years of experience working with children in a classroom setting. Associate's degree from an accredited college or university preferred.

#### WORKING CONDITIONS:

Elementary School environment; subject to noise, exposure to communicable diseases, walking long distances and climbing stairs; in an emergency, may be subject to physical intervention.

**Burbank Unified School District  
Human Resources**

**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: July 18, 2019

SUBJECT: Approval of Job Description for Facilities, Operations and Construction Technician and Posting the Newly Established Position

---

**Background:**

It is necessary to establish the position of Facilities, Operations and Construction Technician to assist with duties that previously fell under the umbrella of the Safety and Compliance Coordinator. These duties fall within the scope of the bargaining unit.

**Discussion/Issues:**

The individual hired for the position of Facilities, Operations and Construction Technician will coordinate office activities in support of the Facilities, Operations and Construction Departments. They will coordinate flow of communications and information to assist administrators. They will perform technical responsibilities such as compiling information from a variety of sources and will prepare reports as required by the District, County, State or federal regulations.

**Fiscal Impact:**

The position of Facilities, Operations and Construction Technician will be placed on Exhibit B, Schedule of Classified Monthly Salary, Range 50 with a range of \$3,803 - 4867 per month.

**Recommendation:**

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the job description for Facilities, Operations and Construction Technician and posting the newly established position, as presented.

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: FACILITIES, OPERATIONS AND CONSTRUCTION TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of the assigned supervisors(s), plan, organize and coordinate office activities in support of the Facilities, Operations and Construction Departments; coordinate flow of communications and information to assist administrator(s); prepare and maintain a variety of manual and automated records and reports related to assigned activities.

### **REPRESENTATIVE DUTIES:**

Serve as secretary to the assigned supervisor(s); plan, organize and coordinate office activities to assist the administrators.

Prepare, type and duplicate a variety of items, issue purchase orders involved in the purchasing of materials for the Facilities, Operations and Construction Departments, communicate with vendors as needed, type a variety of materials such as purchase orders, reports, correspondence, quotations and other purchasing forms and materials; post information from purchase orders and stock requisitions to work orders to provide a complete record of work performed and monies spent.

Prepare Board agenda items and upload items to the appropriate District sites in a timely manner; including all supporting documents.

Review and monitor the processing of architectural submittals, warranties and O&M manuals. Process construction payments and invoices including pay apps, stop notices and releases, RFI, COP, escrow accounts and retention in a timely manner.

Manage the District elevator/wheelchair lift contract; schedule maintenance of all equipment including annual testing; communicate with the Department of Industrial Relations to ensure all elevators and wheelchair lifts are in compliance; review and process all invoices relating to all District elevators and wheelchair lifts; and monitor the elevator/wheelchair lift budget. Receive calls from the school sites and report and schedule elevator/wheelchair lift repairs when needed.

Perform technical responsibilities related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or federal regulations.

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of facilities, construction and operations programs according to established guidelines.

Compose correspondence either independently or from oral instruction; prepare letters, memos and forms, requesting or providing information and letters dealing with school or District information.

Assist in communicating to others regarding meetings, appointments, activities or announcements; make appointments, schedule meetings or conferences, arrange interviews for supervisors and others; coordinate meetings, conferences and workshops as assigned including assembling, typing and duplicating materials.

Communicate with other federal, state and local agencies, vendors, contractors, inspectors, architects, engineers or departments to provide or obtain a wide variety of information and resolve discrepancies.

Receive information from schools and District offices regarding facilities, construction and operations problems; prioritize, route to the proper personnel, or take appropriate action.

Collect and account for fees and other monies received, including but not limited to developer fees, and collection of deposits for bid specification packages; monitor office or program budget according to established guidelines; type requisitions and process invoices according to established procedures.

Perform the duties of the Use of Facilities Coordinator/Senior Administrative Assistant to assist with use of facilities as needed.

Attend, record and take minutes at the School Facilities Oversight Committee as needed in the Use of Facilities Coordinator/Senior Administrative Assistant's absence.

May update District website content related to construction activity.

Prepare and maintain detailed and complex logs, files and records; maintain inventory; order and inventory supplies and materials as assigned.

Ensure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.

May prepare and process the payroll for facilities, construction and operations personnel; maintain records regarding vacation requests and absences; request or assign substitute personnel to cover absences in the Facilities, Operations and Construction Departments as needed.

Train and provide work direction and guidance to student assistants and other clerical personnel as assigned.

Operate a variety of office machines such as typewriter, calculator, copy machine, word-processing and computer hardware and software, and communications equipment.

Receive, screen and route mail.

Maintain confidentiality of a variety of sensitive materials and information.

Performs other duties as assigned related to job description.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Functions and clerical operations of an administrative office.

General knowledge of the functions of the various Facilities, Construction and Operations trades.

Basic construction contract conditions and administration.

General field construction terminology, practices and procedures.

Receptionist and telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Appropriate terminology of assigned function.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives related to assigned function

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic research techniques.

City/District emergency disaster plan and procedures.

### ABILITY TO:

Perform responsible and complex technical clerical work involving independent judgment and requiring accuracy and speed.

Establish and implement revised office procedures as needed and according to established guidelines.

Understand and follow rules and written directions and apply specific situations.

Compose correspondence independently.

Work cooperatively and effectively with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Perform research.

Become OSHA certified.

Register with the Department of Industrial Relations to enable input of District projects for the purpose of tracking all public works contracts.

Register with the Department of General Services, OPSC Division for issuance of PTN's for construction projects.

Register with the Division of State Architect to upload close of project and certification documents.

Perform duties effectively with many demands on time and constant interruptions.  
Make arithmetic calculations with speed and accuracy.  
Plan and organize work.  
Train and provide work direction to others.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Type at 30 words net per minute from clear copy.  
Understand and follow oral and written directions.  
Operate a variety of office machines such as typewriter, computer hardware/software, adding machine, calculator, copy machine, word processor and communications equipment.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or high school equivalency including or supplemented by business courses and two years increasingly responsible clerical experience preferably in construction and/or contract administration.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid Driver license is required.

**WORKING CONDITIONS:**

District office environment subject to frequent interruptions.

**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: Sarah Niemann, Assistant Superintendent, Human Resources

SUBMITTED BY: Cindy Quiterio, Executive Assistant, Human Resources

DATE: July 18, 2019

SUBJECT: Approval of the Revised Teacher Assignments for 2019-2020

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**Background:**

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

**Discussion/Issues:**

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

I. As provided for in Education Code §44258.2, persons who hold single subject or standard secondary teaching credentials and have either 12 units or 6 upper division units may teach departmentalized subjects at the middle school level in the area of their earned units with action of the Governing Board and teacher consent. The following certificated employees have met requirements outlined in provisions of Education Code §44258.2 and are authorized to teach the subjects listed which are not named on their credentials.

<u>Name</u>	<u>Subject</u>
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None at this time

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

<u>Name</u>	<u>Subject</u>
Fernando, Gajan	Introduction to Math
Sarquiz, Richard	Government
Valle, Jose	Health

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

<u>Name</u>	<u>Subject</u>
Breeden, Bruce	PE/Coaching
Brinton, Joel	PE/Coaching
Card, David	PE/Coaching
Collins, Pamela	PE/Cheer
Colman, Adam	PE/Coaching
Everhart, Gregory	PE/Coaching
Grimshaw, Douglas	PE/Coaching
Klotzle, Justin	PE/Coaching
McMenamin, Patrick	PE/Coaching
Movsessian, Armenia	PE/Coaching
Oganyan, Victoria	PE/Coaching
Peebles, John	PE/Coaching
Phan, John	PE/Coaching

IV. The following certificated employees have met the requirements outlined in provisions of Education Code §44258.7(c) & (d), and are authorized to teach the subject(s) listed which are not named on their credentials.

<u>Name</u>	<u>Subject</u>
Arakelian, Taylor	Physical Education
Carroll, Brett	Physical Education
Jennings, Brendan	Physical Education
Kaloustian, Ohannes Brian	Physical Education

V. As provided for in Education Code §44263, persons who have either 18 upper and lower division units or 9 upper division units may teach subjects in the areas of their earned units. The following certificated secondary school employees have met requirements outlined in provisions of Education Code §44263 and are authorized to teach subjects listed which are not named on their credentials.

<u>Name</u>	<u>Subject</u>
Abrams, Sarah	Math
Bullington, Perry Rex	English
Carlton, Alexandra	Life/Physical Science
Davis, S. Scott	Earth and Space Science
Hodgins, Kathy	English/Math
*Knight, Cari	Physical Science
Marquez Carman, Maria	English
*Moses, Jennifer	Physical Science
Movsessian, Ara	Physical Science
Salach, Mark	Anatomy/Physiology

Vargas, Theresa  
 Vournas, Anastasia  
 Wertlieb, Jessica

English  
 Earth Science  
 Social Science

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

<u>Name</u>	<u>Subject</u>
<i>Adult School:</i>	
Bagdasarian, Susanna	ESL
Bennett, Edward	ESL
Bogchalyan, Goar	ESL
Cooney, Margaret	ESL
Creager, Jane	ESL
Fallahi, Edwin	ESL
Gonder, Marguerite	ESL
Hakopyan, Olga	ESL
Jennings, Deanna	Parent Education
Lerner, Lia	ESL
Marashlian, Jacqueline	ESL
Noss, Marianne	ESL
Rodney, John	ELA; Resource Lab
Sardarian, Astghik	ESL
Stephenson, Kathryn	Parent Education
Tutak, Christine	Parent Education
<i>Home Teachers:</i>	
Badders, Randall	General Subjects
Bishop, Darrell	General Subjects
Bonino, Gabriella	General Subjects
Broidy, Heather	General Subjects
Cablao, Stellamaris	General Subjects
Chung, Ruth Kim	General Subjects
Costa, Gene	General Subjects
Davidson, Britta	General Subjects
Dawes, Jacqueline	General Subjects
De Luna, Humberto	General Subjects
Dixon, Joann Michelle	General Subjects
Dodd, Sharie	General Subjects
Esparza, William	General Subjects
Hess-Witucki, Margaret	General Subjects
Kukan, Brian	General Subjects
Medina, Angela	General Subjects
Oliver, Yvonne	General Subjects
Palaski, Jessica	General Subjects

Papavasiliou, Demetrula	General Subjects
Parker, Carlisle	General Subjects
Patterson, Patricia	General Subjects
Seale, Andrea	General Subjects

<u>Name</u>	<u>Subject</u>
<i>Home Teachers:</i>	
Sanchez, Joseph	General Subjects
Shorten, Dana	General Subjects
Stellin, Brittany	General Subjects
Vehuni, Lilit	General Subjects
Wahe, Debra	General Subjects
Wells, Tim	General Subjects

<i>Community Day School:</i>	
Rapp, Trevor	English 11-12, Health, PE, Careers
Lee, Justin	Math, PE, Careers
Gillearn, Jason	Math, PE, Health

<i>Continuation High School:</i>	
Goldberg, Michelle	Contemporary Issues, Tolerance Zone, Careers
Holubek, Carol	Contemporary Issues, Health, Agriculture
Kawasaki, Janelle	Social Science Electives, Careers
Kim, David	Contemporary Issues; Personal Development; Psychology
LaMere, Lisa	Nutrition, Contemporary Issues, Careers
Loyd, Brian	Contemporary Issues, Consumer Studies
Petrenco, Tanase	Contemporary Issues
Reeves, Jamie	Contemporary Issues

<i>Independent Learning Academy:</i>	
Bowren, Stacy	English, Algebra, Geometry, Spanish, Social Studies
Good, Heather	Biology, Algebra, Geometry, Spanish, Social Studies
Rosa, Brian	Biology, English, Spanish, Social Studies
Lee, Dara	Algebra, Biology, English, Geometry, Spanish

**Financial Implications:**

None

**Recommendation:**

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Revised Teacher Assignments for 2019-2020, as described per Education Codes §44258.2, 44258.3(a), 44258.7(b), (c) & (d), 44263, and 44865, as presented.

**BURBANK UNIFIED SCHOOL DISTRICT**  
**Human Resources Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM : Sarah Niemann, Assistant Superintendent, Human Resources

PREPARED BY: Sarah Niemann, Assistant Superintendent, Human Resources

SUBMITTED BY: Cindy Quiterio, Executive Assistant, Human Resources

DATE: July 18, 2019

SUBJECT: Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing

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**Background**

The Provisional Internship permit (PIP) was created by the state of California Commission on Teacher Credentialing in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need. The PIP is only available at the request of an employing agency.

**Discussion/Issues**

Requirements for the PIP include possession of a baccalaureate degree or higher from a regionally-accredited college or university, satisfying the basic skills requirement and successful completion of course work for the type of permit type requested. The PIP permit is issued for one year only while the employee completes the requirements to enroll in an intern program. The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment. The Burbank Unified School District is applying for a transfer of the PIP permit from the Los Angeles County Office of Education to the Burbank Unified School district for the remainder of the PIP period for Karina Johnson and Anie Tapanyan.

**Fiscal Impact**

None

**Recommendation**

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective August 1, 2019 through August 1, 2020, and that authority to sign the Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD – AR 3314, as presented.



**State of California**  
**Commission on Teacher Credentialing**  
 1900 Capitol Avenue  
 Sacramento, CA 95811-4213  
 Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## PROVISIONAL INTERNSHIP PERMIT

The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

In addition, individuals who previously passed subject matter exams in an area other than an NCLB core academic subject area may now find they are unable to enter an intern program to obtain the preliminary education specialist credential. Persons in this circumstance may also be issued the PIP to allow time for them to complete subject matter in an NCLB core academic subject area.

The PIP is only available at the request of an employing agency. Individuals may not apply directly to the Commission for this document. Holders of the PIP are restricted to service with the employing agency requesting the permit. An employing agency is defined as a California public school district, county office of education, nonpublic, nonsectarian school and agency as defined in Education Code sections 56365 and 56366, charter school, or statewide agency.

The PIP is available in the areas of Multiple Subject, Single Subject, and Education Specialist. Individuals who were issued four or fewer Long-Term Emergency Permits may be issued one PIP as long as the employer requirements have been met. Individuals who were issued five Long-Term Emergency Permits do not qualify for the PIP.

### Requirements for Issuance

1. Possession of a baccalaureate degree or higher from a regionally-accredited college or university
2. Satisfy the basic skills requirement. See Commission leaflet CL-667, entitled *Basic Skills Requirement* for additional information.
3. Successful completion of course work for the permit type requested, as specified below:

**Single Subject:** A degree major in the subject area or at least 18 semester units, or 9 upper division semester units, of course work in the subject to be listed on the permit.\*

For a permit in one of the science subjects, at least nine semester units must be in the specific science area. For a permit in Foundational-Level General Science, an individual has two options. First is to verify a bachelor's or higher degree in science. This includes biological science, chemistry, geoscience, physics, and science areas that fall within these broad categories such as anatomy, earth science, and oceanography. This does not include a degree in health science. Second is to verify 18 semester units (or nine upper division semester units) across the four science areas of biological science, chemistry, geosciences, and physics. A minimum of one course in each of the four areas is required.

The statutory subjects available for Single Subject Provisional Internship Permit are as follows:

Agriculture	Physical Education
Art	Science: Biological Sciences
Business	Science: Chemistry
English	Science: Geosciences
Foundational-Level General Science	Science: Physics
Foundational-Level Mathematics	Social Science
Health Science	World Language: English Language
Home Economics	Development
Industrial and Technology Education	World Languages-Languages other
Mathematics	than English ( <u>specify</u> )
Music	

**Multiple Subject:** A degree major in liberal studies or 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas.\* Subject areas include language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development.

**Education Specialist:** Complete the requirements for the Single Subject or Multiple Subject as listed above, or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students (experience as an aide is acceptable) or verify a minimum of nine semester units of course work in special education or in a combination of special education and general education.\*

Areas of specialization for the Education Specialist PIP include:

Mild/Moderate Disabilities	Deaf and Hard of Hearing
Moderate/Severe Disabilities	Physical and Health Impairments
Visual Impairments	Language and Academic Development

The PIP may not be issued in the specialty area of Early Childhood Special Education alone as subject matter competence is not required for the issuance of a credential.

*All course work must meet the following criteria:*

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a “C” grade or higher (“Pass” and “Credit” grades meet this requirement)

\* *Individuals who were previously issued an emergency permit in the same subject area of the requested PIP will not be required to submit verification of this requirement. If the subject matter requirement for the emergency permit was met by passage of all appropriate subject matter examinations, the individual will not qualify for the PIP.*

4. The employing agency must verify all of the following on the form entitled *Verification of Requirements for the Provisional Internship Permit* (form CL-857) with each request for the Provisional Internship Permit:
  - A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern teacher. Diligent search must include, but is not limited to, distributing job

announcements, contacting college and university placement centers, and advertising in print or electronic media. Copies of all recruitment efforts must be submitted with the application packet.

- The employer has provided orientation, guidance and assistance to the permit holder
- The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
- The employing agency will assist the permit holder to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
- The candidate has been apprised of steps to earn a credential and enroll in an intern program
- The employing agency will ensure a notice of intent to employ the applicant in the identified position has been made

Public school districts must present this notice to the governing board in a public meeting with a signed statement from the superintendent, or his or her designee, and verification that the item was acted upon favorably. **This must be an action item on the agenda and not part of the consent agenda.** A copy of the agenda item must be submitted with the application packet.

County offices of education, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, statewide agencies, and charter schools must submit a copy of the dated public notice that was posted 72 hours prior to the position being filled.

5. Completed application (form 41-4), processing fee, and if not previously submitted, a completed Live Scan receipt (form 41-LS)

### One-Time Renewal

For a PIP initially issued **before October 1, 2013**, the employing agency may request a one-time only renewal if the holder has taken but not passed **all** the subject matter examinations appropriate to the credential that authorizes the service listed on the permit.\* The holder of an Education Specialist PIP must take all appropriate subject matter examinations as determined by the recommending college or university. The renewal packet should include an application (form 41-4), a new Verification of Requirements for the Provisional Internship Permit (form CL-857) including all appropriate documentation, and current processing fee.

- ▶ *If the holder has passed all appropriate subject matter exams, he or she should contact a California college or university or school district with a Commission-approved intern program regarding enrollment.*

- \* The last date to submit an application for the Provisional Internship Permit in one of the Specialized Science content areas was January 1, 2015. The Provisional Internship Permit (only those initially issued prior to October 1, 2013) can no longer be reissued in one of these content areas.

Individuals may have been issued one Education Specialist PIP and during its term passed subject matter exams in an area other than an NCLB core academic subject area. As a temporary policy, the Commission allowed these persons to renew the Education Specialist PIP for another year to allow time to complete

subject matter in an NCLB core academic subject area. This policy ended July 1, 2012. NCLB core academic single subject areas include:

- ❖ Art
- ❖ English
- ❖ Foreign Language
- ❖ Mathematics, including Foundational-Level Mathematics
- ❖ Music
- ❖ Science, including Foundational-Level General Science and Specialized Science
- ❖ Social Science

In addition, the elementary level is an NCLB Core Academic Subject Area which may be demonstrated in California by passing the appropriate Commission-approved examinations for the Multiple Subject Credential.

### **Authorization**

The Multiple Subject PIP authorizes the holder to teach in a self-contained classroom such as the classrooms in most elementary schools. However, a teacher authorized for multiple subject instruction may be assigned to teach in any self-contained classroom (preschool, K-12, or in classes organized primarily for adults). In addition, the holder of a Multiple Subject PIP may serve in a core or team teaching setting.\*

The Single Subject PIP authorizes the holder to teach the specific subject(s) named on the credential in departmentalized classes such as those in most middle schools and high schools. However, a teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level (preschool, grades K-12, or in classes organized primarily for adults).\*

The Education Specialist PIP authorizes the holder to teach in the area of specialization listed on the credential in the following settings: special day classes, special schools, home/hospital settings, correctional facilities, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, and resource rooms.\*

\* *All PIPs are issued with an English learner authorization. This authorization allows the holder to teach English language development (also known as English as a Second Language or ESL) and specially designed academic instruction delivered in English (SDAIE) in the specified grade level(s) and settings.*

### **Bilingual Authorizations**

Bilingual Authorizations may be requested by the employing agency and added directly to a PIP document if target-language proficiency has been verified. Additional information may be found in Coded Correspondence 10-07.

Individuals may verify target-language proficiency by one of the following methods:

- Pass Test II or III (depending on the specific language) of the CSET: World Languages Examinations in the target language. Passing exam scores are valid for five years from the individual test date.
- If Test II or III of the CSET: World Languages Examination is not available, pass an assessment performed by an approved organization covering the integrated communication skills of listening, speaking, reading and writing in the target language

- Pass an assessment covering the integrated communication skills of listening, speaking, reading and writing administered by a California college or university as a part of its Commission-approved bilingual authorization program in the target language
- Possess a valid, non-emergency California Single Subject or Standard Secondary Teaching Credential with a major in the target language
- Possess a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally-accredited institution of higher education in the United States.

**Period of Validity**

The PIP will be issued for one year.

*Reference: Title 5, California Code of Regulations, Section 80021.1*



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

Email: [credentials@etc.ca.gov](mailto:credentials@etc.ca.gov)  
Website: [www.etc.ca.gov](http://www.etc.ca.gov)

### VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant KARINA JOHNSON

SSN \_\_\_\_\_

Name of Employing Agency BURBANK UNIFIED SCHOOL DISTRICT

County/District/CDS Code 19-64337

- Multiple Subject
- Single Subject - Specify subject(s): \_\_\_\_\_
- Education Specialist - Specify specialty area(s): MILD/ MODERATE

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

**Required** recruitment methods (provide photocopies of **all** of the following 3 methods):

- Distributed job announcements
- Contacted college or university placement centers
- Advertised on the Internet

**Optional** recruitment methods (in addition to the required methods above):

- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
- Advertised in local/national newspapers
- Other (explain) \_\_\_\_\_

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit

3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

**Public School District**

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

(continued)

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

**County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

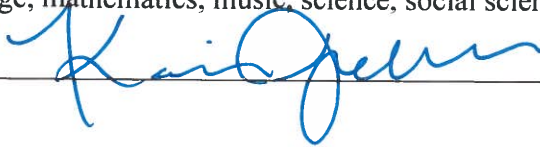
Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

- I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature \_\_\_\_\_



**Employing Agency Certification**

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature \_\_\_\_\_



Title \_\_\_\_\_

Sarah Niemann, Ed.D., Assistant Superintendent, Human Resources

Date \_\_\_\_\_

7/19/2019



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

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant ANIE TAPANYAN

SSN \_\_\_\_\_

Name of Employing Agency BURBANK UNIFIED SCHOOL DISTRICT

County/District/CDS Code 19-64337

Multiple Subject

Single Subject - Specify subject(s): \_\_\_\_\_

Education Specialist - Specify specialty area(s): MILD/ MODERATE

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

**Required** recruitment methods (provide photocopies of **all** of the following 3 methods):

- Distributed job announcements
- Contacted college or university placement centers
- Advertised on the Internet

**Optional** recruitment methods (in addition to the required methods above):

- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
- Advertised in local/national newspapers

Other (explain) \_\_\_\_\_

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

**Public School District**

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

(continued)

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

**County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

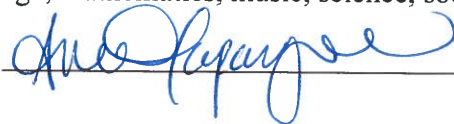
Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

- I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature

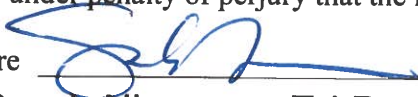


**Employing Agency Certification**

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature



Title

Sarah Niemann, Ed.D., Assistant Superintendent, Human Resources

Date

7/19/2019

**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: Sarah Niemann, Assistant Superintendent, Human Resources

SUBMITTED BY: Cindy Quiterio, Executive Assistant, Human Resources

DATE: July 18, 2019

SUBJECT: Adoption of Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit, Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, Special Education Limited Assignment Permit (SELAP) Request for Certificated Staff

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**Background**

Assembly Bill (AB) 1871 was signed by the Governor on September 30, 2008, providing for expanded options to meet the requirements for the Bilingual or English Learner Authorization/CLAD Certificate. The requirements to earn the permits will not change, nor will the scope and content of the authorization statements appearing on the permits. The purpose of the Emergency CLAD and BCLAD Permits is to allow qualified individuals to be employed while completing requirements for the CLAD Certificate or BCLAD authorization by either passing the appropriate California Teacher of English Learners (CTEL) examination and/or the California Subject Examinations for Teachers (CSET): Languages Other Than English (LOTE) examination or by completing a Commission-approved CTET Program at a California college or university and showing progress toward the certificate or authorization with each renewal. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of four times, authorizing a maximum of five years of service.

Assembly Bill (AB) 2302 (Chap. 41, Stats. 2008) authorized local education agencies to use the local assignment option process to assign special education teachers with a Level I or Level II Education Specialist Credential in mild/moderate disabilities to provide special education instructional services to pupils with autism. AB 2160 (AB) (Chap. 134, Stats. 2010) extended the sunset date on this alternate route from August 1, 2011 to October 1, 2013. The purpose of these bills was to provide a local assignment option for employing agencies to temporarily address the shortage of special education teachers that are fully prepared and authorized to provide instruction to students with autism. This limited local assignment option was provided as a temporary measure by the Legislature to allow time for these educators to complete additional preparation in consistent, evidence-based educational services to support this student population. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of two times, authorizing a maximum of three years of service.

Discussion/Issues

At present, BUSD has 8 teachers who have not completed the CTEL/CLAD/BCLAD credential requirements and qualify for the Emergency CLAD/BCLAD Permit. The following certificated employees are applying for the Emergency CLAD/BCLAD Permit:

<u>Name</u>	<u>School</u>
Brown, Alekses-Starr	BHS
Clark, Kara	JBHS
Cuthbertson, Timothy	BHS
Denett, Amanda	Stevenson
Edwards, Amber	McKinley
Eshleman, Laura	Miller
Gavin-Hennings, Cassidy	Harte
Gray, Gretchen	Edison
Janke, Raina	Emerson
Kim, David	Monterey
Okenka, John	Luther
Weiss, Joshua	McKinley

At present, BUSD has 3 teachers who have not completed the autism authorization (AAAS) certification requirements and qualify for the Special Education Limited Assignment Teaching Permit (SELAP). The following certificated employees are applying for the SELAP.

<u>Name</u>	<u>School</u>
Brown, Alekses-Starr	BHS
Gavin-Hennings, Cassidy	Harte
Menke, Erica	JBHS

Financial Implications

There is no cost to the District associated with these requests for 8 Emergency CLAD permits or the 3 SELAP.

**Recommendation**

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education Adopt the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit and Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, and Special Education Limited Assignment Permit (SELAP) Requests for Certificated Staff, as presented.

**Burbank Unified School District  
Office of Human Resources Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Sarah Niemann, Assistant Superintendent, Human Resources Services

PREPARED BY: Leticia Castillo, Supervisor, Human Resources

SUBMITTED BY: Leticia Castillo, Supervisor, Human Resources

DATE: July 18, 2019

20SUBJECT: Adoption of Resolution 3 for the Elimination or Reduction of Services  
for Classified Positions

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**Background:**

When it becomes necessary to eliminate or reduce classified bargaining unit positions, the Board of Education must approve such reductions and/or eliminations. Subsequent to the Board's approval, employees must be notified not less than 60 days prior to the effective date of the reduction or elimination of their positions.

**Discussion/Issues:**

These recommendations have been shared with a representative from the California School Employees Association (CSEA), Chapter 674

There are three positions being recommended for elimination:

- There is one 6 ½ hr/day Discrete Trial Facilitator position in Special Education being recommended for elimination due to lack of work. Per, IEP the students' needs have changed. This position is funded through the following appropriation number, 01.0-65000.0-57500-11905-2110-7440000. This position is currently vacant and will not involve bumping.
- There is one 7 ½ hr/day Instructional Assistant-Severely Impaired position at Disney Elementary being recommended for elimination due to lack of work. This is a 1:1 position and the students' needs have changed. This position is funded through the following appropriation number 01.0-65000.0-57500-11100-2110-2013000. The elimination of this position may involve bumping.
- There is one 6 hr/day Instructional Assistant Translator (Deaf) position at FACTS being recommended for elimination due to lack of work. This is a 1:1 position and the student is aging out. This position is funded through the following appropriation number, 11.0-63910.0-41100-10000-2110-533044. The elimination of this position may involve bumping.

**Fiscal Impact:**

None

**Recommendation:**

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 3 for the Elimination or Reduction of Services for Classified positions, as presented.

**BURBANK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
July 18, 2019**

**In the Matter of Layoff of  
Classified Employees**

**RESOLUTION 3**

WHEREAS, Due to lack of work and/or lack of funds this Board hereby finds that it is in the best interest of the Burbank Unified School District to eliminate or reduce classified positions pursuant to provisions in the California Education Code and consistent with Article 15 in the Agreement with CSEA, Chapter 674, to the following extent:

	<u>FTE</u>
Eliminate one Discrete Trial Facilitator	.8125
Eliminate one Instructional Assistant – Severely Impaired	.9375
Eliminate one Instructional Assistant Translator	.75

BE IT FURTHER RESOLVED, That the Superintendent is hereby authorized and directed to investigate any bumping or displacement rights of affected classified employees and to give appropriate layoff notices to the affected employees pursuant to provisions in the California Education Code and consistent with Article 15 in the Agreement with CSEA, Chapter 674, not less than 60 days prior to the effective date of layoff subject to negotiations to the extent required by law and the CSEA agreement.

ADOPTED, the 18<sup>th</sup> day of July 2019, by the Governing Board of the Burbank Unified School District.

\_\_\_\_\_  
Clerk

**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: July 18, 2019

SUBJECT: Action on Final Settlement Agreement (Special Education)

---

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960030115 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960030115 concerning services and/or school placement, a formal settlement agreement was offered on June 24, 2019 to the Parent. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

**Fiscal Impact:**

There is no fiscal impact to District.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960030115, at no cost to District (01.0-65000.0-50010-36000-5813-7440000), effective June 25, 2019 through May 15, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: 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: July 18, 2019

SUBJECT: Action on Final Settlement Agreement (Special Education)

---

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960012279 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960012279 concerning services and/or school placement, a formal settlement agreement was offered on June 24, 2019 to the Parent. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

**Fiscal Impact:**

The total fiscal impact to the District is \$13,000.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960012279, not to exceed \$13,000 (01.0-65000.0-50010-36000-5813-7440000), effective June 25, 2019 through December 31, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: 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: July 18, 2019

SUBJECT: Action on Final Settlement Agreement (Special Education)

---

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960016695 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960016695 concerning services and/or school placement, a formal settlement agreement was offered on June 19, 2019 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

**Fiscal Impact:**

The total fiscal impact to the District is \$20,000.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960016695, not to exceed \$20,000, (01.0-65000.0-50010-36000-5813-7440000), effective May 28, 2019 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: 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: July 18, 2019

SUBJECT: Action on Final Settlement Agreement (Special Education)

---

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960004035 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960004035 concerning services and/or school placement, a formal settlement agreement was offered on June 26, 2019 to the Parent. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

**Fiscal Impact:**

The total fiscal impact to the District is \$1,028.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960004035, not to exceed \$1,028 (01.0-65000.0-50010-36000-5813-7440000), effective January 15, 2019 through May 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: 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: July 18, 2019

SUBJECT: Action on Final Settlement Agreement (Special Education)

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**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960024412 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960024412 concerning services and/or school placement, a formal settlement agreement was offered on June 26, 2019 to the Parent. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

**Fiscal Impact:**

There is no expense to the District.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960024412, at no expense to the District (01.0-65000.0-50010-36000-5813-7440000), effective June 26, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: 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: July 18, 2019

SUBJECT: Amend Final Settlement Agreement (Special Education)

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**Background:**

The Board of Education is being asked to approve an Amended Settlement Agreement for Special Education Student 960005271, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960005271 concerning services and/or school placement, an amended settlement agreement was offered on June 6, 2019 to the Student's Parents. This amends the settlement dated March 8, 2019 which was Board approved on April 4, 2019. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student and Student's Parents, without admitting any liability.

**Fiscal Impact:**

There is no expense to the District.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve the Amended Settlement Agreement for Special Education Student 960005271, at no expense to the District, effective May 23, 2019 through December 23, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: 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: July 18, 2019

SUBJECT: Amend Final Settlement Agreement (Special Education)

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**Background:**

The Board of Education is being asked to approve an Amended Settlement Agreement for Special Education Student 960002806, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960002806 concerning services and/or school placement, an amended settlement agreement was offered on July 5, 2019 to the Student's Parents. This amends the settlement dated October 25, 2018 which was Board approved on November 15, 2018. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student and Student's Parents, without admitting any liability.

**Fiscal Impact:**

The original Final Settlement Agreement was in the amount not to exceed \$21,400. This Amended Settlement Agreement will add an additional \$1,250 for a total not to exceed \$22,650.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve the Amended Settlement Agreement for Special Education Student 960002806, for an increased amount of \$1,250 for a total not to exceed \$22,650, effective July 5, 2019 through December 23, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION  
BURBANK UNIFIED SCHOOL DISTRICT**

**June 6, 2019**

Burbank City Hall  
275 E. Olive Avenue  
Burbank, California

**MEMBERS PRESENT:**

Roberta Reynolds  
Armond Aghakhanian (arrived at 6:33 p.m.)  
Steve Frintner  
Steve Ferguson

**MEMBER ABSENT:**

Charlene Tabet

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; David Jaynes, Assistant Superintendent, Administrative Services; and Sarah Niemann, Assistant Superintendent, Human Resources.

1. CALL TO ORDER

The Closed Session was called to order at 6:01 p.m. by Board President Reynolds.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

There was no one present who wish to address the Board. The Board adjourned to Closed Session at 6:02 p.m.

2.b Staff Responses

2.c Board Members' Comments and Responses

3. CLOSED SESSION

3.a Conference With Labor Negotiator, Pursuant to Government Code §54957.6:

Agency Negotiator: Sarah Niemann

Employee Organization: California School Employees Association (CSEA) Chapter 674

3.b Conference With Labor Negotiator, Pursuant to Government Code §54957.6:

Agency Negotiator: Sarah Niemann

Employee Organization: Burbank Teachers Association (BTA)

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 Expelled Students for Readmittance in the Burbank Unified School District, as per Board Policy 5144 and Education Code 48917  
The Board of Education met in Closed Session pursuant to Board Policy 5144 and Education Code Section 48917 to consider the readmittance recommendation report from the Transfer Review Committee for Student 960032156, as presented in Confidential Exhibit 3e.

Confidential Exhibit (O.F. #27,530)

- 3.f Report on Findings by Administrative Hearing Panel Under Education Code Section 48900(a1)  
The Board of Education met in closed session, pursuant to Education Code Section 48900(a2), and 48915(b1&2), to consider the recommendation of the Administrative Hearing Panel for expulsion of Student 960031851, as presented in Confidential Exhibit 3f.

Confidential Exhibit (O.F. #27,531)

- 3.g 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 130002827, 960029979 and 960022506

Confidential Exhibit (O.F. #27,532)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:05 p.m. Newly appointed Assistant Superintendent, Administrative Services Debbie Kukta, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Reynolds reported that items 3a through 3g, were for discussion only, with no action taken. She then announced the passing of former teachers Marley Fein and Leon Frankamp and express her condolences to their families and friends and said that this evening's meeting would be adjourned in their memory.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

President Reynold requested a report regarding secondary promotion and graduation costs to assess the situation now that the school year has ended.

8. PRESENTATIONS

- 8.a Recognition of Ed100 Online Education Program Graduates

Roberta Reynolds, President, Board of Education, facilitated the recognition of the graduates of the Ed100 online education program.

President Reynolds reported that the Ed100 Online Education Program was a program provided through PTA to learn and understand education in California and how the system works. She then recognized Jen Lorigo representing Edison Elementary School and Kimberley Clark representing Jordan Middle School.

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications

Joel Schlossman, resident, was called to speak. He commented on the change of the District's logo and the District's financial situation. He did not find the logo offensive and shared his concerns about the costs associated with the logo. He was also concerned about Governor Newsom and Superintendent Hill's salary and noted that poor judgement were the reasons for the District's financial troubles. He recently met with Superintendent Hill to share his ideas on how to resolve some of the current issues. He is not supportive of a new Parcel Tax and noted that he would do anything possible to stop the passage of a Parcel Tax and suggested town hall meetings be offered to be transparent with the voters.

Jose Juarez, parent, John Muir Middle School, was called to speak. He shared his personal story regarding his son and the recent discovery that his son and other students are vaping at school. Since, he has been educating his son at home about the dangers of vaping. He met with the Principal and he knows that staff are trying to do everything possible to discourage drugs on campus, but felt that the search dogs may also help to discourage students from bringing drugs to school. He talked to other parents who share his concern and he decided to advocate by collecting signatures from parents at the three middle schools to show the Board that parents are concerned and that a change is needed. He is aware regarding the budget situation, but felt that other low cost resources should be available. He was trying to do his part as a parent and ask that the search dogs be brought back to protect students.

Liz Bax, Parent, was called to speak. She opposed the proposed JBHS class schedule because she felt that this is not the best option for all students and questioned the accountability of students. She asked that the Board not approve the proposed schedule.

John Mueller, JBHS Parent, was called to speak. He reminded Member Ferguson regarding his comments about student stress and anxiety. He shared his concerns regarding the lack of honor classes and his son's frustration for not challenging his ability. He said that the conversation on this topic was starting and that the Board needed to implement new courses for the 2020-2021 school year.

Roxanne Doche, Parent, was called to speak. She commented on the vaping situation at John Muir Middle School and her daughters feeling uncomfortable witnessing the problem at her school. She supported the motion to bring back the dogs and she would appreciate whatever can be done to help the situation.

Diana Abasta, Teacher and BTA President, was called to speak. She commented on the anniversary of the D-Day Invasion, which was the reason why Americans are able to express and voice opinions publically. She said that the logo change was a suggestion only and a decision has not been made. The proposed Parcel Tax was necessary to continue to provide quality education in Burbank. She was proud to be a teacher and proud of other teachers who teach AP, honors, and college prep courses and felt that the need of the students are being met. She said that freedom comes with a price as well as quality education. She then announced the upcoming Community Read-In and invited the community to attend.

9.b Staff Responses

Superintendent Hill thanked all the speakers. He appreciated the conversation with Joel Schlossman and his suggestions. Town hall meetings and community engagements will be taking place to discuss the District's vision. His suggestion to focus on reading, writing, and arithmetic was well taken; however, his goal was to focus on the whole child, the arts, including career pathways. He has also taken into consideration his suggestions regarding the budget and he would like the opportunity to continue the conversation. The logo was currently a suggestion; however, when people feel uncomfortable or excluded, it was a good reminder that the conversation should continue. He thanked parent Jose Juarez for sharing his personal story and said that conversations with staff has taken place as to what is the most effective way to ensure that students are aware regarding the dangers of drugs. The Board has directed staff to come back with a plan to discuss awareness and education, and how to strengthen current practice. The search dogs may be the prevention, but not the solution. How to help students make an informed

decision is his goal. He thanked Roxanne Doche for her comments and suggested that students need to inform school staff and parents to try to get them help. He appreciated Elizabeth Bax's feedback and John Mueller regarding the JBHS class schedule and honors class offering and said that the conversation will continue to ensure that additional class offerings are offered in the future. He then thanked Diana Abasta for her comments on the logo and the parcel tax, and encouraged attendance at the upcoming Community Read-In event.

#### 9.c Board Members' Comments and Responses

Member Ferguson thanked Jose Juarez and Roxanna Doche for their comments. He appreciated their personal stories and agreed with Superintendent Hill that it is going to take more than dogs to tackle drugs and anxiety. He said that the drug problem was a critical component for the District twelve-year vision. He was supportive and he will continue the conversation. He heard John Mueller concerns regarding honors and AP classes and said that finding the perfect pathway for each student was a challenge and that this was long-term project. He clarified the logo is acceptable and that the perception seemed to be a war with a family, not inclusion. We spend money on the District logo every day and was surprised regarding the response to phase out the logo to make it more inclusive. He is willing to have the conversation with residents who wish to speak to him directly to support inclusion for students. He agreed on the financial accountability for the District and suggestions about how to save a dollar; however, inclusion is not a negotiable item.

Member Frintner thanked all the speakers and said that he will comment regarding the JBHS item later on the agenda. He thanked Mr. Juarez and Ms. Doche for their comments and for sharing their personal stories. He did not think that the K-9 were effective and agreed that a universal approach was needed. He also thanked Mr. Mueller and said that honors and AP classes was not an easy solution and he was happy to hear that meetings have taken place with staff to possibly find the right path for his student. He agreed with the stress levels associated with AP and honors classes and hoped that the conversation will continue. He then addressed Joel Schlossman and said that the Board was open to all opinions and conversations in a free and respectful manner. He disagreed that the District was using dirty tricks to mislead the public and noted that the District was focus on transparency. Town Hall meetings and community engagements had taken place to allow the community an opportunity to speak. He then thanked Diana Abasta for her remarks and said that he will attend the upcoming Community Read-In. He attended promotions and graduations celebrating the achievement of students and the CTA Red for Education Day of Action rally in Sacramento along with Superintendent Hill and Diana Abasta. He congratulated CTA for the organization along with CSBA. He looked forward to continue the partnership for full and fair funding in education. He also attended the recent SFOC meeting and reported that the recently appointed SFOC alternate members attended and that the design for the modernization at Disney Elementary School had been finalized with an estimated submittal timeline to DSA by July 1, 2019. He then announced the upcoming BHS blood drive in memory Evie Swierczynski to benefit Children's Hospital Los Angeles and encouraged participation.

Vice President Aghakhanian addressed Joel Schlossman and thanked him for his comments. He did not believe in symbols and/or logos, but he appreciated the discussion and encouraged the conversation to continue. He thanked Mr. Juarez, Ms. Doche, and Mr. Mueller for speaking regarding drug issues, stress, and said that this was an epidemic not only in K-12 schools, but also in higher education. He suggested special schools such as Magnet Schools be considered to address honors classes as education is changing and said that the District needs to collaborate with local businesses. He felt that this a holistic conversation and that working together some of this issues can be addressed with parent participation. He also attended graduation and promotions and Democratic National Convention on education on accessibility and globalization, and the California Prison Industry Board to attend the graduation ceremony of a group of women currently in prison.

President Reynolds thanked all the speakers for their comments. She first addressed Joel Schlossman and said that it was important to have respectful conversations. Town hall meetings regarding the District's Goals, LCAP and the Budget will be taking place during the upcoming Special Meeting on June 12, 2019, and invited the public to attend. She thanked Mr. Juarez and Ms. Doche for their honesty, and said that the use of drugs was a problem at schools and hospitals and hoped for more community participation to

find solutions and to provide additional education opportunities to students and parents. She was looking forward to future meetings. She thanked Ms. Bax for her comments and said that she will comment during the discussion of the JBHS proposed class schedule change. She then thanked Ms. Abasta for her organization regarding the upcoming Community Read In event and the City and the Town Center for their continued partnership. She attended promotions and graduation and was looking forward to attending Monterey High School's graduation. She reported that graduation at middle and high schools this year had taken place at each respective field and requested a report from staff regarding the cost to assess if the District is truly getting the best possible cost.

## 10. REPORTS TO THE BOARD

### 10.a Superintendent's Comments

Superintendent Hill introduced John Paramo, who announced the new Principal for Monterey High School as David Guyer, current Assistant Principal at Monterey High School. Dr. Paramo then provided his educational background and qualifications for this position and invited David Guyer to the podium.

David Guyer thanked the Board for the opportunity. He reflected on the support of Board Members and staff and thanked the Board and staff for the opportunity to lead Monterey High School.

All Board Members congratulated and welcomed Mr. Guyer into his new role and wished him the best.

Superintendent Hill then announced the upcoming Special meeting on June 12 and invited the community to attend.

### 10.b Report on the Recommendations to the Board of Education from the District English Learner Advisory Committee

Sharon Cuseo, Assistant Superintendent, Instructional Services, reported on the recommendations to the Board of Education from the District English Learner Advisory Committee, as presented.

#### DELAC Board Recommendations.pdf (O.F. #27,533)

Sharon Cuseo introduced Jennifer Goldenberg, Teacher on Special Assignment, and Coordinator of EL Services. Ms. Goldenberg used a PowerPoint to guide her presentation. Each California public school district with 51 or more English learners must form a DELAC subcommittee of an existing district-wide advisory committee. The DELAC met eight times throughout the 2018-2019 school year beginning with training for site representatives, reviewed the DELAC responsibilities, and provided advice on the LCAP. Currently meetings take place on a monthly basis and she hoped for more parent participation. The report included the Annual Language Census Data, ELD program survey, reclassification information from State Board of Education; DELAC Recommendations, which included parent education on Project GLAD and live streaming and archiving parent education. She then introduced DELAC Chairperson Nuria Lundberg who reported and reflected on her own objectives and results and the Buddy System.

Chairperson Nuria Lundberg thanked the Board for the opportunity to serve as the chairperson. She reflected on the Board's wishes and requests from 2017-2018 to now, which include parent engagement and parent involvement, building bridges, connecting groups, parents and staff, parent requests to fulfill students' needs, interaction between ELAC, DELAC, and the Communications Task Force; and her own observations and actions. She noted that this year students have been included in the discussion. She then reviewed the Parent Buddy System process and provided examples as to how the system works and said that her recommendations do not include funding just a willingness from the Board and staff to implement the program.

Member Ferguson thanked Nuria Lundberg for taking their feedback last year to see what works for parents. He felt that the inclusion of the student representative was a great idea. The Buddy System is

more complex and hoped that parents are able to engage with PTA leaders to make expectations and intentions clear. He can do more in this area and noted that this is a critical component for the District's 12-year vision. He commended District staff for the administration of the survey and thanked all the parents for their participation.

Vice President Aghakhanian thanked Nuria Lundberg for her efforts. As an ESL student he felt that he should be included in the meetings as other parents may relate to him. He said that Armenians were accustomed with acculturation not assimilation. He likes the data and how the program has grown and he felt that the Buddy System is important. He also thanked Jennifer Goldenberg for her presentation and said that the language was an area to be looked at to avoid parents receiving the wrong information from their students and to ensure that parents receive information in their own language.

He asked if Armenians are considered white in terms of ethnicity to receive Federal funding. Superintendent Hill said that federal funding for English learners was based on language spoken and the data would not impact federal funding as it was hard to track the Armenian population for demographic purposes. He also asked if English learners were considering a third language. Superintendent Hill said that students are encouraged to learn another language through the Dual Immersion program and that this topic will be included in the discussion of the District's 2032 vision.

Clerk Frintner thanked them for a thorough presentation and noted on the progress made and agreed that more needs to be done. He was happy to hear that students are being included and thanked them for their work and dedication and he looked forward to future reports.

President Reynolds reflected on the progress of the DELAC meetings and was happy with the strides made in parent participation and thanked them for their contributions. She said that we still have a long ways to go, but was excited to see the results of their hard work.

#### 10.c Report on Facilities and Technology Projects

David Jaynes, Assistant Superintendent, Administrative Services, reported on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PP 060619.pdf (O.F. #27,534)

David Jaynes used a PowerPoint to highlight the Facility and Technology report by location, project, vendor, and the cost for each project.

### 11. NEW AND/OR UNFINISHED BUSINESS

#### 11.a Approval of Amended Class Schedule at John Burroughs High School

That the Board of Education approve the amended class schedule for John Burroughs High School, effective August 12, 2019, as presented.

Schedule\_Change\_at\_JBHS.pdf (O.F. #27,535)

John Paramo invited Principal Deborah Madrigal and staff to review the proposal. Assistant Principals Kenny Knoop, Matt Chambers, Miriam Wazirkajoyan, and Teacher Jaime Hall, were present. Ms. Madrigal used a PowerPoint to guide her presentation. Currently JBHS does not have a time designated for students to receive extra help from teachers. Teachers are currently providing assistance during their lunch period or after school. The revised schedule includes a twenty-five minute Academic Excellence period before nutrition, three-days a week to allow students to focus on subject matter in areas needed such as make up work, homework, and tests. Students who are receiving a D or an F will be assigned to the Academic Excellence period until they pass the class with a C or better grade. Study areas will be available to students not assigned to this class to work on group projects, study alone, and /or attend the

computer lab. She reviewed the benefits for students, which included access to teaches without giving up the lunch period; complete group projects during the school day; students who need assistance will be required to participate; students who wish to tutor and volunteer will have time during the day to participate; homework can be complete in the classroom and teachers will be available to assist the student; students in AP or honor classes will have time to work together in groups or study for AP testing; students who maintain a D average will be motivated to increase to a C average; workshops and presentations on various topics will be held during this period; and students will have access to counselors and it will not impact start times or release times, the school day remains 7:00 a.m. to 3:00 p.m. The change includes an increase of 5 minutes per class, three days a week. The benefit is 25 minutes per day of individualized academic focus, 3 days per week.

She noted that the current schedule has been in existence for the past 70 years and hat the proposed change had been presented to parents at five different meetings. In addition, staff had been working on the proposed changes for the past four years. 1,279 students were survey. 84% of students understand the purpose and believe that it will be valuable to make the change; 17% are not sure of the benefits. 230 parents were survey; 78% understand the purpose; 75% believe that it will be beneficial to students; 19% not sure yet. 81 teachers were survey; 85% understand the purpose; 71 believe that it will be beneficial; and 14% are not sure yet. She then reviewed the implementation plan and asked if the Board had any questions.

President Reynolds asked if there was a way to identify the 17% of students who were not sure. Principal Madrigal said that specific students could not be identified and referred the Board to the complete survey provided, which included all the questions and answers. President Reynolds also noted that the new period would be offered three days a week and 25 minutes long of unstructured time and asked if she was concerned that students would not know what to do during this time. Principal Madrigal said that the majority of students are currently engaging with teachers during the lunch period which was an indicator that students know what they need to do to seek help in addition the administrative staff will be able to provide case management to ensure that students are using this time effectively. She also asked about the matrix used to be able to track the success of the change. Principal Madrigal said that the use of the A-G and AP results will be used to group students and that a climate survey will be administered.

Clerk Frintner asked about the process of tracking students and the time to be able to manage and track 1,279 students. Principal Madrigal explained that additional scanners will be purchased to allow faster check in. She felt that the Five Star was a simple process to ensure the location of each student. He asked how larger areas are going to be monitored. Principal Madrigal said that currently administrators monitor these areas and the focus will be to ensure that all students are placed accordingly by assessing each situation. Clerk Frintner said that the surveys seemed to show a lot of support from all three groups. He asked if she felt that the 14% of teachers who were not sure yet at some point she would have 100 agreement. Principal Madrigal said that teachers are beginning to see the benefit and was hopeful that the 14% will see the benefits as the scheduled is implemented and noted that those teachers have opted to supervise students instead.

Member Ferguson thanked her for her thorough report and staff for working together to make this happen. He asked for clarification regard the Five Star System if only the roster students would be checking in. The students on roster will be checked in by taking attendance and the students not on the roster will be checked in with the Five Star System. He felt that this is exciting moment and hoped the best for the success of the program. He supported the change and requested that the revised schedule be approved for one year similar to Luther's change and the number of non-check -ins be tracked and to provide 5-week data so that the Board is informed if it is working by the end of the first semester.

Vice President Aghakhanian asked about the plan if the law regarding late start passes. Principal Madrigal said that it would need to be adjusted. Vice President Aghakhanian asked how success would be monitored. Principal Madrigal said that through grades, attendance, disciplines, and A-G and AP passage rates.

President Reynolds asked Ms. Cuseo to clarify the logistics and the barriers associated with trying to implement an additional period. Ms. Cuseo said that the barrier included the contract with the teachers, reduction in minutes, and more textbooks and supplies.

Member Frintner agreed with the one-year timeline and appreciated the time and effort for trying to figure out the best step forward. This was another step to be flexible and he was willing to try it.

Principal Madrigal said that this change was not a solution for everything; however highly engaged will get an opportunity to actually enjoy their lunch. In addition. She and staff felt that the period tied to nutrition would be most beneficial for JBHS students.

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as ***amended, including a report on students not checking in at the first semester and an annual report regarding the schedule.*** The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

***President Reynolds declared a recess at 10:07 p.m. The meeting reconvened at 10:15 p.m.***

11.b Approval of The Chuck Lorre Family Foundation Grant Agreement for Elementary Music Teacher and Secondary Instruments

That the Board of Education approve The Chuck Lorre Family Foundation Grant Agreement between the Burbank Unified School District and The Chuck Lorre Family Foundation, effective June 7, 2019 through June 30, 2021, to accept an award amount of \$190,000, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement\_The Chuck Lorre FF\_060619.pdf (O.F. #27,536)

The grant includes grant recipient requirements, including proper use of funds, progress reporting, invoicing schedules, and a final report. The grant is specific to be used to support the same elementary music teacher and that 26-32 instruments be purchased by the District's Arts for All Program for the 2019-2021 school years.

Ms. Cuseo reported that the amount listed in the recommendation needed to be amended from \$190,000 to \$180,000.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item ***as amended from \$190,000 to \$180,000.*** The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.c Approval of Memorandum of Understanding Between Burbank Unified School District and The Oaks School

That the Board of Education approve the Memorandum of Understanding between Burbank Unified School District and The Oaks School, to participate in the Burbank Unified School District Induction Program, effective June 7, 2019 through June 6, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Induction MOU with MOU.pdf (O.F. #27,537)

Sharon Cuseo said that this agreement allows other teachers from other district to participate in the District's Induction Program and charge fee.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.d Approval of Amended Independent Learning Academy Master Agreements

That the Board of Education approve the Independent Learning Academy Master Agreement for 7th and 8th Grade Students, the Independent Learning Academy Master Agreement for High School Students, and the Request for Extension of Contract Time, effective July 1, 2019, as presented.

ILA Master Agreements with Agmts.pdf (O.F. #27,538)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.e Approval of 2019-2020 Courses and Instructional Minutes for the Independent Learning Academy

That the Board of Education approve the courses and instructional minutes for the Independent Learning Academy, effective July 1, 2019 through June 30, 2020, as presented.

ILA Courses and Instructional Minutes.pdf (O.F. #27,539)

Clerk Frintner said that the current elective courses did not seem to have expanded since the last time the courses were approved and asked if additional courses will be added in the future. Ms. Cuseo explained that the expansion of courses was part of the plan, as she was working with current online vendors and the new courses will be presented to the Board. Clerk Frintner was happy to hear that.

It was moved by Armond Aghakhanian, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.f Approval of Data Use Agreement with CORE Districts and California Education Partners

That the Board of Education approve the Data Use Agreement between the Burbank Unified School District and CORE Districts and California Education Partners, effective June 7, 2019 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Agreement CORE Districts with Attachments.pdf (O.F. #27,540)

Ms.Cuseo said that this agreement was a part of the statewide math collaborative to allow participating districts to share data regarding student performance and student demographics.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.g Second Reading and Adoption of Middle School Social Science Textbook (Lottery TF)

That the Board of Education adopt the Pearson California History-Social Science myWorld Interactive English/Spanish, Ancient World History California 2019 Spanish

Edition +Digital Courseware 8-year license, Grade 6, ISBN 9780328969838, Ancient World History California 2019 Student Plus Bundle 8-year License, Grade 6, ISBN 9781418285005, Medieval Early Modern Times 2019 Spanish California Student Edition +Digital Courseware 8 Year License, Grade 7, ISBN 9781418288365, Medieval Early Modern Times California Student Plus Bundle 8-Year License, Grade 7, ISBN 9781418284800, Middle Grades American History 2019 +Digital Courseware 8-year license, Grade 8, ISBN 9781418288389, Middle Grades American History 2019 California Student Plus Bundle 8-year License, Grade 8, ISBN 9781418284909, not to exceed \$545,188.05 (01.0-63000-0-11100-10000-4110-742-9000 - Lottery Textbook Fund), as presented.

Second\_Reading\_Soc\_Sci\_Textbooks\_\_003\_.pdf (O.F. #27,541)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.h Approval of Agreement for Bond Accounting Software, California Financial Services (CFS) (Bond Fund)

That the Board of Education approve the 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 \$60,000 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.

CFS Agreement 2019-2022.pdf (O.F. #27,542)

David Jaynes said that California Financial Services was an accounting software to track all bond expenditures.

It was moved by Steve Frintner, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.i Approval of Agreement for Professional Services with Helios

That the Board of Education approve the agreement between Burbank Unified School District and Helios, for the services-based software program, effective July 1, 2019 through June 30, 2021, not to exceed \$60,000 annually, (01.0-00000.0-00000-77000-5800-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Helios Agmt 2019-2021.pdf (O.F. #27,543)

David Jaynes reported that Helios is the software program used by Human Resources, Fiscal, and Payroll for time and record keeping.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.j Approval of Employment Contract for the Superintendent of Schools

That the Board of Education approve the employment contract with Matthew R. Hill, as Superintendent of Schools, effective July 1, 2019 through June 30, 2023, as presented.

Contract-Superintendent.pdf (O.F. #27,544)

President Reynolds noted that Superintendent Hill's contract was due to expire on June 30, 2020. A new contract is being presented which supersedes the previous contract, as he completed a successful evaluation this school year. The new contract modifies the term of the contract only; effective July 1, 2019 through June 30, 2023, salary and/or other language have not been modified.

Member Ferguson expressed his support and said that schools were in a good place and needed to bring the schools to an even better place and he was looking forward to the future. He thanked him for his ability to implement an open door policy and an open mind. It was going to be a tough journey and he was confident that Superintendent Hill would be able to achieve his goal.

Clerk Frintner praised him for his leadership and for being a leader that everyone looks up to and respect. The positive atmosphere at the District Office is a tribute to Superintendent Hill and he looked forward to another four years.

Vice President Aghakhanian has received positive feedback from the community and thanked him for his dedication and he was looking forward to another four years.

President Reynolds thanked him for his dedication. The District has come a long way and she had no doubt that Superintendent Hill has done an excellent job since his appointment five-years ago.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.k Approval of Employment Contract for the Assistant Superintendent, Administrative Services

That the Board of Education approve the employment contract for the Assistant Superintendent, Administrative Services, effective August 1, 2019, as presented.

Contract-Admin Services.pdf (O.F. #27,545)

Superintendent Hill said that he was saddened to accept Mr. Jayne's retirement after five-years of service. He has led the ship through very difficult times and assisted with the bond, facilities, and operations and he will truly be missed. He was personally worried that a candidate would not be found to replace him; however, the District was fortunate to have former Board Member and current City of Burbank Treasurer Debbie Kukta interest in the position. Ms. Kukta's extensive and impressive background, including being a member of the School Facilities Oversight Committee. Her reputation, integrity, and commitment to her community was to be commended and he was excited to join the amazing BUSD team.

Clerk Frintner said that with her depth of knowledge she was the perfect candidate for the role.

Member Ferguson said that as a young person she had changed his life, as a Student Board Member and he welcomed her home. He felt that she is one of the greatest City Treasurer and Board of Education Member and he knows that she will fight for students to get every dollar into the classroom.

President Reynolds has had the privilege of serving with Ms. Kukta during her first five-years as a Board Member. She knows the depth and her understanding of students and the community and she will work hard very hard for the District.

Vice President Aghakhanian thanked her for her friendship, as she was a special person to him and he was looking forward to working with her.

Debbie Kukta thanked the Board and staff for the confidence to appoint her. It was great to be back and feeling the passion of parents, teachers, and staff for education. She had big shoes to fill. She thanked Mr.

Jaynes for his knowledge and the stability he brought to the SFOC and for the process and practices currently in place. She thanked the Board and staff for the opportunity. She knows of the financial challenges, but she was ready to begin her journey and to work on transparency.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.l Appointment of Executive Assistant to the Superintendent

That the Board of Education approve the appointment of Executive Assistant to the Superintendent, effective July 1, 2019, as presented.

Appointment of Executive Assistant to Superintendent.pdf (O.F. #27,546)

Sarah Niemann said that on April 18, 2019, the Board approved the job description for the Executive Assistant to the Superintendent, which was due to a staffing reorganization in the Superintendent's Office. The reorganization impacted Kimberley Clark and noted that she continues to do an excellent job.

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.m Approval to Fill the Tier 2 Vacant Classified, Certificated and Management Positions

That the Board of Education approve to fill the listed Tier 2 vacant Classified, Certificated and Management positions, effective June 7, 2019, as presented.

Tier 2 Vacancies.pdf (O.F. #27,547)

Sarah Niemann said that there was a cost change for the frozen assistant principal vacant position at Luther Burbank Middle School, which was due to salary placement.

Member Ferguson reported that he had a conversation with Superintendent Hill regarding the current process and asked Superintendent Hill to share his recommendation moving forward. During the summer months, Board meetings are not held on a regular basis. Superintendent Hill will email and blind copy the Board. If he receives one response, he would add the vacancy to the next agenda; otherwise, he will move forward to fill the vacancy. He asked the Board if 24 hours was a good response time. The Board agreed that 24 hours was a good response time; however, if he is aware that Board members are traveling to allow more time to follow through as necessary. Superintendent Hill then clarified the process noting the once Dr. Niemann sends the information and if he does not receive a response within 24 hours he will then follow through.

Clerk Frintner was happy to see the position of the School Safety Utility Custodian for the ILA because it was a cost effective solution. Superintendent Hill said that he tracked the enrollment and this position fits within the budget.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.n Approval of Agreement for Professional Services

That the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and Frontline Education, to provide employee absence management and substitute placement for classified and certificated employees,

effective July 1, 2019 through June 30, 2020, not to exceed \$25,012 (01.0-00000.0-00000-72000-5840-7401000) and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD – AR 3314, as presented

Frontline.pdf (O.F. #27,548)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.o Adoption of Resolution 36 for the Elimination or Reduction of Services for Classified Positions

That the Board of Education adopt Resolution 36 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 36 - Reduction in Force.pdf (O.F. #27,549)

Sarah Niemann noted that the positions listed on the list had been discussed with the CSEA team and said that one of the positions may need to be pulled from the list.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.p Second Reading and Approval of Proposed Revision of Selected Board Policies and Administrative Regulations

That the Board of Education 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\_Mar19\_2nd Read\_060619.pdf (O.F. #27,550)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

11.q 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\_060619.pdf (O.F. #27,551)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

12. CONSENT AGENDA

It was moved by Armond Aghakhanian, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

12.a Action on Student Readmittance

The Board of Education took action in public session on the readmittance recommendations by the Transfer Review Committee for Student 960032156, as presented in Confidential Exhibit 3e.

Confidential Exhibit (O.F. #27,530)

12.b Action on Student Expulsions

The Board of Education will take action in public session pursuant to Education Code Section 48900 (a2), on the expulsion recommendation by the Administrative Hearing Panel for Student 960031851, as presented in Confidential Exhibit 3f.

Confidential Exhibit (O.F. #27,531)

12.c Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 130002827, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective June 7, 2019 through May 21, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 130002827\_Settlement Agreement.pdf Confidential Exhibit (O.F. #27,532)

12.d Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960029979, not to exceed \$3,000, effective June 7, 2019 through May 21, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029979\_Settlement Agreement.pdf Confidential Exhibit (O.F. #27,532)

12.e Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960022506, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective March 22, 2019 through December 31, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960022506\_Settlement Agreement.pdf Confidential Exhibit (O.F. #27,532)

12.f Approval of Minutes

That the Board of Education approve the minutes of the Special Meeting of May 8, 2019, as presented.

Minutes.05.08.19.SP.pdf (O.F. #27,552)

12.g Approval of Minutes

That the Board of Education approve the minutes of the Regular Meeting of May 16, 2019, as presented.

Minutes.05.16.19.pdf (O.F. #27,553)

12.h Approval of Personnel Report Number 18-19-19

That the Board of Education approve Personnel Report number 18-19-19, covering Certificated and Classified personnel, and consisting of Pages 1 to 28 inclusive, as presented.

Personnel Report.pdf (O.F. #27,554)

12.i 2018-2019 Purchase Order Report

That the Board of Education approve Purchase Orders for 2018-2019 as listed through May 6, 2019, as presented.

2018-2019 Purchase Order Report.pdf (O.F. #27,555)

12.j Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of \$9,794,098.45 and commercial warrants in the total amount of \$3,388.863.93, as presented.

Warrants.pdf (O.F. #27,556)

12.k 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.

Consultant 6.6.19.pdf (O.F. #27,557)

12.l Amended Agreement for Professional Services (Special Education)

That the Board of Education amend the agreement between the Burbank Unified School District and Care Van, Inc. for transportation services for Special Education Students on an as needed basis, effective July 01, 2018, through June 30, 2019, not to exceed \$14,500 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Board approval date was June 7, 2018, not to exceed \$10,000. This amendment adds \$4,500 to the original contract.

SPED\_Care Van\_Amendment.pdf (O.F. #27,558)

12.m Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between Burbank Unified School District and Aline K. Chakerian, to provide written reports for special education students, not to exceed \$1,084.64 (01.0-65000.0-50010-36000-5813-7440000), effective March 1, 2019 through March 30, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Consultant Agreement\_Aline Chakerian\_Ratification.pdf (O.F. #27,559)

12.n Ratification of Agreement for Professional Services (Special Education)

That the Board of Education to ratify the agreement between Burbank Unified School District and Therapy In Action, to provide occupational therapy support for Special Education Student 960005271, not to exceed \$5,045 (01.0-65000.0-50010-36000-5813-7440000), effective March 24, 2019 through December 23, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960005271\_Therapy In Action.pdf (O.F. #27,560)

12.o Ratification of Agreement for Professional Services (Special Education)

That the Board of Education to ratify the agreement between Burbank Unified School District and Sharon Hensel-Cohen, M.S., C.C.C. Associates, to provide speech and language support for Special Education Student 960022506, not to exceed \$1,400 (01.0-65000.0-50010-36000-5813-7440000), effective May 29, 2019 through December 31, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960022506\_Sharon Hensel-Cohen\_SLP.pdf (O.F. #27,561)

12.p Approval of Service Agreements for Nonpublic, Nonsectarian Schools and Agencies

That the Board of Education approve the service agreements of nonpublic, nonsectarian schools and agencies as listed, under existing master contracts (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11801-5810-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the service agreements be exercised pursuant to BUSD-AR 3314, as presented.

Service Agreements for Nonpublic Nonsectarian Schools and Agencies.pdf (O.F. #27,562)

12.q Approval of Master Contract Renewal for Nonpublic, Nonsectarian Schools and Agencies

That the Board of Education approve the Master Contracts for special education students, to be provided by the indicated nonpublic, nonsectarian school and agencies (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11801-5810-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the contracts be exercised pursuant to BUSD-AR 3314, as presented.

Master Contract Renewal for Nonpublic Nonsectarian Schools and Agencies.pdf (O.F. #27,563)

12.r Approval of Agreement for Professional Services, Lozano Smith (General /Bond Fund)

That the Board of Education approve an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2019 through June 30, 2020, not to exceed \$100,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Lozano Smith 2019-20.pdf (O.F. #27,564)

12.s Approval of Agreement for Professional Services with Digital Schools

That the Board of Education approve the agreement between Burbank Unified School District and Digital Schools of California, LLC, effective July 1, 2019 through June 30, 2020, not to exceed \$4,040, for the "Read Only" program (01.0-00000.0-00000-77000-5800-0000000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Digital Schools Read Only Agmt.pdf (O.F. #27,565)

- 12.t Approval of Los Angeles County Office of Education (LACOE) Data Processing Services, Labor Distribution and Fringe Employer Contribution and Employee Database Information Contract

That the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the capability of downloading payroll information, effective July 1, 2019 through June 30, 2020, not to exceed \$6,500 (01.0-00000.0-00000-77000-5890-0000000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

LACOE - Labor Distribution.pdf (O.F. #27,566)

- 12.u Approval of Los Angeles County Office of Education (LACOE) PeopleSoft Financial Systems (PSFS) Contract 2019-2020

That the Board of Education ratify an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for Peoplesoft Financial System Services, not to exceed \$20,300 (01.0-00000.0-00000-77000-5890-0000000), effective, July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

LACOE - PEOPLESOFT 2019-20.pdf (O.F. #27,567)

- 12.v Approval of Piggybackable Contracts for Equipment, Materials and Services 2019-2020

That the Board of Education approve piggybackable contracts for the purchase of equipment, materials, and services for the 2019-2020 school year, as presented.

Piggybackable Contracts 2019-20.pdf (O.F. #27,568)

- 12.w Approval of Agreement for Professional Services, TLC Auctions

That the Board of Education approve the agreement between Burbank Unified School District and TLC Auctions, for the disposal of surplus materials and equipment, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

TLC Auctions - Surplus Agreement 19-20.pdf (O.F. #27,569)

- 12.x Approval of District Memberships 2019-2020

That the Board of Education approve the memberships in professional organizations for 2019-2020, as presented.

District Memberships 2019-20.pdf (O.F. #27,570)

- 12.y Authorization Year End Appropriation Transfers 2018-2019

That the Board of Education authorize Appropriation Transfers for 2018-2019 as permitted in Education Code sections 42600 and 42601, as presented.

Authorization Year End Appropriation Transfers 18-19.pdf (O.F. #27,571)

- 12.z Approval of Agreement for Professional Services, Atkinson, Andelson, Loya, Ruud & Romo (General Fund)

That the Board of Education approve an agreement between Burbank Unified School District and Atkinson, Andelson, Loya, Ruud & Romo to perform specific services, effective July 1, 2019 through June 30, 2020, not to exceed \$200,000 per year (01.0-00000.0-00000-72000-5820-7401000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

AALRR Agreement 2019-2020.pdf (O.F. #27,572)

- 12.aa Approval of Amended Agreement for Professional Services, Best Best & Krieger Attorneys at Law (Special Education)

That the Board of Education approve the amended agreement between Burbank Unified School District and Best Best & Krieger, to perform specific services, effective July 1, 2018 through June 30, 2019, not to exceed \$138,000 (01.0-65000.0-50010-21000-5820-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: Due to pending litigation, the agreement has been amended to increase the not to exceed amount from \$98,000 to \$138,000.

BBK Amended Agmt #2.pdf (O.F. #27,573)

- 12.ab Approval of Agreement for Professional Services, Best Best & Krieger Attorneys at Law (Special Education)

That the Board of Education approve an agreement between Burbank Unified School District and Best Best & Krieger to perform specific services, effective July 1, 2019 through June 30, 2020, not to exceed \$70,000 (01.0-65000.0-50010-21000-5820-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BBK - Sped Atty 19-20.pdf (O.F. #27,574)

- 12.ac Approval of Agreement for Professional Services, Hatch & Cesario Attorneys-At-Law (Special Education)

That the Board of Education approve an agreement between Burbank Unified School District and Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2019 through June 30, 2020, not to exceed \$70,000 (01.0-65000.0-50010-21000-5820-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Hatch & Cesario - Sped Atty 19-20.pdf (O.F. #27,575)

- 12.ad Approval of Agreement for Professional Services, Film L.A.

That the Board of Education approve an agreement between Burbank Unified School District and Film L.A., Inc. to coordinate any filming activities by outside companies that might request use of District facilities, effective July 1, 2019 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Film LA 2019-2022.pdf (O.F. #27,576)

12.ae Approval of the Disposal of Obsolete Equipment

That the Board of Education approve the disposal of the obsolete equipment, effective June 7, 2019, as presented.

Obsolete Equipment - IT Apple Trade In.pdf (O.F. #27,577)

12.af Approval of Agreement for Professional Services, Melissa Manning, Registered Dietician Consultant (Cafeteria Fund)

That the Board of Education approve the agreement between Burbank Unified School District and Melissa Manning, Registered Dietician, to provide consulting services in the development of menus, effective July 1, 2019 through June 30, 2020, not to exceed \$4,000 (13.0-53100.0-00000-37000-5850-7490000) (Cafeteria Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Food Service Dietician 19-20.pdf (O.F. #27,578)

12.ag Approval of Agreement for Professional Services, San Gabriel Valley Food Services Cooperative Purchasing Group

That the Board of Education approve the membership agreement between Burbank Unified School District and the San Gabriel Valley Food Services Cooperative Purchasing Group, effective July 1, 2019 through June 30, 2020, at no cost to the District, and that authority to sign the contract pursuant to BUSD-AR 3314, as presented.

San Gabriel Valley Co-Op 19-20.pdf (O.F. #27,579)

12.ah Approval of Renewal to Lease Agreement with Deluxe Media Inc. (General Fund)

That the Board of Education approve the Renewal to the Lease Agreement #6 between Burbank Unified School District and Deluxe Media Inc. f/k/a/ Deluxe Digital Studios Inc. for use of 60 parking spaces located behind Providencia Elementary School (accessed from Pacific Avenue). The renewal includes the following amendments: (1) extend the term of the lease through June 30, 2020, and (2) increase the monthly fee by 5% in accordance with the agreement from \$4,594.60 to \$4,824.33 for 60 parking spaces (01.0-90708.0-00000-00000-8650-7800013), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Renewal Lease Agreement Deluxe Media.pdf (O.F. #27,580)

12.ai Approval of Memorandum of Understanding (MOU)

That the Board of Education approve the Memorandum of Understanding (MOU) agreement between the Burbank Unified School District, Burbank Adult School, and the City of Glendale (City), a California municipal corporation on behalf of the Verdugo Workforce Development Board, for the period covering July 1, 2019 to June 30, 2022, or until terminated by repeal of the Workforce Innovation and Opportunity Act and that authority to sign the application be exercised pursuant to BUSD - AR 3314.

VWDB\_Phase\_II\_MOU\_2019\_FINAL\_5.8.19.pdf (O.F. #27,581)

12.aj Approval of Renewal of Bertrand's Music Contract (RFP : ID# 1819-009), Band and Orchestral Instruments (Music is Instrumental Funds)

That the Board of Education renew the awarded contract between the Burbank Unified School District and Bertrand's Music (RFP: ID# 1819-009), to provide new and replacement instruments for secondary instrumental instruction programs, effective June 7, 2019 through June 30, 2020, with an option to extend for additional years as needed, and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Bertrand's Renewal with RFP.pdf (O.F. #27,582)

- 12.ak Ratification of 2019-2020 Carl D. Perkins Career and Technical Education Grant Application

That the Board of Education ratify the application for the Carl D. Perkins Career and Technical Education Grant for the 2019-2020 school year, effective May 31, 2019, and that authority to sign the application be exercised pursuant to BUSD - AR 3314, as presented.

Perkins.pdf (O.F. #27,583)

- 12.al Approval of Agreement with Hanover Research (LCAP Base Grant)

That the Board of Education approve the agreement for consultant services between the Burbank Unified School District and Hanover Research, to provide research assistance, effective July 1, 2019 through June 30, 2020, not to exceed \$37,544 (010.00000.0-00000-72000-5850-7420025), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Hanover with Agmt.pdf (O.F. #27,584)

- 12.am Approval of Agreement Between Burbank Unified School District and Los Angeles County Office of Education for Scale Up! Student Success Through Technology and Arts Integration Project

That the Board of Education approve the Agreement with Los Angeles County Office of Education, effective June 7, 2019 through September 30, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

LACOE Student Success Through Technology and Arts Integ.pdf (O.F. #27,585)

- 12.an Acceptance of Notice of Completion, Network Cabling at District Office, ICS Service Co. (Bond Fund)

That the Board of Education accept the following project as completed: Bid 1516-059, 2016 Low Voltage Unit Price Bidding for Public Works Contract, Network Cabling at District Office by ICS Service Co. (21.0-00000.0-93000-85000-6249-7400000), PO 19001096, not to exceed \$135,004.96 (Bond Fund), as presented.

NOC\_ICS\_Network Cabling\_District Office\_060619.pdf (O.F. #27,586)

- 12.ao Acceptance of Notice of Completion, Bogen Intertie at Various Sites, ICS Service Co. (Bond Fund)

That the Board of Education accept the following project as completed: Bid 1516-059, 2016 Low Voltage Unit Price Bidding for Public Works Contract, Bogen Intertie at Various Sites by ICS Service Co. (21.3-00000.0-93002-85000-6249-7730000), PO 19001098, not to exceed \$7,435.56 (Bond Fund), as presented.

NOC\_ICS\_Bogen Intertie\_Various Sites\_060619.pdf (O.F. #27,587)

- 12.ap Ratification of Professional Services Agreement, Saxon Engineering, Topographic Survey, Walt Disney Elementary School (Bond Fund)

That the Board of Education ratify a Professional Services Agreement between Burbank Unified School District and Saxon Engineering, pursuant to the proposal dated May 9, 2019, to provide topographic survey services for the New Modular Classrooms and Modernization, Walt Disney Elementary School, effective May 10, 2019 through May 10, 2020, not to exceed \$5,666 (213-00000-0-91008-85000-6282-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Ratification\_PSA\_Saxon Engineering\_Disney.pdf (O.F. #27,588)

- 12.aq Acceptance of Notice of Completion, Intercom Clock and Signal Service, Bid 1516-059, 2016 Low Voltage Unit Price Bid for Public Works Contracts, Bogen Emergency Paging System, Thomas Edison Elementary School (Bond Fund)

That the Board of Education accept a notice of completion, Intercom Clock and Signal Service, Bid 1516-059, 2016 Low Voltage Unit Price Bid for Public Works Contracts, Bogen Emergency Paging System, Thomas Edison Elementary School, not to exceed \$ 96,935.36 PO 19003636 (213-00000-0-91010-85000-6230-202-0000) Bond Fund, as presented.

NOC\_Intercom Clock & Signal\_Edison.pdf (O.F. #27,589)

- 12.ar Approval of Award of Contract, Universal Asphalt, CUPCCAA Bid 1819-077, Playground Asphalt and Grading, Bret Harte Elementary School (Bond Fund)

That the Board of Education approve an award of contract, Universal Asphalt, CUPCCAA Bid 1819-077, Asphalt and Grading, Playground Equipment Installation, Bret Harte Elementary School, effective June 7, 2019 through, June 7, 2020, not to exceed \$17,500 (213-00000-0-91006-85000-6170-205-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

AOC\_Universal Asphalt\_Playground\_Harte.pdf (O.F. #27,590)

- 12.as Approval of Award of Contract, Intercom Clock and Signal Service, Bid 1516-059, 2016 Low Voltage Unit Price Bid for Public Works Contracts, Bogen Emergency Paging System, Walt Disney Elementary School (Bond Fund)

That the Board of Education approve an award of contract between Burbank Unified School District and Intercom Clock and Signal Service, for installation of a Bogen Emergency Paging System, Walt Disney Elementary School, Bid 1516-059, 2016 Low Voltage Unit Price Bidding for Public Works Contracts, effective June 7, 2019 through June 7, 2020, not to exceed \$114,135.68 (21.3-00000-0-91010-85000-6230-201-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

AOC Intercom Clock & Signal\_Disney.pdf (O.F. #27,591)

President Reynolds acknowledged the retirement of teachers Sandra Desurra, Stevenson Elementary School; Arthur Sullivan, John Burroughs High School; Jill Sullivan, John Burroughs High School; Glen Jaffe, John Muir Middle School; Kelli Clarke, Luther Burbank Middle School; Maintenance Leadperson,

Alan Knabara, Facilities Services; and Student Information Systems Analyst Deborah (Debbie) Merchain, Technology Services.

13. REQUESTS TO ADDRESS THE BOARD

13.a Public Communications

Diana Abasta thanked the Board for their courage and conviction especially Clerk Frintner for holding the audience accountable, as she felt that civility and decorum was important. She commented on the recent CTA Red Day rally in Sacramento and said that it was a great experience and thanked Superintendent Hill and Clerk Frintner for their participation. Her job and passion was to look out for her teachers, Counselors, Nurses, and Speech Language Pathologist. She thanked the parents that support the work of teaches and suggested that parents be included when developing the District's goals as well as providing additional parent education. She said teachers are working at capacity and should be appreciate it. She believed that the previous educational sessions regarding vaping was free and she would inquire if a step two is available to be able to continue the conversation.

13.b Staff Responses

Superintend Hill also commented on the recent Advocacy Day. Four years ago, he had said that he would prove this Country wrong to show that management and union leadership are working together and looked forward to continue to work with BTA. It was a special day, he was amazed over the organizing power and unity, and feels that momentum can only get better.

13.c Board Members' Comments and Responses

Member Frintner thanked Diana Abasta for her positive comments. He noted that anyone is allowed to speak as long as they are not vulgar or insulting. People do not have to agree, but the conversation must be respectful.

President Reynolds thanked Diana Abasta for her comments and for complimenting Clerk Frintner, as she agreed that speakers must be civil and respectful. She also thanked her for representing all District teachers for a job well done.

14. ADJOURNMENT

The meeting adjourned at 11:05 p.m. in memory of Marley Fein and Leon Frankamp.

MINUTES APPROVED:

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MATTHEW HILL, SUPERINTENDENT  
SECRETARY OF THE BOARD

7/18/2019

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DATE

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STEVE FRINTNER, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION  
BURBANK UNIFIED SCHOOL DISTRICT**

**June 12, 2019**

Burbank Unified School District – District Office  
1900 West Olive Avenue  
Burbank, California

**MEMBERS PRESENT:**

Roberta Reynolds  
Armond Aghakhanian  
Steve Frintner  
Steve Ferguson

**MEMBER ABSENT:**

Charlene Tabet

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; and David Jaynes, Assistant Superintendent, Administrative Services.

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:00 p.m. Diana Abasta, President of the Burbank Teachers Association, led the Pledge of Allegiance.

**2. REQUESTS TO ADDRESS THE BOARD**

**2a. Public Communications**

Diana Abasta was called to speak. She presented information on vaping from an organization called Breathe USA. Breathe USA can provide parent and staff training and resources. She gave the information to John Paramo, Director of Secondary Education.

Elisa Hemingway, JBHS and Luther parent, was called to speak. She thanked staff and the Board for the JBHS Academic Excellence program, which was presented at the last Board Meeting. She felt that while a 20-minute period might help students, she believes that what would help most is having a 7 period day.

Rhett Hemingway, Elisa Hemingway's son and JBHS student, was called to speak. He thanked staff and the Board for the new 20-minute period at Burroughs. Because he takes drama and electives he often does not get home until 9pm and then has to get up at 6am the next day. He believes a 7th period would benefit students.

**2b. Staff Responses**

Superintendent Hill said that staff and the Board will hold a visioning session in July and that they intend to keep the conversation going. He added that he does not want to just focus on the schedule aspect and lose sight of the bigger picture.

**2c. Board Members' Comments and Responses**

Board President Reynolds agreed with Superintendent Hill and thanked the speakers for coming.

3. REPORTS TO THE BOARD

- 3a. First Reading of the BUSD District-Wide Goals and Core Values Statement for 2019-2020

Matt Hill, Superintendent, facilitated a first reading of the BUSD District-Wide Goals and Core Values Statement for 2019-2020, as presented.

First Reading of District Wide Goals and Core Values for 2019-20\_061219.pdf (O.F. #27,592)

4. PUBLIC HEARING

- 4a. Open Public Hearing – The Public Hearing opened at 7:21 p.m.

- 4b. Public Hearing on the 2019-2020 Budget and LCAP

The Board of Education conducted a public hearing to receive input from interested parties on the District's 2019-2020 Budget, which has been made available for public review prior to the Board meeting per Education Code Section 42103 and 52062, as presented.

Proposed Budget & LCAP 2019-20 Public Hearing.pdf (O.F. #27,593)

Diana Abasta discussed an engagement program called "School Smarts" that she would like to explore to help students improve their academic achievement starting at a younger age. She thought it might dovetail with Goal 1, which concerns student subgroups.

- 4c. First Reading of the District's 2019-2020 Budget

David Jaynes, Assistant Superintendent, Administrative Services, reported on the District's 2019-2020 Proposed Budget, as presented.

Proposed Budget 2019-20 First Reading Public Hearing & PPT.pdf (O.F. #27,594)

Assistant Superintendent Jaynes explained that the budget has to be certified by the County on or before July 1. He utilized a PowerPoint presentation to provide details on the budget.

Diana Abasta reminded staff and the Board about the importance of the Power of 1%. Member Ferguson asked to have a discussion on what measures the District is taking to improve attendance. Superintendent Hill said he would provide a complete report.

- 4d. First Reading of the 2019-2020 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

John Paramo, Director, Secondary Education, reported on the 2019-2020 Burbank Unified School District's Local Control and Accountability Plan (LCAP), as presented.

LCAP1st\_reading\_2019-2020.pdf (O.F. #27,595)

John Paramo pointed out the two changes that have occurred since the LCAP Town Hall, i.e., the funding method for one full-time nurse and the Preservice Day.

- 4e. Report on Excess Reserves

David Jaynes, Assistant Superintendent, Administrative Services, reported on the Ending Fund Balance in Excess of reserve for economic uncertainties (REU), as presented.

Excess Reserves - Ending Fund Balance.pdf (O.F. #27,596)

Elisa Hemingway asked for clarification about the elimination of one AP at Luther Middle School as the budget documentation and the LCAP documentation did not match. Superintendent Hill clarified that the plan to eliminate that position should have been listed on both documents.

4f. Report on the Education Protection Account (EPA) 2019-2020

David Jaynes, Assistant Superintendent, Administrative Services, reported on the Education Protection Account (EPA) 2019-2020, as presented.

EPA Report 2019-2020.pdf (O.F. #27,597)

4g. Close Public Hearing – The Public Hearing closed at 7:47 p.m.

5. NEW AND/OR UNFINISHED BUSINESS

5a. Adoption of Resolution 37 Regarding the Education Protection Account 2019-2020

That the Board of Education adopt Resolution 37 Regarding the Education Protection Account 2019-2020 for the portion of the state aid (Local Control Funding Formula (LCFF) funds) identified as the Education Protection Act (EPA) funding, which is 15% of the District's total state funding, and proposes the funds be spent on the current costs of certificated teacher salaries and benefits, as presented.

Resolution 37 - EPA 2019-20.pdf (O.F. #27,598)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSENT – Tabet.

6. ADJOURNMENT

The meeting adjourned at 7:50 p.m.

MINUTES APPROVED:

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MATTHEW HILL, SUPERINTENDENT  
SECRETARY OF THE BOARD

7/18/2019

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DATE

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STEVE FRINTNER, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION  
BURBANK UNIFIED SCHOOL DISTRICT**

**June 20, 2019**

Burbank City Hall  
275 E. Olive Avenue  
Burbank, California

**MEMBERS PRESENT:**

Roberta Reynolds  
Armond Aghakhanian (arrived at 6:18 p.m.)  
Steve Frintner  
Charlene Tabet  
Steve Ferguson

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; David Jaynes, Assistant Superintendent, Administrative Services; Tom Kissinger, Assistant Superintendent, Educational Services; and Sarah Niemann, Assistant Superintendent, Human Resources.

1. CALL TO ORDER

The Closed Session was called to order at 6:00 p.m. by Board President Reynolds.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

There was no one present who wish to address the Board. The Board adjourned to Closed Session at 6:01 p.m.

2.b Staff Responses

2.c Board Members' Comments and Responses

3. CLOSED SESSION

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

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

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 Student 960001685

Confidential Exhibit (O.F. #27,599)

- 3.f Conference with Legal Counsel – Existing Litigation - (Government Code section 54956.9(1)(d))  
Batra v. Burbank Unified School District, Los Angeles Superior Court Case No. BC 676397

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:07 p.m. Tom Kissinger, Assistant Superintendent, Educational Services, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Reynolds reported that items 3a through 3e, were for discussion only, with no action taken. Item 3f the Board took action to approve the agreement with plaintiff in exchange for full release of all claims for a settlement of \$300,000. Attorney costs will be determined by the courts to be paid by the Joint Powers Authority (JPA).

It was moved by Roberta Reynolds, and seconded by Armond Aghakhanian, that the Board of Education approve item 3f. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

6. ADJUSTMENTS TO THE AGENDA

Superintendent Hill pulled item 8a.

7. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

President Reynolds announced the passing of retired employee Elsie Jeffers and expressed her condolences to her family and friends. She noted that the meeting would be adjourned in her honor.

8. PRESENTATIONS

- 8.a Recognition of Ed100 Online Education Program Graduates

Roberta Reynolds, President, Board of Education, facilitated the recognition of the graduates of the Ed100 online education program. - PULLED

9. REQUESTS TO ADDRESS THE BOARD

- 9.a Public Communications

Mr. Dissent (AKA Joel Schlossman), resident, was called to speak. He and the Schlossman family wished Dr. Tom Kissinger well in his future endeavors. He was the perfect example of what a public servant should be. He then commented on the Parcel Tax and asked that he be included in the process. He reflected on his comments made at the previous meeting and provided some examples regarding what he meant by "dirty tricks". He felt that the Board was not being truthful when estimating the dollar amount for the family contribution and ask that Board do the math and to be transparent. He is supportive of teachers and he does not like the way they are going about it. The Board was taking the easy way out by asking residents to bear the brunt of it. He is aware of the dollars received from the federal government;

however, most of the funds come from property taxes. He suggested that the Board look into developer fees and the sale of homes for additional property tax. Proposition 13 may change and felt that the Parcel Tax was grossly unfair and inappropriate and asked that the Board explore other options in the City.

Caroline Solberg, Parent, was called to speak. She asked for clarification regarding the listing of the Director of Elementary Education as being eliminated, but now the position listed for elimination is the Director of Secondary Education. She asked how the LCAP process works and who is assuming the responsibility how many Master Plans the District has implemented, the number of committees available, the meeting dates and times, and where the information can be found.

Diana Abasta, Teacher and BTA President, was called to speak. She thanked the Board and staff for the support in the recent Community Read-In and noted that it was a dream realized for her. She also thanked Congressman Adam Schiff, Vice Mayor Sharon Springer, Police Chief Scott LaChasse, Elizabeth Goldman, Linda Walmsley, the Burbank Mall for hosting the event, and all other volunteers who participated in the event. Next year John Burroughs High School will be invited to participate. She also thanked John Paramo and Sarah Niemann for attending the staff and parent meeting to allow staff to voice their concerns regarding the vacant Principal position at Burbank High School. She suggested that the community be educated regarding the need for the parcel tax and how funding works and the need of a local ongoing source of funding to be able to continue to provide quality programs.

#### 9.b Staff Responses

Superintendent Hill thanked all the speakers. He thanked Joel Schlossman for his comments, as he appreciated to hear different views and invited him and the audience to the upcoming Study Session on Saturday, July 20, 2019 where the Board will discuss the District vision and the needs of the Parcel Tax. He explained that Developer Fees are restricted funds and cannot be used for ongoing salaries. The property taxes collected are sent to Sacramento and then allocated back to Burbank. In addition the amount per student as compared with surrounding districts is not the same; hence the need for a parcel tax. He believes that the information provided to renters was clear, as it is estimated that most rents would be increased each year. Proposition 13, which is the split roll only addresses commercial business. He encouraged the community to visit Ed100.org to learn the history of school funding. He explained to Caroline Solberg that the discrepancy in LCAP was due to the resignation of Tom Kissinger and the need to retain the Director of Elementary Education, who has elementary knowledge and experience. The position of Director of Secondary Education position will be eliminated and the LCAP information will be updated. The duties of the Wellness Director will be eliminated to address the \$837,477 deficit and those duties will be assumed by the Assistant Superintendent, Educational Services. The District was currently in the process of transitioning to a new website where all Master Plans and community information will be posted by the start of the new school year. He and his family attended the Community Read-In event and thanked Diana Abasta and all the volunteers for organizing the event.

#### 9.c Board Members' Comments and Responses

Member Ferguson thanked all the speakers. He addressed Mr. Dissent and noted that his goal is inclusion, and agreed on the suggestions on how to be more fiscally responsible. The State dictates the amount of funding each district receives. A suburban District like Burbank does not get the same funding as other neighboring districts. The best possible option was a parcel tax to maintain current programs. He is willing to engage with him to go over the District's finances. He thanked Caroline Solberg and noted that most of her questions were answered and that staff will continue to work on her requests. He thanked Diana Abasta and Linda Walmsley for organization the event and all State and City participants in the Community Read-In event and the Burbank Mall for hosting the event. He then reported that he attended Monterey's Graduation, which was held on the field for the first time and thanked the students and staff for a successful graduation ceremony.

Member Tabet congratulated Diana Abasta for coordinating the Community Read-In event and hoped to participate in the second annual event. She invited Caroline Solberg to meet with her to try to answer some of her questions. She addressed Mr. Dissent and said that she was happy that he returned to address the Board and agreed that the Board had a lot of work to do to educate the community on how school finance works. She explained the bond had a sunset date and that eventually it would go away, which will be the same for the parcel tax. She was open for discussion anytime and ensure that information is

provided to the community. She commented on her suggestion to the City Council on ways to improve traffic in the City. She was happy to report that the 15-mile zone had been implemented this year and shared her excitement. She then thanked the City Council for their partnership.

Clerk Frintner agreed with Member Tabet regarding the implementation of the new speed limit, which creates a positive impact to Burbank schools and thanked the City Council. He addressed Mr. Dissent and said that the Board was open to hearing many viewpoints and he would continue to discuss. The Board was trying to be as transparent to get the information to the community and the comment about using dirty tricks was further from the truth. Superintendent Hill's salary was less than other Superintendent's in neighboring districts. Prop 13 was a split roll that will not affect homeowners and said that that the District cannot count on funds that are not guaranteed. He thanked him for his kind words regarding Dr. Kissinger. He thanked Caroline Solberg for her comments and said that staff will continue to work with her. He echoed the positive comments regarding the Community Read-In event and he looked forward to next year. Monterey graduation was the last ceremony of the graduation season. This year all promotions and graduations were held at each campus. He commended staff and everyone involved in the process.

Vice President Aghakhanian felt that Ed100.org was a great resource to learn about funding for schools. The way that the system is set up does not provide equal funding to all school districts, which is the reason other school district have been successful when passing a parcel tax. The victims were the students and the parcel tax seemed the most reasonable option to receive local funding. The financial troubles for the District was not due to mismanagement of funds, it was more of the reality that not enough funds are received by the District and encourage the community to work together to change the funding.

President Reynolds thanked Mr. Dissent for coming back as his comments and suggestions were important and invited him to come back in the future. She also thanked Caroline Solberg for her comments and Dina Abasta for her efforts in the recent Community Read-In event. She agreed with her colleagues that the Monterey Graduation was successful due to the impact of teachers, which was the reason for students to complete their work. She then congratulated Member Tabet for being instrumental in the implementation of the new speed limit signs in the City and thanked the City Council for their partnership. Member Ferguson asked that a letter to the Council be sent to acknowledge their effort in supporting the new traffic speed zones.

President Reynolds then recognized Tom Kissinger for his years of service to the District and presented him with a certificate of appreciation for his 15-years of service to students and the community.

Vice President Aghakhanian reflected on his friendship and said that he will be missed and thanked him for his dedication.

Member Ferguson said that he appreciated the challenges and his passion in an effort to save human lives. He was a true professional who's focus was the students. He also thanked him for his work with the Community Dental Kids Clinic and wished him the best in his new role.

Member Tabet said that his departure was a loss and wished him the best of luck and was looking forward to hearing from him in the future.

Clerk Frintner thanked him for being a great friend and said that he was a loss for the District and the Burbank community and invited him back. He wished him the best in his assignment.

President Reynolds reflected on his service to the District and his accomplishments for all students. She also wished him and his family the very best.

Superintendent Hill also thanked him for leading with his heart and said that our loss was due to an exciting opportunity and wished him the best.

## 10. REPORTS TO THE BOARD

### 10.a Superintendent's Comments

He reported that summer school and the Special Education extended year was currently taking place in addition Monterey students are preparing to come back to school. He thanked all staff working during the summer at schools, District Office, and District Service Center, who are working hard to finish the current school year and to prepare for the next school year. He then announced the upcoming Board Study Session on Saturday, July 20 to discuss the vision for 2032, draft language for Parcel Tax, and the support needed to accomplish the goals.

10.b 2019-20 Reorganization Plan

Matt Hill, Superintendent, discussed the necessary changes that need to be made to the Burbank Unified School District's organizational structure in order to help address the \$3.5 million deficit the District faces, as presented.

2019-20 Reorganization Plan\_062019.pdf (O.F. #27,600)

Superintendent Hill used a PowerPoint to guide his presentation. This has been a challenging year regarding the budget in an effort to mitigate the impact to the schools sites as he addresses the \$3.5 million deficit. To address the \$3.5 deficit, the fees for Horace Mann were increased and fundraising efforts continue; however, the majority of the cuts will impact the District Office in an effort to save \$837,477. 6.5 positions will be eliminated and one position has been reclassified, including Director of Secondary, Director of Wellness, a .5 Senior Administrative Assistant, TOSA-Engagement Strategies, TOSA-Arts/CTE, one Administrative Assistant-Wellness, and a reclassification from Executive Assistant to the Superintendent/PIO to Executive Assistant to the Superintendent. This is the same organizational chart minus the 6.5 positions and the work will be spread with fewer staff. Four Assistant Superintendent will be retained. The Assistant Superintendent of Educational Services will oversee secondary administrators, Director of Adult School, Emergency Planning and Safety Coordinator, Director of Student Services, Health Services, and will oversee all wellness services. Sharon Cuseo will maintain all current responsibilities with the addition of overseeing the Director of Special Education and Psychological Services. In the past, the Assistant Superintendent, Administrative Services was benched marked at a higher level as far as compensation at the time he decided to advertise the salary at the same level as other Assistant Superintendents. In comparison to other District and the level of responsibility for Ms. Cuseo, he felt that the compensation was not equitable. He decided to increase her salary and felt that it was well deserved. The initial plan was to eliminate the Director of Elementary Education; however, after input from site staff, the position will be maintained with the increase of additional duties such as ASES as well as TOSA for English Language Development, and will lead the LCAP. The organizational chart is the same, except fewer staff and additional responsibilities added. This is not going to be easy and/or sustainable, which will need to be reviewed each year to avoid cuts to the classrooms.

Member Tabet thanked Superintendent Hill for his thorough report and was happy to see that all Assistant Superintendent positions were at the same level on the Organizational Chart.

Member Ferguson thanked Superintendent Hill for his work and for listening to feedback before bringing forward his report. The amount of work on District staff was incredible and once again, the budget was being balance on the back of employees. He appreciated that staff have done its best to keep cuts away from the classroom. He was concerned if other funding measures were not explored. He thanked all District Administrators for the extra effort to join community organizations in addition to their daily work. He invited the community to review the cost of each program offered and the inequities in salaries and thanked the support staff and administrators.

Clerk Frintner agreed with Member Ferguson's comments and noted that with the current savings the District was still in danger of cutting additional funds from the administrative budget. The Organizational Chart was a topic of much discussion in an effort to be able to operate at the same level with fewer staff. He pointed out the cuts will indirectly affect teachers as well. He agreed that the revised organizational chart shows that additional cuts cannot be considered in the future. He said that it was important that the public understands the reason for the proposed cuts.

President Reynolds thanked Superintendent Hill for his work and said that all the cuts were important. He worked tirelessly on adjustments to compliment the feedback provided throughout the process and she appreciated his efforts.

Vice President Aghakhanian was amazed on the amount of time spent to be creative as they consider the future of all students. He hoped that this is conversation not happen next year. He said that the District was not at fault, and that this is the way education funding works. He hoped that the viewers understand that the process and thanked Superintendent Hill for being creative and transparent.

President Reynolds thanked Superintendent Hill for his continued the commitment in ensuring that services continue to be provided to all students.

10.c Report on Facilities and Technology Projects

David Jaynes, Assistant Superintendent, Administrative Services, reported on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PP 062019.pdf (O.F. #27,601)

David Jaynes used a PowerPoint to guide his presentation. He reviewed Facilities and Technology projects by location, project name, vendor and the cost.

11. PUBLIC HEARING

11. Public Disclosure of the 2018-2019 Negotiated Amendment to the Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

The Board of Education held a Public Hearing, in compliance with provisions of AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004) GC 3547.5 to allow the public an opportunity to comment regarding the 2018-2019 Negotiated Successor to the Agreement between the Burbank Unified School District and the Burbank Teachers Association.

AB1200 Public Hearing-BTA.pdf (O.F. #27,602)

The Public Hearing opened at 8:26 p.m. There was no one present who wished to address the Board. The Public Hearing closed at 8:27 p.m.

12. NEW AND/OR UNFINISHED BUSINESS

- 12.a Approval of the 2018-2019 Negotiated Amendment to the Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

That the Board of Education approve the negotiated 2018-2019 Negotiated Amendment to the Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

AB1200 Approval-BTA.pdf (O.F. #27,603)

Sarah Niemann reported that negotiations for this year had ended, which included two minor language changes to Article 7: Wages - salary increase by 1% retroactive to July 1, 2018, and a MOU for the implementation of a Joint Health Benefits Committee to include CSEA and BASA. The attached AB 1200 attached certifies that enough funds are available to meet the contract.

Member Ferguson thanked Sarah Niemann and Burbank Teachers Association for working together to reach an agreement and looked forward to reaching agreement with other bargaining units.

President Reynolds also thanked Dr. Niemann and BTA for collaborating to be able to reach an agreement.

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

12.b Adoption of Resolution 38 Authorizing Temporary Inter-fund Cash Borrowing 2019-2020

That the Board of Education adopt Resolution 38 Authorizing Temporary Inter-fund Cash Borrowing transfers up to 75% of the fund balances of the District for 2019-2020 payment obligations as permitted in Education Code 42603, as presented.

Resolution 38 - Temporary Interfund Cash Borrowing.pdf (O.F. #27,604)

David Jaynes reported that this was an annual agenda item. Inter-Fund loans are set up in various District funds to reflect short-term loans between funds for cash flow purposes and must be Board approved. The amounts borrowed shall be paid either in the same fiscal year or in the following fiscal year if the borrowing takes place with the final 120 calendar days of a fiscal year.

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 - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.c Adoption of Resolution 39 Requesting the Issuance of Tax and Revenue Anticipation Notes (TRANS)

That the Board of Education adopt Resolution 39 Requesting the Issuance of the 2019-2020 Tax and Revenue Anticipation Notes for the District by the Board of Supervisors of the County of Los Angeles, not to exceed \$24,000,000, as presented.

Resolution 39 -TRANS.pdf (O.F. #27,605)

David Jaynes stated that the item it is becoming an annual item, as the District projects a negative cash flow for the 2019-2020 school year. The anticipated cash deficit is estimated at \$24,000,000 due to the timing of November/December State aid payments and receipt of property taxes. Member Ferguson pointed out that not only the State collects property taxes, chooses the amount, the payment is delayed, and the District is forced to pay interest rates. Member Tabet clarified that property tax is due December 10 and not November.

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

12.d Second Reading and Adoption of Proposed 2019-2020 Budget

That the Board of Education adopt the 2019-2020 budget, as presented.

Proposed Budget 2019-20.pdf (O.F. #27,606)

David Jaynes used a PowerPoint to guide his presentation. The District must prepare an annual budget for the fiscal year July 1 through June 30, which must be reviewed and approved by the Los Angeles County Office of Education and the Board of Education. A Public Hearing and the first reading of the budget took place at a special meeting on June 12, 2019. He reported that slide 9 of the PowerPoint had been amended to include the 1% on-schedule raise for BTA, CSEA, and BASA. He reviewed the budget cycle,

the COLA, LCFF calculations, supplemental grant funding, the proposed budget assumptions, the general fund revenue summary (85% LCFF, 3% Federal revenue, 12% other State revenue, and 2% other local revenue). He also reviewed the proposed expenditures, contributions (88% allocated to salary and benefits).

Mr. Jaynes noted that this year the Board and Superintendent did not accept a salary increase. In 2019-2020, some Board Members are not accepting a salary and others are donating their salary to pay for the recent Parcel Tax polling study. Superintendent Hill clarified that this is the amount that the Board would have received after negotiations are completed.

He then continued his presentation, which included the LACOE salary comparison for teachers with credentials that lists Burbank as being at the bottom at 45 out of 47 districts, the Multi-Year Projections, and the ending balance in Excess of Reserve for Economic Uncertainties (REU). The beginning balance for the multi-year projection in 2019-2020 was listed as \$7,084,008 and the Board REU up to 3% listed at 4162,369, which was about 1%.

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

12.e Second Reading and Approval of the 2019-2020 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

That the Board of Education approve the 2019-2020 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), as presented.

LCAP\_Document\_2nd\_Reading\_and\_Approval\_\_002\_2019-2020.pdf (O.F. #27,607)

John Paramo used a PowerPoint to highlight his presentation. This is the same report presented to the Board on June 12, 2019. This is the second reading and will highlight the changes made between the first and second reading. He noted that a draft of the LCAP had been posted on the District's website to be viewed by the community. The draft of the Plan had been submitted to the County. The County provided feedback and/or asked for clarification and he was able to make the corrections. He felt that the District was meeting the County's timeline. He then reviewed the proposed eliminations and the budget amounts, the only new item listed is the Director of Secondary Education instead of the Director of Elementary Education, the Board and Superintendent amount of \$9,872 the frozen position for the Assistant Principal at Luther, \$158,150, with a total reduction of \$1,023,287 and adjustment of the dollar amount to the Superintendent's Office reorganization based on the estimated actuals.

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 - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.f Second Reading and Approval of the BUSD District-Wide Goals and Core Values Statement for 2019-2020

That the Board of Education approve the BUSD District-Wide Goals and Core Values Statement for 2019-2020, as presented.

Second Reading of District Wide Goals\_Core Values for 2019-20.pdf (O.F. #27,608)

Superintendent Hill reported that this was a follow-up from the first reading during a Study Session held on May 8, 2019 and no additional changes had been made. He reminded the audience that minimal changes to the Goals were being made because an academic vision session will take place on July 20, 2019 and throughout the year; new three-year goals will be set as part of the LCAP.

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

12.g Approval of School Site and Department Software Licenses and Memberships for 2019 - 2020

That the Board of Education approve the District Software Licenses and Memberships for the 2019-2020 school year, as presented.

School and Department Software Licenses and Memberships\_2019-2020.pdf (O.F. #27,609)

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 - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.h Approval of Agreement with Softchoice for Microsoft Licensing, District-wide (General Fund)

That the Board of Education approve the agreement between Burbank Unified School District and Softchoice Corp., for Microsoft CAMSA Licensing and Azure Credits, not to exceed \$89,701.13 (01.0-00000.0-00000-72000-5840-7401000) (General Fund), effective August 1, 2019 through July 31, 2020, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Agreement\_Softchoice\_Microsoft Licensing\_062019.pdf (O.F. #27,610)

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

12.i Approval of Agreement for Professional Services, Hauffe Company, Inc. (Building Fund/Deferred Maintenance Fund)

That the Board of Education approve the agreement between Burbank Unified School District and Hauffe Company, Inc. for bond program management, effective July 1, 2019 through September 30, 2019, not to exceed \$65,220 (21-0-00000-0-00000-85000-6243-7500000) Building Fund, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Hauffe Contract 19-20.pdf (O.F. #27,611)

David Jaynes noted that a few construction programs associated with the Bond were in progress such as the modernization of Walt Disney Elementary School. Mr. Hauffe has worked with the District for several years. He is highly qualified. As the District was not able to hire a full time project employee, Mr. Hauffe has agreed to assist the District through September 30, 2019 to allow time to hire a project manager.

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

12.j Approval of Agreement with Dimension Data for Renewal of Wireless Controller Maintenance Contract (General Fund)

That the Board of Education approve an agreement between Burbank Unified School District and Dimension Data for the renewal of the Cisco wireless maintenance contract, not to exceed \$24,120.86 (01.0-00000.0-00000-77000-5840--7732000) (General Fund),

effective September 2, 2019 through August 3, 2020, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Agreement\_Cisco Systems\_Renewal Wireless Maintenance Contract\_062019.pdf (O.F. #27,612)

The Cisco wireless controller system to manage the District's wireless networking system was a 5-year maintenance program and is now due for renewal. Member Ferguson asked why the term of the agreement had not been aligned with the fiscal year (July-June). Mr. Jaynes explained that the vendor was not willing to do it at this time.

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 - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.k Approval of the 2019-2020 Consolidated Application for Categorical Aid Programs

That the Board of Education approve the submission of the 2019-2020 Consolidated Application for Funding Categorical Aid Programs, June Submission, and the authority to sign and submit the application to the California Department of Education be exercised pursuant to BUSD—AR 3314, as presented.

Con App Approval 6 20 19.pdf (O.F. #27,613)

Peter Knapik reported that this was the request to approve the 2019-2020 Consolidated Application for Categorical Aid Programs which included Title I, Part A, Basic Grant (helping Disadvantaged Children), Title II, Part A (Teacher Quality and Professional Development), Title III, Part A (Program for English Learner (EL) students) and Title III Immigrant Education program for an estimated \$1.9 million request to the California Department of Education.

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 - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.l Approval of Employee Contracts for the Assistant Superintendent, Human Resources Services and Director of Burbank Adult School and Independent Learning Academy

That the Board of Education approve the employee contracts for the Assistant Superintendent of Human Resources Services and Director of Burbank Adult School and Independent Learning Academy, effective July 1, 2019 through June 30, 2022, as presented.

Contracts - Assistant Supt HR and Director Adult Ed.pdf (O.F. #27,614)

Superintendent Hill pointed out that Dr. Niemann and Mr. Urioste both agreed not to accept a salary increase. The only change in the contract was the extension of the term to June 30, 2022.

Member Ferguson thanked both employees for not accepting additional compensation.

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 - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.m Approval of Employee Contract for the Assistant Superintendent of Instructional Services

That the Board of Education approve the employee contract for the Assistant Superintendent of Instructional Services, effective July 1, 2019 through June 30, 2022, as presented.

Amended Contract -Assistant Supt Instructional Services.pdf (O.F. #27,615)

Sarah Niemann noted some of the items listed in the contract such as the term of the contract effective July 1, 2018 through June 30, 2022, with an annual salary of \$175,132, including the same statutory benefits that other employees receive.

Member Ferguson thanked Sharon Cuseo, who continues to add more to her plate and for being a partner.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as ***amended from \$16,608 to \$10,126 fiscal impact***. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.n Approval of Job Description, Appointment and Employee Contract for Assistant Superintendent of Educational Services

That the Board of Education approve the Job Description, appointment and Employee Contract for the Assistant Superintendent of Educational Services effective July 1, 2019 through June 30, 2022, as presented.

Contract -Assistant Supt Ed Services.pdf (O.F. #27,616)

Sarah Niemann recommended that John Paramo be appointed as the new Assistant Superintendent for Educational Services. His contract was also a three year term July 1, 2019 through June 30, 2022, salary \$166,972, and the statutory benefits the same as other certificated management positions in the District.

All Board Members congratulated Dr. Paramo and thanked him for his dedication to students.

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 - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.o Approval of the Teacher Assignments for 2019-2020

That the Board of Education approve the Teacher Assignments for 2019-2020, as described per Education Codes §44258.2, 44258.3(a), 44258.7(b), (c) & (d), 44263, and 44865, as presented.

Committee on Assignments.pdf (O.F. #27,617)

Sarah Niemann reported that while the district seeks to hire fully credentialed teachers to teach all subject, when credential teachers are not available, or when credentials are not offered in a particular subject, some teachers are assigned classes that are outside their credential authorization. Several options are available to LEA's to authorize these assignments. The Committee on Assignments met to review the requests and unanimously approve the request listed in the COA Report for 2019.

Member Ferguson commented that it was great to have many teachers as Teacher on Special Assignment (TOSA) and said that a conversation needed to take place to discuss the role of a TOSA vs. Coordinator and the amount of time that teachers can be on a TOSA role to allow other teachers the same experience. Sarah Niemann clarified that the teachers recommended were teachers working out of their subject area not TOSA.

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 - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.p Adoption of Resolution 40 for the Elimination or Reduction of Services for Classified Positions

That the Board of Education adopt Resolution 40 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 40 - Reduction in Force.pdf (O.F. #27,618)

Sarah Niemann reported that they had met with Horace Mann staff to come up with a new schedule that is fiscally responsible and that meets all licensing requirements.

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

12.q 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.

Gift Report\_062019.pdf (O.F. #27,619)

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

### 13. CONSENT AGENDA

It was moved by Armond Aghakhanian, and seconded by Steve Ferguson, that the Board of Education approve *items 13a through 13am, as recommended, except item 13ae, which was considered separately.* The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960001685, not to exceed \$12,800, effective June 21, 2019 through May 31, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960001685\_Settlement Agreement.pdf Confidential Exhibit (O.F. #27,599)

13.b Approval of Minutes

That the Board of Education approve the minutes of the Special Meeting of May 28, 2019, as presented.

Minutes.05.28.19.SP.pdf (O.F. #27,620)

13.c Approval of Personnel Report Number 18-19-19

That the Board of Education approve Personnel Report number 18-19-19, covering Certificated and Classified personnel, and consisting of Pages 1 to 18 inclusive, as presented.

Personnel Report.pdf (O.F. #27,621)

13.d 2018-2019 Purchase Order Report

That the Board of Education approve Purchase Orders for 2018-2019 as listed through May 20, 2019, as presented.

2018-2019 Purchase Order Report.pdf (O.F. #27,622)

13.e Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of \$1,145,790.27 and commercial warrants in the total amount of \$1,663,320.31, as presented.

Warrants.pdf (O.F. #27,623)

13.f 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.

Consultants 6.20.19.pdf (O.F. #27,624)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Therapy In Action, to provide an occupational therapy assessment (IEE) for Special Education Student 960031112, not to exceed \$1,310 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through December 30, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031112\_Therapy In Action\_OT IEE.pdf (O.F. #27,625)

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

That the Board of Education approve the agreement between the Burbank Unified School District and Dr. Al Melaragno to provide authorized signatures for occupational therapy medical logs, as authorized by Education Code Section 17596, effective July 1, 2019 through June 30, 2020, not to exceed \$525 (01.0-65000.0-57700-11900-5850-7448000), and that authority to sign the agreement be exercised pursuant to BUSD - AR 3314, as presented.

SPED\_Melaragno Albert\_OT Logs.pdf (O.F. #27,626)

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

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America, to provide comprehensive math instruction for Special Education Student 960002806, not to exceed \$9,356.25 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through February 28, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960002806\_PTA.pdf (O.F. #27,627)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America, to provide comprehensive math instruction for Special Education Student 960029732, not to exceed \$5,250 (01.0-65000.0-57700-

11900-5850-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029732\_PTA.pdf (O.F. #27,628)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Kids Physical Therapy, Inc., to provide physical therapy for Burbank special education students, not to exceed \$121,500 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Kids Physical Therapy.pdf (O.F. #27,629)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Accommodating Ideas, Inc., to provide interpreting and translation for Burbank students, not to exceed \$10,000 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Accommodating Ideas.pdf (O.F. #27,630)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Language Resources of America, LRA Interpreters, Inc., to provide interpreting and translation services for Burbank special education students, not to exceed \$80,000 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED LRA.pdf (O.F. #27,631)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America, to provide comprehensive math instruction for Special Education Student 960003223, not to exceed \$7,200 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960003223\_PTA.pdf (O.F. #27,632)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Debra Rondeau, to provide services and assessments for students with orthopedic impairments, not to exceed \$7,000 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Debra Rondeau.pdf (O.F. #27,633)

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

That the Board of Education approve an agreement between the Burbank Unified School District and West Shield Adolescent Services, to escort and transport special education students to out of state residential facilities, not to exceed \$15,000 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED West Shield.pdf (O.F. #27,634)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Purple Communications, to provide interpreting and translation services for Burbank special education students, not to exceed \$100,000 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Purple Communicaitons.pdf (O.F. #27,635)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Care Van Inc. for transportation services for Special Education Students on an as needed basis, effective July 01, 2019, through June 30, 2020, not to exceed \$10,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Care Van\_Transportation.pdf (O.F. #27,636)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America, to provide comprehensive math instruction for Special Education Student 960001685, not to exceed \$11,250 (01.0-65000.0-57700-11900-5850-7440000), effective June 21, 2019 through May 31, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960001685\_PTA.pdf (O.F. #27,637)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed \$196,500 (1.0-33270.0-57500-11800-5810-7440000.), effective August 1, 2019 through July 31, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Hathaway Sycamore.pdf (O.F. #27,638)

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

That the Board of Education ratify the agreement between the Burbank Unified School District and Stretch Your Brain, to provide services and support for Special Education Student 960005271, not to exceed \$4,950 (01.0-65000.0-57700-11900-5850-7440000), effective May 1, 2019 through December 30, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960005271\_Stretch Your Brain.pdf (O.F. #27,639)

13.v Approval of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, approve the mileage reimbursement to the parents of special education student 960005248 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$7,690.80, effective July 1, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960005248\_Parent Reimbursement.pdf (O.F. #27,640)

13.w Approval of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, approve the mileage reimbursement to the parents of special education student 960001537 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$1,098.10, effective July 1, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960001537\_Parent Reimbursement.pdf (O.F. #27,641)

13.x Approval of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, approve the mileage reimbursement to the parents of special education student 130003043 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$6,436.61, effective July 1, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 130003043\_Parent Reimbursement.pdf (O.F. #27,642)

13.y Approval of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, approve the mileage reimbursement to the parents of special education student 960005248 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$7,690.80, effective July 1, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960005248\_Parent Reimbursement.pdf (O.F. #27,643)

13.z Approval of Agreement for Professional Services, G & S Transit Management, Inc. (DBA: City Cab)

That the Board of Education approve an agreement between the Burbank Unified School District and G & S Transit Management, Inc. (DBA: City Cab) for transportation services for Special Education Students on an as needed basis, effective July 1, 2019, through June 30, 2020, not to exceed \$100,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED G&S City Cab\_Transportation.pdf (O.F. #27,644)

13.aa Authorization of Salary Rates for Certificated, Classified and Other Unrepresented Employees for the Fiscal Year 2019-2020

That the Board of Education authorize the Superintendent to notify the Los Angeles County Superintendent of Schools that, as a result of financial uncertainties, negotiations, legislation, and other factors, the Board of Education declares that all management, including Superintendent, all Assistant Superintendents, confidential and other

unrepresented employees' salaries are declared indefinite for 2019-2020. Note: This consent item is an annual routine action required by the Board of Education.

13.ab Approval of School Psychology Fieldwork Agreement- Loyola Marymount University

That the Board of Education approve the School Psychology Fieldwork Agreement between the Burbank Unified School District and Loyola Marymount University to provide fieldwork experience and training through school psychology services, effective June 21, 2019 through June 21, 2022 unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD - AR 3314, as presented.

Agreement - Loyola.pdf (O.F. #27,645)

13.ac Approval of Agreement for Professional Services

That the Board of Education approve the Agreement between the Burbank Unified School District and Shaw HR Consulting, Inc., to perform services related to the District's disability management program, not to exceed \$35,000 (01.0-90335.0-00000-27000-5880-7558000) effective July 1, 2019 through June 30, 2020 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Shaw.pdf (O.F. #27,646)

13.ad Approval of Agreement for Professional Services

That the Board of Education approve the Agreement for Professional Services of Independent Contractor between the Burbank Unified School District and Providence Health System - Southern California (DBA Providence Saint Joseph Medical Center) to cover the periods of July 1, 2019 through June 30, 2020 and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD - AR 3314, as presented.

Agreement - SJOHC.pdf (O.F. #27,647)

13.ae Approval of Agreement for Professional Services

That the Board of Education approve an Agreement between the Burbank Unified School District and Concentra. to provide occupational health services in the form of pre-employment physicals and screenings, fit-for duty physicals, and first aid only examinations to cover the period of July 1, 2019-June 30, 2020 and that authority to sign the Agreement be exercised pursuant to BUSD - AR 3314, as presented.

Amended Agreement - Concentra.pdf (O.F. #27,648)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item *as amended from Concentra to Occupational Health Centers of California, A Medical Corporation (Concentra)*. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

13.af Amendment of Agreement for Consultant Services

That the Board of Education amend the agreement for consultant services between the Burbank Unified School District and Behavioral Learning Center, Inc. to provide other health and support services on an "as needed" basis when other qualified staff are not available effective December 1, 2018 through June 30, 2019, not to exceed \$19,000; formerly \$15,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD- AR 3314, as presented. Note: This

Amendment increases the current consultant agreement from \$15,000 to \$19,000 to pay one final invoice. The original agreement was Board approved on April 18, 2019.

Agreement - Behavioral Learning Center 18-19.pdf (O.F. #27,649)

- 13.ag Approval of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services

That the Board of Education approve the Agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to provide individual and group counseling to elementary and secondary school pupils, as required, effective July 1, 2019 through June 30, 2020, not to exceed \$30,000 (01.0- 01500.0-71500-31100-5810-7422000), and that authority to sign the agreement be exercised pursuant to BUSD - AR 3314, as presented.

FSA\_SBC\_CONTRACT\_Final\_\_6.20.19\_\_002\_-1-1.pdf (O.F. #27,650)

- 13.ah Approval of Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers

That the Board of Education approve an agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS Student Care Centers, effective July 1, 2019 through June 30, 2020, not to exceed \$100,000, (010-41270.0-00000-31100-5850-7719000) Federal Title IV funds, and that authority to sign the agreement be exercised pursuant to BUSD - AR 3314, as presented

FSA\_CARE\_CENTER\_CONTRACT\_Final 6 12.pdf (O.F. #27,651)

- 13.ai Approval of Agreement with Family Service Agency of Burbank to Provide Special Education Counseling Services

That the Board of Education approve the agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying special education students, effective July 1, 2019 through June 30, 2020, not to exceed \$250,000 (01.0-651200.0-57500-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

FSA\_SPED CONTRACT FOR 6.20.pdf (O.F. #27,652)

- 13.aj Approval of Burbank High School and John Burroughs High School Skills USA Teams Extended (Overnight) Field Trip (CTE Funds)

That the Board of Education approve the Burbank High School and John Burroughs High School Skills USA Team extended (overnight) field trip, to participate in the 55th Annual National Leadership and Skills Conference in Louisville, Kentucky, Monday, June 24, 2019 through Saturday, June 29, 2019, not to exceed \$9,526 (010-06350.0-38000-10000-5220-7910000, Career Technical Education fund), as presented.

Skills Overnight Field Trip.pdf (O.F. #27,653)

- 13.ak Approval of Agreement for Professional Services, E-Rate Consultant (Special Reserve Fund)

That the Board of Education approve an agreement between Burbank Unified School District and CSM Consulting, Inc., to provide E-Rate funding consultation services, not to exceed \$33,500 (40.0-00000.0-00000-81000-5850-7500000) (Special Reserve Fund), effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Agreement\_CSM ERate Consultant\_Professional Services\_062019.pdf (O.F. #27,654)

- 13.al Acceptance of Notice of Completion, PMC Concrete, Phase II, Bid 1617-051, 1617-052 and 1617-053, Bid Package No. 2, Building and Site Concrete, Bret Harte Elementary School Modular Classrooms (Bond Fund)

That the Board of Education accept a notice of completion, PMC Concrete, Phase II, Bid 1617-051, 1617-052 and 1617-053, Bid Package No. 2, Building and Site Concrete, Bret Harte Elementary School Modular Classrooms not to exceed \$840,547.89 PO 19002059 (21.0-00000-0-91008-85000-6230-205-0000) Bond Fund, as presented.

NOC \_ PMC Concrete\_ Modulares\_ Harte.pdf (O.F. #27,655)

- 13.am Acceptance of Notice of Completion, Play Power, LT Farmington Inc., National Joint Power Alliance (NJPA) Piggyback Contract 022113-LTS, Procurement and Installation of Playground Equipment, Bret Harte Elementary School (Bond Fund)

That the Board of Education accept a notice of completion, Play Power, LT Farmington Inc., National Joint Power Alliance (NJPA) Piggyback Contract 022113-LTS, Procurement and Installation of Playground Equipment, Bret Harte Elementary School, not to exceed \$21,856.98 PO 19003205- (213-00000-0-91006-85000-6410-205-0000) Bond Fund, as presented.

NOC \_ Playpower\_ Playground \_ Harte.pdf (O.F. #27,656)

President Reynolds announced the retirement of teacher Carol Derry, McKinley Elementary School and Instructional Assistant Dawn Rondinella, Special Education and expressed her appreciation for their years of service to the District.

#### 14. REQUESTS TO ADDRESS THE BOARD

##### 14.a Public Communications

Mr. Dissent (AKA Joel Schlossman), was called to speak. He said that based on the current calculations, the District will always have a positive vote from union members because it benefited the union. He suggested that a certificate of appreciation be sent to the Gain Federal Credit Union for working with high school students to learn banking options. He noted that The California Constitution guarantees a free education for all students and that fees cannot be charged for any activities. He then asked about additional public parking at the District Office.

Jim Riggio, Burbank Sports Reporter, was called to speak. He covers sports for both Burbank and John Burroughs high schools. He shared concerns regarding charges to watch a school event. He was informed by the coach that this was a private event. He felt that the individual running these camps is using the District to run a private business and asked that the Board look into it.

Diana Abasta, Teacher and BTA President, was called to speak. She continued her comments regarding the recent Community Read-In Event and thanked everyone who participated. She agreed with Mr. Dissent (resident Joel Schlossman) that the Gain Federal Credit Union Program for high school students was a wonderful program. She also commented on Ed100.org and directed the audience to review Chapter 8 to learn about school finances. She reported that Hanah Woo, City Associate Planner, contacted her to participate in the Complete our Street Program, which is a traffic safety plan for schools to be able to walk and bike to school on a daily basis. She then thanked Dr. Kissinger for his service and wished him the best.

Andrew Campa, Reporter, Burbank Leader, was called to speak. He thanked the Board and staff for working with him this past school year. He felt that from all the Board he has covered in the past, Burbank's Board seemed to be the most transparent. He knows that it has not been an easy year, and he appreciated their willingness to respond to him in a timely manner. He likes the graduation format in

Burbank because it allows the community to participate on different dates unlike other neighboring districts. He also thanked Rose Garcia and Kimberley Clark for working with him, and noted that the role of the PIO was an important role and hoped that the position can be restored in the future.

#### 14.b Staff Responses

Superintendent Hill thanked Andrew Campa for noting the difficult budget cuts made and for acknowledging staff. The commitment from the Board and he is to remain transparent at all times. He appreciated the collaboration comments from Diana Abasta and said that they have proven to become more united. He was optimistic for the future to be able to restore and enhance programs for kids and teachers and thanked her again for her partnership. He asked Dr. Paramo to work with Jim Riggio to address his concern. He thanked Mr. Dissent for acknowledging the Gain Federal Credit Union and said that some of his suggestions made had already been taken into consideration.

#### 14.c Board Members' Comments and Responses

Member Ferguson thanked all the speakers and said that in an ideal world a whole communications department would be ideal; however, 15,000 students attending our schools, different types of families and languages, and look different from one another that we have to work harder to communicate with one another. He appreciated the feedback.

Member Tabet thanked Andrew Campa for his kindness and for working with her when needed and thanked him for acknowledging staff. She offered to speak to Jim Riggio to receive additional information from him.

Clerk Frintner agreed with Mr. Dissent that the Gain Credit Union was an excellent program. He also thanked Mr. Campa for his comments as he and the Board tried to be transparent at all times.

Vice President Aghakhanian thanked Andrew Campa for his journalism work and for his positive comments.

President Reynolds also thanked Andrew Campa for working with her, to Jim Riggio for sharing his concerns with the Board, to Mr. Dissent for his comments, and to Diana Abasta for her comments and partnership.

#### 15. ADJOURNMENT

The meeting adjourned at 9:29 p.m.

MINUTES APPROVED:

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MATTHEW HILL, SUPERINTENDENT  
SECRETARY OF THE BOARD

7/18/2019

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DATE

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STEVE FRINTNER, CLERK

TO: Board of Education / Superintendent

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

SUBJECT: Certificated Personnel - Report Number 19 - 20 - 01. 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.

<u>RESIGNATION</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
<b>DOBIE, GREGORY</b> Adult School	Adult Ed Sub Teacher	11.0-63910.0-41106-10000-1160-5330000	100		Began Service 8/19/15	06/30/2019
<b>CORRELL, ELISABETH</b> Thomas Edison Elementary School	Elementary Teacher Intermediate Elementary Tchr -	01.0-00000.0-11100-10000-1110-2020000	100	STP: \$1331	Began Service 8/8/2016	6/12/2019
<b>STEWART, LOLA</b> Providencia Elementary School	Special Ed Teacher Special Education - FTE:100%	01.0-65000.0-57700-11100-1110-2130000	100	STP: \$2662	Began Service 8/21/2006	6/30/2019
<b>SERGILE, KARA</b> Human Resources	Sub School Nurse Substitute Nurse	01.0-00000.0-00000-31400-1260-7720000	100		Began Service 5/12/16	05/31/2019
<b>SHERMAN, BETHANY</b> Human Resources	Sub School Nurse Substitute Nurse	01.0-00000.0-00000-31400-1260-7720000	100		Began Service 10/28/13	05/31/2019
<b>TOLENTINO, JAIMEE</b> Human Resources	Sub School Nurse Substitute Nurse	01.0-00000.0-00000-31400-1260-7720000	100		Began Service 8/27/18	05/31/2019
<b>AHMED, JEESHAN</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100		Began Service 12/19/18	05/31/2019
<b>ALONZO, MONICA</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100		Began Service 10/19/15	05/31/2019
<b>CAMMARATA, TONY</b> Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100		Began Service 8/14/2017	06/26/2019
<b>COLA, LALI</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100		began service 10/20/89	05/31/2019
<b>DANIS, NICHOLE</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100		began service 10/10/16	05/31/2019
<b>GRIBBLE, MICHAEL</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100		Began Service 8/6/18	05/31/2019

CERTIFICATED PERSONNEL

KAISER, ANNE Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Began Service 2/9/06	05/31/2019
	Substitute Teacher	01.0-65000.0-57700-11100-1160-7440000	100		
MCKINNEY, EMMANUEL Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Began Service 11/6/2018	05/31/2019
	Substitute Teacher	01.0-65000.0-57700-11100-1160-7440000	100		
MOSES-OHANIAN, OSIK Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Began Service 10/26/2018	06/12/2019
	Substitute Teacher	01.0-65000.0-57700-11100-1160-7440000	100		
ROZO, SONIA Human Resources	Substitute Teacher	01.0-00000.0-11100-11200-1160-7550000	100	Began Service 9/16/03	5/31/2019
	Substitute Teacher	01.0-65000.0-57700-11200-1160-7440000	100		
SHIN, GINNA Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Began Service 10/6/17	05/31/2019
	Substitute Teacher	01.0-65000.0-57700-11100-1160-7440000	100		
VANHOOGENSTYN, JILL Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Began Service 10/4/18	05/31/2019
	Substitute Teacher	01.0-65000.0-57700-11100-1160-7440000	100		
VILLANUEVA, YIRZELY Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	began service 10/12/2018	06/27/2019
	Substitute Teacher	01.0-65000.0-57700-11100-1160-7440000	100		
DOBIE, GREGORY Adult School	Teacher: Adult School	11.0-63910.0-41102-10000-1130-5330000	10	Began Service 8/19/15	6/30/2019
	Adult Teacher	11.0-39050.0-41102-10000-1130-5330000	90		
LEE, RANDI Adult School	Teacher: Adult School	11.0-39130.0-41106-31100-1230-5330000	15	Began Service 8/12/2015	5/23/2019
	Counselor - FTE:Hourly%	11.0-63910.0-41101-31100-1230-5330000	20		
		11.0-00639.0-41107-31100-1230-5330000	5		
		11.0-63910.0-41106-31100-1230-5330000	10		

TERMINATION/LAYOFF

CHASE, JOHANNA  
Instructional Services

ASSIGNMENT

Director, Wellness  
Director, Wellness - FTE:100%

APPROPRIATION NUMBER

01.0-01500.0-00000-27000-1310-7420000

PCT RATE OF PAY

100  
STP: \$1331

REMARKS

Began Service 10/23/2017

EFFECTIVE DATE

ENDING DATE

6/30/2019

ELECTION: PROBATIONARY

ROSALES, JESSICA  
Childrens Center

ASSIGNMENT

Cc Teacher: Infant  
CC Teacher-12 months -

APPROPRIATION NUMBER

12.0-90603.0-00010-10000-1110-5300000

PCT RATE OF PAY

100 RA:002 - ST:01

REMARKS

CC Teacher .4375 FTE

EFFECTIVE DATE

ENDING DATE

6/25/2019

GILLEARN, JASON  
Community Day School

Continuation High School Teacher  
Math & Elective - FTE:100%

01.0-02430.0-35500-10000-1110-5260000

100 RA:004 - ST:15

8/5/2019

LOPEZ, YESENIA  
Burbank High School

Counselor  
HS Counselor - FTE:100%

01.0-00000.0-00000-31100-1211-4310000

100 RA:006 - ST:01  
STP: \$1331

8/1/2019

RAUCH, MEGAN  
Harte Elementary School

Elementary Spec Ed Teacher  
SDC - Elementary - FTE:100%

01.0-65000.0-57700-11100-1110-2050000

100 RA:004 - ST:04  
STP: \$1331

8/5/2019

ARCE, ALEJANDRA  
Mc Kinley Elementary School

Elementary Teacher  
Teacher Dual Immersion 5th gr. -

01.0-00000.0-47601-10000-1110-2090000  
01.0-01500.0-47601-10000-1110-2090000

61 RA:004 - ST:16  
39 STP: \$2688

8/5/2019

CROWTHER, THOMAS  
Burbank High School

High School Principal  
High School Principal - FTE:100%

01.0-00000.0-00000-27000-1312-4310000

100 RA:02 - ST:07  
STP: \$2662

7/22/2019

CERTIFICATED PERSONNEL

<b>HYLSOP, MARY</b> Stevenson Elementary School	Special Ed Teacher Mod/Severe - FTE:100%	01.4-65000.0-57500-11100-1110-2150000	100	RA:005 - ST:07 STP: \$2662		8/5/2019
<b>CUTHBERTSON, TIMOTHY</b> Burbank High School	Teacher Chemistry - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:006 - ST:08 STP: \$2662		8/5/2019
<b>GOODHOPE CUTHBERTSON, CINDA</b> Burbank High School	Teacher Biology - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:005 - ST:13 STP: \$1331		8/5/2019
<b>MARCHESE, DAVID</b> Burbank High School	Teacher Math - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:VI - ST:10 STP: \$1331		8/5/2019
<b>YAO, JOANNE</b> Burbank High School	Teacher English - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:006 - ST:01 STP: \$1331		8/5/2019
<b>ARJOYAN, ANOUSH</b> Burroughs High School	Teacher English - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:006 - ST:02 STP: \$1331	Temp to Prob 2	8/5/2019
<b>MORREALE, KATELYN</b> Burroughs High School	Teacher PE - Dance Emphasis - FTE:100%	01.0-00000.0-17011-41000-1130-4320000	100	RA:004 - ST:01		8/5/2019
<b>FRIEND, TIFFANY</b> Emerson Elementary School	Teacher SDC - Elementary - FTE:100%	01.0-65000.0-57700-11100-1110-2030000	100	RA:004 - ST:01 STP: \$2662		8/5/2019
<b>ABDELMALAK, BUSHRA</b> John Muir Middle School	Teacher Science - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:005 - ST:03 STP: \$1345		8/5/2019
<b>OKENKA, JOHN</b> Luther Middle School	Teacher English - FTE:100%	01.0-00000.0-11100-10000-1110-3200000 01.0-01500.0-11100-10000-1110-3202000	80 20	RA:001 - ST:02	Temp to Prob 2	8/5/2019
<b>SULLIVAN, BENJAMIN</b> Luther Middle School	Teacher Physical Education - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100	RA:003 - ST:03	Prob 1E to Prob 2	8/5/2019

<u>ELECTION: PROB IE OR ZERO</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
<b>JOHNSON, KARINA</b> Burbank High School	Special Ed Teacher RSP - English - FTE:100%	01.0-65000.0-57700-11200-1110-4310000	100		Prob Zero on PIP	8/5/2019 5/22/2020
<b>MENKE, ERICA</b> Burroughs High School	Special Ed Teacher Special Ed Mod/Sev - FTE:100%	01.0-65000.0-57700-11100-1110-4320000	100		Prob Zero on STSP	8/5/2019 5/22/2020
<b>PLASCENCIA, DEANA</b> Burbank High School	Teacher ASL - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100		To continue as Intern	8/5/2019 5/22/2020

<u>ELECTION: TEMPORARY</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
<b>MADDIGAN, DEBORAH</b> John Muir Middle School	Counselor Counselor - FTE:50%	01.0-30100.0-00000-31100-1210-3229000	100	RA:006 - ST:05 STP: \$665.5		8/1/2019 6/30/2020
<b>MICHELMAN, SETAPORN (ANN)</b> Disney Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2010000	100	RA:006 - ST:16 STP: \$1331		8/5/2019 5/22/2020
<b>JANKE, RAINA</b> Emerson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2030000	100	RA:004 - ST:10 STP: \$1331		8/5/2019 5/22/2020

## CERTIFICATED PERSONNEL

<b>CAROLEO, SARAH</b> Harte Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	RA:003 - ST:06	8/5/2019 5/22/2020
<b>CUNNINGHAM, ALEYA</b> Harte Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	RA:006 - ST:04 STP: \$1345	8/5/2019 5/22/2020
<b>RIVAS, JENNIFER</b> Harte Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	RA:003 - ST:13	8/5/2019 5/22/2020
<b>BOCK, GINA</b> J Miller Elementary School	Elementary Teacher Primary Elementary Tchr -	01.0-00000.0-11100-10000-1110-2100000	100	RA:IV - ST:04 STP: \$1331	8/5/2019 5/22/2020
<b>CHIU, SEONG (GRATA)</b> J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:006 - ST:05 STP: \$1331	8/5/2019 5/22/2020
<b>ESHLEMAN, LAURA</b> J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:14 STP: \$1331	8/5/2019 5/22/2020
<b>MACHO, JENNA</b> J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:09 STP: \$1331	8/5/2019 5/22/2020
<b>TIMMONS, CHRISTY</b> J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:03	8/5/2019 5/22/2020
<b>SIMMER-WINFIELD, DYLAN</b> Jefferson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2060000	100	RA:004 - ST:15	8/5/2019 5/22/2020
<b>WELLS, TIMOTHY</b> Jefferson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2060000	100	RA:006 - ST:02 STP: \$1331	8/5/2019 5/22/2020
<b>BUTTERS, BARBARA</b> Providencia Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2130000	100	RA:004 - ST:02	8/5/2019 5/22/2020
<b>COUGHLIN, MONICA</b> Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:005 - ST:08 STP: \$1331	8/5/2019 5/22/2020
<b>ERMINO, AILEEN</b> Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:003 - ST:13 STP: \$1331	8/5/2019 5/22/2020
<b>CORTES, VERONICA</b> Stevenson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2150000	100	RA:005 - ST:01	8/5/2019 5/22/2020
<b>NILSSON, CARRIE</b> Stevenson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2150000	100	RA:004 - ST:02	8/5/2019 5/22/2020
<b>ORTIZ, SINAI</b> Stevenson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2150000	100	RA:002 - ST:02	8/5/2019 5/22/2020
<b>FLORES, JENNIFER</b> Thomas Edison Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	RA:006 - ST:17	8/5/2019 5/22/2020
<b>ALBARIAN, KRISTINA</b> Washington Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2160000	100	RA:003 - ST:02	8/5/2019 5/22/2020
<b>DIAMOND, ERIN</b> Washington Elementary School	Elementary Teacher Elem. Teacher 3rd grade - FTE:100%	01.0-00000.0-11100-10000-1110-2160000	100	RA:004 - ST:11	8/5/2019 5/22/2020

## CERTIFICATED PERSONNEL

CONSENT 7/18/2019

<b>ARMSTRONG, CAROLINE</b> Health Services	School Nurse School Nurse - FTE:40%	01.0-00000.0-00000-31400-1216-7720025	100	RA:006 - ST:01	40% Temp School Nurse	8/5/2019 5/22/2020
<b>GOMEZ, WENDY</b> Burbank High School	Teacher Social Science - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:003 - ST:04 STP: \$1331		8/5/2019 5/22/2020
<b>PUMILIA, AMANDA</b> Disney Elementary School	Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2010000	100	RA:003 - ST:06		8/5/2019 5/22/2020
<b>SHERMAN, TARA</b> John Muir Middle School	Teacher Science - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:004 - ST:01 STP: \$1331		8/5/2019 5/22/2020

<u>CHANGE OF ASSIGNMENT</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
<b>GUYER, DAVID</b> Monterey Continuation	Continuation Hs Principal Continuation HS Principal -	01.0-02430.0-35500-27000-1312-5260000 01.0-02200.0-32000-27000-1312-5300000	20 80	RA:003 - ST:08 STP: \$1331		7/1/2019
<b>STEINBERG, JESSIE</b> Burroughs High School	Counselor HS Counselor - FTE:100%	01.0-00000.0-00000-31100-1211-4320000	100	RA:005 - ST:05 STP: \$1331	Per MOU	8/1/2019
<b>ALMER, JENNIFER</b> J Miller Elementary School	Curriculum Specialist Curriculum Specialist - FTE:100%	01.0-01500.0-00000-21300-1910-7420000	100	RA:005 - ST:21	Voluntary transfer from Instructional Services TOSA to Curriculum	8/5/2019
<b>LOR, MY</b> Emerson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2030000	100	RA:004 - ST:08	Voluntary transfer from SDC to General Ed at Emerson	8/5/2019
<b>VARMA, ARTI</b> Harte Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	RA:006 - ST:08	Voluntary transfer from Washington the Bret Harte.	8/5/2019
<b>RISLEY, LAWRENCE</b> Burroughs High School	Special Ed Teacher Mild/Moderate - FTE:100%	01.0-65000.0-57700-11200-1110-4320000	100	RA:006 - ST:13 STP: \$2662	Voluntary Transfer	8/5/2019
<b>COLLINS, BRIAN</b> Providencia Elementary School	Special Ed Teacher SDC - 4/5 grades - FTE:100%	01.0-65000.0-57700-11100-1110-2130000	100	RA:006 - ST:22 STP: \$1344	Voluntary Transfer from SDC @ Miller to SDC @ Providencia	8/5/2019
<b>GERHARTER, DARLA</b> Jefferson Elementary School	Teacher RSP Elementary - FTE:100%	01.0-65000.0-57700-11200-1110-2060000	100	RA:006 - ST:16 STP: \$2662	Voluntary transferred from Curriculum Specialist to RSP Teacher	8/5/2019
<b>SWARTZ, DANIEL</b> John Muir Middle School	Teacher Social Science - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:006 - ST:16 STP: \$1331	Resolution 20 on 2/21/2019	8/5/2019
<b>ENOKIAN, STEFANIE</b> Luther Middle School	Teacher Social Science - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100	RA:006 - ST:11	Resolution 20 on 2/21/2019	8/5/2019

<u>CHANGE OF DATE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
<b>GASPAR, ELVA</b> Mc Kinley Elementary School	Teacher: Summer School Summer School 2019	01.0-90201.0-11100-10000-1130-7428710	100		CC Teacher for Dual Immersion program	5/30/2019 7/3/2019
<b>GASPAR, ELVA</b> Mc Kinley Elementary School	Teacher: Summer School Summer School 2019	01.0-90201.0-11100-10000-1130-7428710	100		CC Teacher for Dual Immersion program	5/30/2019 7/3/2019

## CERTIFICATED PERSONNEL

CONSENT 7/18/2019

<u>LEAVE OF ABSENCE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
VEGHIAZARYAN, LUSIK Monterey Continuation	Continuation High School Teacher Leave of Absence - FTE:100%	01.0-01500.0-11100-10000-1110-5300000	100	RA:005 - ST:12 STP: \$1331	Other Personal Leave	7/12/2019 7/24/2019
<u>RETURN FROM LEAVE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
KHACHOYAN, JOSEPHINA Childrens Center	Cc Teacher: Preschool Age CC Teacher-12 months - FTE:100%	12.0-90601.0-00010-10000-1110-5080000	100	RA:005 - ST:02 STP: \$81		6/8/2019
SKUJINS, JULIE Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:006 - ST:16 STP: \$1331		8/5/2019
HUNTER, EMILY Mc Kinley Elementary School	Special Ed Teacher SDC - Elementary - FTE:100%	01.0-65000.0-57700-11100-1110-2090000	100	RA:005 - ST:05 STP: \$1331		8/5/2019
<u>LEAVE OF ABSENCE (UNPAID)</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
CT 0085 18, Human Resources	Speech Therapist Leave of Absence - FTE:100%	01.0-65000.0-57700-11901-1110-7440000	100	RA:005 - ST:17 STP: \$2690		7/1/2019 12/11/2019
<u>JOB SHARE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
JALIAN, YVETTE Stevenson Elementary School	Elementary Teacher Elementary Teacher - FTE:50%	01.0-00000.0-11100-10000-1110-2150000	100	STP: \$1304	Job Share with Gina Loewith .50 FTE for 2019 - 2020	8/5/2019 5/22/2020
LOEWITH, GINA Stevenson Elementary School	Elementary Teacher Leave of Absence - FTE:50%	01.0-00000.0-11100-10000-1110-2150000	100		Job Share with Yvette Jalian .50 FTE for 2019 - 2020	8/5/2019 5/22/2020
FUNSTON, MICHELLE Thomas Edison Elementary School	Elementary Teacher Elementary Teacher - FTE:50%	01.0-00000.0-11100-10000-1110-2020000	100		Job Share with Sarah Sorowice.50 FTE for 2019 - 2020	8/5/2019 5/22/2020
SOROWICE, SARAH Thomas Edison Elementary School	Elementary Teacher Elementary Teacher - FTE:50%	01.0-00000.0-11100-10000-1110-2020000	100	STP: \$1344	Job Share with Michelle Funston .50 FTE for 2019 - 2020	8/5/2019 5/22/2020
THOMAS, JENNIFER Thomas Edison Elementary School	Elementary Teacher Elementary Job Share - FTE:50%	01.0-00000.0-11100-10000-1110-2020000	100	STP: \$1344	Job Share with Michele Zepeda .50 FTE for 2019 - 2020	8/5/2019 5/22/2020
ZEPEDA, MICHELE Thomas Edison Elementary School	Elementary Teacher Elementary Job Share - FTE:50%	01.0-00000.0-11100-10000-1110-2020000	100		Job Share with Jennifer Thomas .50 FTE for 2019 - 2020	8/5/2019 5/22/2020
<u>ELECTION: SUBSTITUTE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
RAMIREZ-ORTIZ, GABRIEL Human Resources	Sub Tchrr/spec Ed Sub Tchrr	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100	Salary Rate: \$135/140		6/10/2019
CARRILLO, JISELH Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100	Salary Rate: \$135/140		6/20/2019

CONSENT 7/18/2019

## CERTIFICATED PERSONNEL

<b>FUNSTON, MICHELLE</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100	Salary Rate: \$135/140	06/26/2019
<b>JALIAN, YVETTE</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100	Salary Rate: \$135/140	06/26/2019
<b>LOEWITH, GINA</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100	Salary Rate: \$135/140	06/26/2019
<b>SOROWICE, SARAH</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100	Salary Rate: \$135/140	06/26/2019
<b>THOMAS, JENNIFER</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100	Salary Rate: \$135/140	06/26/2019
<b>ZEPEDA, MICHELE</b> Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000 01.0-65000.0-57700-11100-1160-7440000	100 100	Salary Rate: \$135/140	06/26/2019

ELECTION: ADDITIONAL

**RAMIREZ-ORTIZ, GABRIEL**  
Human Resources

ASSIGNMENT

Cc Sub Teacher  
Substitute Teacher

APPROPRIATION NUMBER

12.0-90602.0-11100-10000-1160-7540000

PCT  
100

RATE OF PAYREMARKSEFFECTIVE DATEENDING DATE

06/10/2019

STIPEND: LONGEVITY

**CELAYA, CATHERINE**  
John Muir Middle School

ASSIGNMENT

Middle School Assistant Principal  
Longevity - FTE:100%

APPROPRIATION NUMBER

01.0-00000.0-00000-27000-1313-3220000

PCT  
100

RATE OF PAY

STP: \$2412

REMARKS

To add 9 year longevity

EFFECTIVE DATEENDING DATE

7/1/2019

ELECTION: SUMMER SUBSTITUTE

**BAROUTGIAN, ELIZABETH**  
Human Resources

ASSIGNMENT

Ss Sub Tchr/ss Spec Ed  
Substitute Teacher

APPROPRIATION NUMBER

01.0-01500.0-57700-10000-1160-5480000

01.0-65000.0-57700-11100-1160-5480000

PCT  
100

RATE OF PAYREMARKSEFFECTIVE DATEENDING DATE

06/13/2019

RESIGN POSITION

**DERGRIGORIAN, TALIN**  
Human Resources

ASSIGNMENT

Substitute Teacher  
Substitute Teacher

APPROPRIATION NUMBER

01.0-00000.0-11100-10000-1160-7550000

01.0-65000.0-57700-11100-1160-7440000

PCT  
100

RATE OF PAYREMARKSEFFECTIVE DATEENDING DATE

6/5/2019

BURBANK UNIFIED SCHOOL DISTRICT  
Personnel Report No. 19-20-01

July 18, 2019  
Certificated - Hourly

<u>Name</u>	<u>Program/Site</u>	<u>Task/Project</u>	<u>Type</u>	<u>Rate</u>	<u>Hour Cap</u>	<u>Applicable Payrolls</u>
Adams, Andria	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Albarian, Kristina	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Alexander, Henry	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
Allahverdi, Armineh	Harte CC	Summer Assignment	Hourly	\$18.51	160	June
Almer, Jennifer	Instr. Services	Intervention Planning	Hourly	\$33.44	9	June
Almer, Jennifer	Instr. Services	Pre-Service Planning	Hourly	\$33.44	4	June
Anderson, Kim	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Arakelian, Taylor	JBHS	Performing Arts	Stipend	\$4804.00	1	August-December
Artonian, Angela	Roosevelt ATB	Summer Assignment	Hourly	\$20.42	160	June
Avagyan, Anush	Adult School	Summer Assignment	Hourly	\$40.08	11.25	July
Awad, Emily	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Awad, Kathleen	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Barnhart, Julie	Jefferson	Intervention Planning	Hourly	\$33.44	23	June
Baker, Ryan	Stevenson ATB	Summer Assignment	Hourly	\$19.46	160	June
Basinski, Anna	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Belavek, Shauna	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Bentley, Jim	Adult School	Summer Assignment	Hourly	\$40.08	6	July
Blisten, Aimee	McKinley	Leadership meeting	Hourly	\$33.44	5	June
Boyce, Olivia	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Breeden, Bruce	BHS	Summer Coaching	Hourly	\$17.73	28.21	June
Breeden, Bruce	BHS	Summer Coaching	Hourly	\$17.73	28.21	June
Burish, Shelly	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Cherkezian, Arpy	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Clark, Gregory	Personnel	Master Teacher	Stipend	\$200.00	1	January-June
Clark, Gregory	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
Cody, Nicole	Instr. Services	Principal's Institute	Hourly	\$33.44	3.5	June
Cody, Nicole	Harte	Kindergarten Testing	Hourly	\$33.44	18	June
Collins, Pamela	JBHS	Performing Arts	Stipend	\$3636.00	1	August-December
Copeland, Chris	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Copeland, Chris	Jefferson	Intervention Planning	Hourly	\$33.44	12	June
Cranmer, Deborah	Jefferson	Intervention Planning	Hourly	\$33.44	5	June

Creager, Jane	Adult School	Summer Assignment	Hourly	\$40.08	11.25	July
Crespy, Amilyn	Harte CC	Summer Assignment	Hourly	\$26.06	160	June
Cross, Julie	Adult School	Summer Assignment	Hourly	\$40.08	11.25	July
Davis, Julie	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Del Rio, Erica	Stevenson ATB	Summer Assignment	Hourly	\$22.50	160	June
Demyanek, Debby	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Devirgilis, Edward	Instr. Services	Planning	Hourly	\$33.44	3.5	June-July
Di Sarro, Rebecca	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
D'Mello, Angela	Instr. Services	Principal's Institute	Hourly	\$33.44	3.5	June
Dobbertin, Dahlia	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Enokian, Stefanie	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Esquivel, Maria	McKinley	Intervention Planning	Hourly	\$33.44	6	August
Everett, Latoya	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Everhart, Gregory	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
Fallahi, Edwin	Adult School	Summer Assignment	Hourly	\$40.08	6	July
Fitzgerald, Kyle	JBHS	Performing Arts	Stipend	\$3636.00	1	August-December
Flores Chavez, Ismael	CC	Summer – Various Assignments	Hourly	\$16.76	16	June
Fong, Roberta	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Freeman, Elisa	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Gallegos, Kathryn	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Gerharter, Darla	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Gill, Danielle	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Given, Sarah	Personnel	Master Teacher	Stipend	\$200.00	1	January-June
Glenn, Susan	Instr. Services	Planning	Hourly	\$33.44	3.5	June-July
Gmbikian, Grigor	CC	Summer Various Assignments	Hourly	\$16.76	90	June
Grimshaw, Raquel	Adult School	Summer Assignment	Hourly	\$40.08	10	July
Gutierrez, Dugaldo	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Guzman, Raquel	Adult School	Summer Assignment	Hourly	\$40.08	6	July
Janke, Raina	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Jamison, Mozhdeh	Luther	Summer School Math Boot Camp	Hourly	\$45.07	45	June-July
Jennings, Brendan	JBHS	Performing Arts	Stipend	\$4804.00	1	August-December
Johnson, Jill	Instr. Services	Pre-Service Planning	Hourly	\$33.44	4	June
Jurman, Marla	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Hacker, Janette	JBHS	Performing Arts	Stipend	\$3636.00	1	August-December
Hakopyan, Olga	Adult School	Summer Assignment	Hourly	\$40.08	16.5	July
Harney, Dina	Instr. Services	Planning	Hourly	\$33.44	3.5	June-July
House, Dorothy	Adult School	Summer Assignment	Hourly	\$40.08	6	July
Karapetian, Lusine	Harte CC	Summer Assignment	Hourly	\$27.50	27.5	June
Karapetian, Lusine	Harte CC	Summer Assignment	Hourly	\$27.50	6	June
Kelly, Laury	Instr. Services	Project GLAD Training	Hourly	\$33.44	8	June

Knoop, Julie	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
Knoop, Keith	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
Kropf, Julie	Roosevelt ATB	Summer Assignment	Hourly	\$26.06	80	June
Kubeczka, Deborah	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Labrada, Roberto	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Labrada, Roberto	Instr. Services	Planning	Hourly	\$33.44	2	June-July
Lange, Carole	Stevenson ATB	Summer Assignment	Hourly	\$22.50	100	June
Lemons, Julie	Roosevelt ATB	Summer Assignment	Hourly	\$22.50	160	June
Lerner, Lia	Adult School	Summer Assignment	Hourly	\$40.08	11.25	July
Lombardo, Karyn	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Lubos, Conchita	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Ludwick, Brian	Luther	Summer School Math Boot Camp	Hourly	\$45.07	45	June-July
Lukic, Aleksia	Special Ed	Intervention Planning	Hourly	\$33.77	2	June
Lukic, Aleksia	Special Ed	Intervention Teaching	Hourly	\$45.52	7	June
Macho, Jenna	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Magerkurth, Jennifer	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Manos, Katherine	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Manoukian, Zare	Luther	Summer School Math Boot Camp	Hourly	\$45.07	45	June-July
Marino, Erin	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Marshall, Elaine	Edison ATB	Summer Assignment	Hourly	\$26.06	160	June
Marte, Helene	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Martinez, Briana	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Masters, Lauren	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
Matic, Marichelle	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Matlock, Colleen	Adult School	Summer Assignment	Hourly	\$40.08	10	July
Mayes, Jessica	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
McKeith, Crystal	Miller	Intervention Planning	Hourly	\$33.44	3	June
McMahon, Amanda	Instr. Services	Planning	Hourly	\$33.44	3.5	June-July
McMahon, Amanda	Instr. Services	Planning	Hourly	\$33.44	3	June-July
McNiff, Paul	Instr. Services	Planning	Hourly	\$33.44	3.5	June-July
McNutt, Kelly	Instr. Services	Principal's Institute	Hourly	\$33.44	3.5	June
McNutt, Kelly	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Melchor, Lesli	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Meza, Abraham	Adult School	Summer Assignment	Hourly	\$40.08	24.5	July
Meza, Abraham	Adult School	Intervention Planning	Hourly	\$22.75	5	June
Meza, Abraham	Adult School	Staff Development	Hourly	\$22.75	67.5	June
Meza, Manuela	Adult School	Summer Assignment	Hourly	\$40.08	5	July
Michelman, Setaporn	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Moen, Ana	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Morreale, Katelyn	JBHS	Performing Arts	Stipend	\$3636.00	1	August-December

Myers, Guy	JBHS	Performing Arts	Stipend	\$4028.00	1	August-December
Nelson, Elizabeth	BHS	Summer Coaching	Hourly	\$17.73	42.31	June
Nelson, Elizabeth	BHS	Summer Coaching	Hourly	\$17.73	42.31	June
Norrington, Vanessa	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Noss, Marianne	Adult School	Summer Assignment	Hourly	\$40.08	11.25	July
Noss, Marianne	Adult School	Summer Assignment	Hourly	\$40.08	3	July
Olivar, Timothy	Washington CC	Additional hours as Substitute	Hourly	\$16.76	6.5	May
Orsini, Marianna	Personnel	Master Teacher	Stipend	\$200.00	1	January-June
Ortiz, Sinai	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Ouellette, Ann	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Palaski, Jessica	JBHS	Performing Arts	Stipend	\$4804.00	1	August-December
Papagiannopoulos, Marsha	Miller	Intervention Planning	Hourly	\$33.44	7.5	May
Papavasiliou, Demetrula	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
Payne, Marbell	Edison	Project GLAD Planning	Hourly	\$33.44	4	June
Perlstein, Carolyn	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Perry, Tamara	Stevenson ATB	Summer Assignment	Hourly	\$20.42	160	June
Pomfret, Jill	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Pierce, Nancy	Instr. Services	Planning	Hourly	\$33.44	3.5	June-July
Pines, Ashley	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Quirin-Uribe, Kristanna	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Rangle, Dana	Instr. Services	Planning	Hourly	\$33.44	3.5	June-July
Real, Edwin	JBHS	Summer Coaching	Hourly	\$17.73	69.68	June-July
Reyes, Juan- Carlos	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
Rice, Kenneth	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Rivas, Fredi	Adult	Intervention Planning	Hourly	\$22.75	5	June
Rivas, Fredi	Adult	Staff Development	Hourly	\$22.75	59	June
Rivas, Fredi	Adult School	Summer Assignment	Hourly	\$40.08	6	July
Rosa, Brian	Adult	Summer Orientation	Hourly	\$22.75	1	May
Rosa, Brian	Adult School	Summer Assignment	Hourly	\$40.08	24.5	July
Rostomyan, Joy	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Rousseau, Cara	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Russon, Robyn	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Russon, Robyn	JBHS	Department Chair	Stipend	\$2924.00	1	August-June
Sandifer, Amanda	BHS	Summer Coaching	Hourly	\$17.73	84.61	June
Schmidt, Elizabeth	Adult School	Summer Assignment	Hourly	\$40.08	11.25	July
Setaghan, Natalie	Personnel	Master Teacher	Stipend	\$300.00	1	January-June
Shim, Julie	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Solis, Sandra	Edison	Project GLAD Planning	Hourly	\$33.44	4	June
Shorten, Dana	Special Ed	Home Teacher	Hourly	\$35.73	128	June
Silverstone-Moran, Rachel	Instr. Services	Planning	Hourly	\$33.44	6	June-July

Simmer-Winfield, Dylan	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Smith, Brian	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Snowden-Frost, Dawn	Personnel	Master Teacher	Stipend	\$100.00	1	January-June
Solyom, Karen	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Sorensen, Tracy	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Steinberg, Steven	Stevenson ATB	Summer Assignment	Hourly	\$18.51	160	June
Steinberg, Steven	Emerson ATB	Additional hours in assignment	Hourly	\$18.70	8.75	April - May
Steinberg, Steven	Adult School	Summer Assignment	Hourly	\$40.08	11.25	July
Stevenson, Heidi	Jefferson	Exchange days/moving	Hourly	\$33.44	12	June
Stevenson, Heidi	Jefferson	Intervention Planning	Hourly	\$33.44	17	June
Stilgenbauer, Kymberly	Edison ATB	Summer Assignment	Hourly	\$21.45	160	June
Struyk, Connie	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Terrell, Andrea	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Thomas-Pickett, Jonelle	Instr. Services	Summer School CTE	Hourly	\$45.07	54	June-July
Thomas-Pickett, Jonelle	Instr. Services	Summer School CTE	Hourly	\$45.07	45	June-July
Tineo, Deidra	McKinley	Leadership meeting	Hourly	\$33.44	5	June
Tineo, Deidra	Instr. Services	Project GLAD Planning	Hourly	\$33.44	7	June
Tineo, Deidra	Instr. Services	Principal's Institute	Hourly	\$33.44	3.5	June
Tineo, Deidra	Instr. Services	Project GLAD Training	Hourly	\$33.44	24	June
Toscano, Judith	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June
Vail, Megan	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Vargas, Theresa	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Vasquez, Jonathan	Adult	WASC Planning	Hourly	\$22.75	24	June
Walker, Kathy	McKinley	Intervention Planning	Hourly	\$33.44	6	August
Wells, Timothy	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Wescott, Cherie	Instr. Services	Planning	Hourly	\$33.44	6	June-July
Wiebler, Megan	Roosevelt ATB	Summer Assignment	Hourly	\$23.64	160	June
Winstein, Deborah	Miller	Intervention Planning	Hourly	\$33.44	3	June
Yantz, Georgan	Jefferson	Intervention Planning	Hourly	\$33.44	5	June
Zakarian, Vivian	Instr. Services	Project GLAD Training	Hourly	\$33.44	36	June

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<u>Retirement</u>								
ALLAHADIAN, Ashken	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	1.00	40-VI	D	07-05-19		Washington Elementary employed since 09-08-00
PETZOLDT, Kathy	Office Assistant-Elementary	01.0-00000.0-00000-27000-2410-2090000	1.00	34-VI	C	06-13-19		McKinley Elementary employed since 10-26-98
SHIRTCLIFF, Gary	Plumber	01.0-81500.0-00000-81100-2210-7523000	1.00	50-VI	A	07-31-19		Facilities Services employed since 02-09-81
<u>Resignation</u>								
ALVARADO, Jakelin	Elementary School Aide	01.0-00000.0-11100-10009-2910-2052000	.3438	27-III	D	05-23-19		Bret Harte Elementary
LEWIS, Terry	Campus Supervision Assistant	01.0-00000.0-00000-83000-2210-4320000	.500	35-IV	D	05-24-19		Burroughs High School
LOPEZ, Yesenia	Intervention Specialist For At-Risk Students	01.0-01500.0-00000-31100-2210-7420000	1.00	53-V	D	05-23-19		Disney Elementary
PUPKO, Marina	Instructional Assistant-Severely Impaired	01.0-33100.0-57700-11200-2110-3200000	.8125	35-II	D	07-12-19		Luther Middle School
RAMIREZ-ORTIZ, Gabriel	Instructional Assistant-Special Education	01.0-65000.0-57700-11100-2110-3200000	.750	32-III	D	06-09-19		Luther Middle School
TAPANYAN, Anie	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-VI	D	07-03-19		Jordan Middle School
VASQUEZ, Julie	Instructional Assistant-Severely Impaired	01.0-33100.0-57500-11100-2110-2150000	.750	35-III	D	05-23-19		Stevenson Elementary
<u>Termination</u>								
FLORES LOPEZ, Vilma	Custodian	01.0-00100.0-00000-82100-2210-2100000	1.00	35-VI	A	06-01-19		Miller Elementary
REITHMILLER, Amy	ELD/Office Specialist I	01.0-01501.0-47600-27000-2410-7420000	.500	35-VI	D	06-04-19		Instructional Services
<u>Layoff</u>								
CLARK, Kimberley	Executive Assistant/Public Information	01.0-00000.0-00000-71500-2411-7410000	1.00	A-7	A	06-30-19		Superintendent's Office
GARCIA, Rose	Senior Administrative Secretary	01.0-00000.0-00000-71500-2411-7410000	.500	B-7	A	06-30-19		Superintendent's Office

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<u>Layoff (Continued)</u>								
WADE, Debra	Administrative Secretary	01.0-01500.0-00000-72000-2410-7710000	1.00	44-III	A	06-30-19		Instructional Services
<u>Leave</u>								
CL 0085-19		01.0-00100.0-00000-82100-2210-2100000	1.00	35-VI	A	04-12-19	05-31-19	Human Resource Services Change of End Date
SNIDER, Randy	Custodian	01.0-00100.0-00000-82100-2210-2020000	1.00	35-IV	A	06-15-19	06-30-19	Edison Elementary Unpaid Leave of Absence
<u>Additional Compensation for Longevity</u>								
AMBROSE, Liliana	Instructional Assistant-Special Education	01.0-33100.0-57700-11200-2110-3220000	.750	32-VI	D	06-01-19		Muir Middle School 10 yrs., \$85/mo.
FITZPATRICK, Suzanne	Instructional Assistant-Special Education	01.0-33100.0-57700-11100-2110-4310000	.9375	32-VI	D	06-01-19		Burbank High School 15 yrs., \$118/mo.
NAZARI, Alis	Food Service Cook II	13.0-53100.0-00000-37000-2210-3210000	.7813	31-VI	D	06-01-19		Jordan Middle School 20 yrs., \$167/mo.
NAZEM, Sima	Food Service Cook II	13.0-53100.0-00000-37000-2210-7490002	.750	31-VI	D	06-01-19		Luther Middle School 20 yrs., \$167/mo.
<u>Additional Compensation for Site Technology Specialist</u>								
BAUMAN, Laura	Instructional Media Specialist	01.0-00000.0-00000-24200-2450-7730000		1081.00		01-07-19	05-23-19	Technology Services
BUSSARD, Beverly	Instructional Assistant-Resource Lab	01.0-00000.0-00000-24200-2450-7730000		1081.00		01-07-19	05-23-19	Technology Services
KIM, Nancy	Instructional Media Specialist	01.0-00000.0-00000-24200-2450-7730000		1081.00		01-07-19	05-23-19	Technology Services
<u>Change of Assignment – Classification/Location/FTE</u>								
ADAIR, Nathan	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-III	D	07-01-19		Special Education
ALULEMA, Kimberly	Instructional Assistant-English Language Development	01.0-01501.0-47600-10000-2110-5300000	.375	32-I	D	07-01-19		Monterey High School
AVENDANO, Mario	Senior Custodian	01.0-00100.0-00000-82100-2210-2060000	1.00	36-VI	A	06-24-19		Jefferson Elementary School

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<u>Change of Assignment – Classification/Location/FTE (Continued)</u>								
CHAMBLEE, Colleen	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-I	D	08-12-19		Special Education
CHANTA, Bryana	Instructional Assistant- Severely Impaired	01.0-33100.0-57500-11100-2110-4320000	.8125	35-III	D	08-12-19		Burroughs High School
CLARK, Kimberley	Executive Assistant/ Public Information	01.0-00000.0-00000-71500-2411-7410000	1.00	A-7	B	06-30-19		Superintendent's Office
GARCIA, Rose	Student Services Attendance Specialist for Homeless and Foster Youth	01.0-01500.0-00000-31300-2210-7450000	.500	57-VI	A	07-01-19		Student Services
HOLT, Natalie	Instructional Assistant- Severely Impaired	01.0-33100.0-57500-11100-2110-4320000	.8125	35-III	D	08-12-19		Burroughs High School
HOSPIDALES, Staci	Instructional Assistant- Special Education	01.0-33100.0-57700-11100-2110-3220000	.8125	32-VI	D	08-12-19		Muir Middle School
PLATTEN, Gabriella	Administrative Secretary	01.0-01501.0-00000-72000-2410-7420000	1.00	44-VI	A	07-01-19		Instructional Services
SMITH, Teri	Student Information Systems Analyst	01.0-00000.0-00000-77000-2410-7730000	1.00	57-I	A	06-24-19		Technology Services
WADE, Debra	Senior Secretary	01.0-00000.0-00000-27000-2410-4320000	1.00	40-III	B	07-01-19		Burroughs High School
<u>Election – Additional Assignment</u>								
ALDAOUD, Sahar	Instructional Assistant- Severely Impaired	01.0-65000.0-57500-11100-2110-5083000	.3125	35-I	D	08-12-19		Horace Mann Pre-School
<u>Election – Hourly</u>								
AGHAKHANIAN, Armond	School Board Member	01.0-00000.0-00000-71100-2390-7560000		507.00	I	07-01-19	06-30-20	Superintendent's Office
AGUILAR, Patricia	Custodian	01.0-00100.0-81000-50001-2240-4321000		35-VI	A	05-18-19	05-18-19	Burroughs High School
ALEGRIA, Hector	Safety/Utility Custodian	01.0-90711.0-81000-50002-2240-4328000 01.0-90708.0-81000-50002-2240-7528000 01.0-00100.0-81000-50001-2240-4321000		35-II	A	05-30-19 06-08-19 06-08-19	05-30-19 06-08-19 06-08-19	Facilities Services Burroughs High School Burroughs High School

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<u>Election – Hourly (Continued)</u>								
ALULEMA, Kimberly	Instructional Assistant- English Language Development	01.0-01501.0-47600-10000-2110-5300000 01.0-73380.0-47600-10012-2110-7429000		32-I	D	06-01-19	06-30-19	Monterey High School
ALVAREZ, Margarita	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-01-19	06-30-19	Burbank High School
ALVAREZ BENJUMEA, Carlos	Custodian	01.0-00100.0-81000-50001-2240-4321000 01.0-00100.0-00000-82100-2240-7521000 01.0-90711.0-81000-50002-2240-4328000 01.0-90708.0-81000-50002-2240-7528000		35-VI	A	05-18-19 06-01-19 05-28-19 06-01-19	06-30-19 06-30-19 05-29-10 06-30-19	Burroughs High School Burroughs High School Facilities Services Burroughs High School
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	F	06-01-19	06-30-19	Instructional Services
AVANES, Lili	Instructional Assistant- Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	D	06-14-19	06-30-19	Horace Mann Children's Center
BABAIAN, Agatia	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-IV	D	06-01-19	06-30-19	Stevenson Around the Bell
BARILLAS, Otto	Lead Custodian Secondary	01.0-90711.0-81000-50002-2240-4328000		40-VI	A	05-28-19	05-29-19	Facilities Services
BREWINGTON, Rosalinda	Adult English Language Development Office Specialist I	11.0-63910.0-41104-27000-2430-5330000		35-II	E	06-01-19	06-30-19	Burbank Adult School
BUSFIELD, Ana	Campus Supervision Assistant	01.0-02200.0-32000-41000-2930-5301000		15.18	G	06-07-19	06-07-19	Monterey High School
CALVO, Karlos	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7730077		57-III	A	05-01-19	05-31-19	Technology Services
CHAVEZ, Edith	Intervention Specialist For At Risk Students	01.0-30100.0-11100-10012-2130-2169000		53-V	D	06-17-19	06-18-19	Washington Elementary
CHILDS, Jennifer	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	D	06-01-19	06-30-19	Edison Around the Bell
CONSOLI, Loma	Instructional Assistant- English Language Development	01.0-00014.0-11100-10000-2130-7421000		32-V	D	05-20-19	05-20-19	Instructional Services
CRUZ GOMEZ, Veronica	Custodian	01.0-00100.0-81000-50001-2240-4311000 01.0-90708.0-81000-50002-2240-7528000		35-I	A	05-25-19 06-01-19	06-30-19 06-30-19	Burbank High School

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<u>Election – Hourly (Continued)</u>								
DEMIRCHYAN, Goar	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	06-17-19	06-28-19	Stevenson Around the Bell
DIAZ, Basilio	Senior Custodian	01.0-90708.0-81000-50002-2240-7528000		36-I	A	05-10-19	05-10-19	Miller Elementary School
DINAPOLI, Kathy	ROP Technician	01.0-06350.0-38000-21000-2430-7910000		36-VI	C	06-01-19	07-31-19	Instructional Services
FERGUSON, Steven	School Board Member	01.0-00000.0-00000-71100-2390-7560000		507.00	I	07-01-19	06-30-20	Superintendent's Office
FRIEDMAN, Brenda	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	06-01-19	06-28-19	Roosevelt Around the Bell
FRINTNER, Steven	School Board Member	01.0-00000.0-00000-71100-2390-7560000		507.00	I	07-01-19	06-30-20	Superintendent's Office
GALOUSTIAN, Anahid	Instructional Assistant- Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	C	06-01-19	06-30-19	Horace Mann Children's Center
GARCIA, Rose	Superintendent Office Assistant	01.0-00000.0-00000-71500-2440-7411000		B-VII	A	07-01-19	06-30-20	Superintendent's Office
GEVORGYAN, Gohar	Instructional Assistant- Special Education	01.0-65000.0-57500-11100-2140-7440000		32-II	D	04-26-19	05-11-19	Special Education
GILCHRIST, Emmanuel	Senior Custodian	01.0-90902.0-81000-50002-2240-7528000		36-VI	A	05-01-19	06-30-10	Burbank Adult School
GIRGOORIAN, Jenik	Instructional Assistant- Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	C	06-01-19	06-30-19	Horace Mann Children's Center
GONAZLEZ, Maria	Elementary School Aide	01.0-00000.0-11100-10009-2930-2011000		27-III	D	08-07-19	08-08-19	Disney Elementary
GUEFFROY, Katherine	DHH Translator	01.0-00000.0-00000-72000-2950-7451000		54-VI	D	05-02-19	05-02-19	Burbank High School
GUEFFROY, Katherine	Educational Interpreter III	01.0-65000.0-57700-11104-2130-7440000		54-VI	D	05-23-19	05-23-19	Special Education
GUNAWAN, Henry	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7730077		57-VI	A	05-01-19	05-31-19	Technology Services
GUTIERREZ, Lourdes	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	06-01-19	06-28-19	Roosevelt Around the Bell
HARTOUN MARDIRSAN, Odet	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000 12.0-90602.0-11100-10000-2130-2140000		32-IV	D	06-17-19 05-24-19	06-28-19 05-24-19	Roosevelt Around the Bell

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<u>Election – Hourly (Continued)</u>								
HERNANDEZ, Branden	Office Assistant- Adult Education	11.0-00639.0-41100-27000-2430-5330000 11.0-63910.0-41100-27000-2430-5330044 11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000		34-III	B	06-01-19	06-30-19	Burbank Adult School
HERNANDEZ, Bryan	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7730077		57-III	A	05-01-19	05-31-19	Technology Services
HOLLERAN, Scott	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-19	06-30-19	Burbank Adult School
HONORE, Bavet	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-III	D	06-01-19	06-30-19	Roosevelt Around the Bell
ISAIAN, Helen	Instructional Assistant- Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	C	06-14-19	06-30-19	Horace Mann Children's Center
JEAN, Lori	Instructional Assistant- Children's Center	12.0-61050.1-11100-10000-2130-2050000		32-VI	D	05-24-19	08-09-19	Bret Harte Children's Center
JIMENEZ, Juan	Grounds Technician	01.0-00100.0-00000-83000-2240-7521000		40-VI	A	06-01-19	06-30-19	Facilities Services
KELLY, Mary	Instructional Assistant- Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	A	06-01-19	06-30-19	Horace Mann Children's Center
KIMMEL, Michael	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-19	06-30-19	Burbank Adult School
KRUEGER, Joseph	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000 12.0-90602.0-11100-10000-2130-2140000		32-VI	D	05-28-19 05-24-19	06-30-19 05-24-19	Roosevelt Around the Bell
LARA, Armida	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	06-01-19	06-28-19	Roosevelt Around the Bell
LEON, Oscar	Lead Custodian Secondary	01.0-90711.0-81000-50002-2240-4318000		40-VI	A	06-07-19	06-07-19	Facilities Services
LEPATAN, Paul	Lead Technology Support Specialist	01.0-00000.0-00000-77000-2440-7730077		61-VI	A	05-01-19	05-31-19	Technology Services
LINARES, Edgar	Custodian	01.0-90711.0-81000-50002-2240-2158000 01.0-90708.0-81000-50002-2240-7528000 01.0-90902.0-81000-50002-2240-7528000		35-VI	A	04-02-19 05-24-19 05-01-19	04-02-19 05-28-19 06-30-19	Facilities Services Stevenson Elementary School Stevenson Elementary School

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<u>Election – Hourly (Continued)</u>								
LOMBARDI, Giovanni	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29-51	F	06-01-19	06-30-19	Burbank Adult School
LUNDBERG, Nuria	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	F	06-01-19	06-30-19	Instructional Services
MACIEL-BROWN, Joanmarie	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	D	06-01-19	06-28-19	Stevenson Around the Bell
MAGANA, Rafael	Custodian	01.0-90902.0-81000-50002-2240-7528000		35-VI	A	05-01-18	06-30-19	Roosevelt Elementary School
MALDONADO, Fernando	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-II	D	06-01-19	06-30-19	Bret Harte Children's Center
MANDELBERG, Kathy	Instructional Assistant- Special Education	01.0-65000.0-57500-11100-2140-7440000		32-I	G	05-03-19	05-03-19	Special Education
MARTINEZ, Cinthia	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-V	C	06-01-19	06-30-19	Bret Harte Children's Center
MELIKIAN, Lili	Instructional Assistant- Children's Center	12.0-61050.1-11100-10000-2130-2160000		32-V	D	05-28-19	08-09-19	Bret Harte Children's Center
MENKE, Erica	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-7440000		40-VI	D	05-01-19	05-31-19	Special Education
MIRZAKHANIAN, Alice	Instructional Assistant- Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	A	06-01-19	06-30-19	Horace Mann Children's Center
MIRZAKHANIAN, Georg	Custodian	01.0-90708.0-81000-50002-2240-7528000 01.0-00100.0-81000-50001-2240-4311000		35-III	A	05-30-19 05-05-19	05-30-19 05-50-19	Burbank High School
MOLINA, Brian	Campus Supervision Assistant	01.0-00000.0-00000-83000-2240-4311000		35-V	D	05-24-19	05-24-19	Burbank High School
NGUYEN-MAI, Yen	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	D	06-01-19	06-30-19	Edison Children's Center
ORELLANA, Edgar	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	05-26-19	05-26-19	Burroughs High School
PEREZ, Joseph	Lead Custodian Secondary	01.0-00100.0-81000-50001-2240-4311000 01.0-90711.0-81000-50002-2240-4318000		40-VI	A	05-01-19 06-01-19	05-31-19 06-30-19	Burbank High School Facilities Services
PEREZ, Marina	Intervention Specialist For At-Risk Students	01.0-01500.0-13000-10012-2230-2102000		53-V	D	06-10-19	06-10-19	Miller Elementary
PETKO, Branka	Food Service Assistant	01.0-00000.0-11100-41000-2940-4311000		27-VI	D	05-24-19	05-24-19	Burbank High School

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Personnel Report No. 19-20-01

July 18, 2019

Classified Personnel

<u>Name</u>	<u>Position</u>	<u>Program/Site</u>	<u>%Time FTE</u>	<u>Range &amp; Step</u>	<u>Basis</u>	<u>Effective Date</u>	<u>Ending Date</u>	<u>Remarks</u>
<u>Election – Hourly (Continued)</u>								
PORTILLO, Carlos	Custodian	01.0-00100.0-00000-83000-2240-7521000		35-VI	A	06-01-19	06-30-19	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-81000-50001-2240-4321000		35-VI	A	05-19-19	05-19-19	Burroughs High School
REYNOLDS, Roberta	School Board Member	01.0-00000.0-00000-71100-2390-7560000		507.00	I	07-01-19	06-30-20	Superintendent's Office
RIOJAS, Jaime	Campus Supervision Assistant	01.0-02200.0-32000-41000-2930-5301000		15.18	G	06-07-19	06-07-19	Monterey High School
RIOS, Lydia	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	06-17-19	06-28-19	Stevenson Around the Bell
RIVAS, Yvonne	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-2140000 12.0-90602.0-11100-10000-2130-7547000		32-III	D	05-24-19 06-01-19	05-24-19 06-30-19	Roosevelt Around the Bell
SALEH, Farhad	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7730077		57-VI	A	05-01-19	05-31-19	Technology Services
SANCHEZ, Bonnie	Instructional Assistant- Children's Center	12.0-90601.0-00010-10000-2130-5080000		14.05	G	06-01-19	06-30-19	Horace Mann Children's Center
SANCHEZ, Cynthia	Instructional Assistant- Translator DHH	01.0-65000.0-57700-11100-2130-5480000		33-VI	D	06-12-19	07-11-19	Special Education
SERRAO, Philomena	Typist Clerk I	12.0-90601.0-00000-27000-2430-5080000		28-VI	A	06-01-19	06-30-19	Horace Mann Children's Center
SHADKAM, Araz	Middle School Aide	01.0-00000.0-11100-10009-2930-3221000		34-III	D	05-23-19	05-23-19	Muir Middle School
SHAPERO, Wendy	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	01-01-19	06-30-19	Burbank Adult School
SHIRVANI, Araks	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-III	D	06-01-19	06-30-19	Stevenson Around the Bell
SILVA, Josefina	Instructional Assistant- Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	C	06-01-19	06-30-19	Horace Mann Children's Center
TABET, Charlene	School Board Member	01.0-00000.0-00000-71100-2930-7560000		507.00	I	07-01-19	06-30-20	Superintendent's Office
TASKER, Natalie	Library Coordinator- Elementary	01.0-00000.0-00000-24200-2230-2131000		36-VI	D	05-28-19	05-31-19	Providencia Elementary
TEUSCHER, Sydney	Instructional Assistant- English Language Development	01.0-00014.0-11100-10000-2130-7421000		32-VI	D	05-20-19	05-20-19	Instructional Services

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Classified Personnel

<u>Name</u>	<u>Position</u>	<u>Program/Site</u>	<u>%Time FTE</u>	<u>Range &amp; Step</u>	<u>Basis</u>	<u>Effective Date</u>	<u>Ending Date</u>	<u>Remarks</u>
<u>Election – Hourly (Continued)</u>								
TORRES, Connie	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-II	D	06-01-19	06-30-19	Roosevelt Around the Bell
TORRES, Consuelo	Custodian	01.0-90708.0-81000-50002-2240-7528000 01.0-00100.0-81000-50001-2240-4311000 01.0-00100.0-00000-82100-2240-7521000 01.0-90711.0-81000-50002-2240-4318000		35-VI	A	05-01-19 06-01-19 06-08-19	06-30-19 06-30-19 06-08-19	Burroughs High School Burroughs High School Burbank High School Facilities Services
VALLES, Fidel	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-09-19	06-09-19	Facilities Services
WILKEN, Tonya	Instructional Assistant- Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	06-17-19	06-28-19	Edison Around the Bell
WILLIAMS, Randall	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-19	06-30-19	Burbank Adult School
WILLIAMS-BAER, Maureen	Office Assistant- Elementary	01.0-00000.0-00000-72000-2430-7450000		34-VI	C	06-18-19	06-30-19	Student Services
ZAMUDIO, Maria	Instructional Assistant- English Language Development	01.0-00014.0-11100-10000-2130-7421000 01.0-90201.0-11100-10000-2130-7428710		32-VI	D	05-20-19 05-30-19	05-20-19 05-30-19	Instructional Services McKinley Elementary
ZELAYA, Raul	Lead Custodian Secondary	01.0-90902.0-81000-50002-2240-7528000		40-VI	A	05-01-19	06-30-19	Muir Middle School
ZINALVAND, Ayda	Instructional Assistant- Children's Center	12.0-61050.1-11100-10000-2130-2160000		32-VI	D	05-01-19	06-30-19	Washington Children's Center
<u>Election – Walk on Coach</u>								
ABISAMRA, Joy	Short Term- Performing Arts	01.0-00000.0-17016-41000-2171-3220000		13.09	F	04-01-19	06-30-19	Muir Middle School
BASKERVILLE, Ernest	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
BURKHART, Megan	Short Term- Performing Arts	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
CALZADILLA, Jose	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	07-01-19	07-31-19	Burroughs High School
DECOUDREAUX, Justin	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
DEL MUNDO, Jett	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-28-19	Burbank High School

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Personnel Report No. 19-20-01

July 18, 2019

Classified Personnel

<u>Name</u>	<u>Position</u>	<u>Program/Site</u>	<u>%Time FTE</u>	<u>Range &amp; Step</u>	<u>Basis</u>	<u>Effective Date</u>	<u>Ending Date</u>	<u>Remarks</u>
<u>Election – Walk on Coach (Continued)</u>								
HAMANAKA, Glenn	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	06-01-19	06-30-19	Burroughs High School
HOLDREN, Rand	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	07-01-19	07-31-19	Burroughs High School
LEBENS, Danielle	Short Term- Performing Arts	01.0-90711.0-15001-42000-2171-3228000		13.09	F	05-01-19	05-31-19	Muir Middle School
MANOKIAN, Marina	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
MCCRATIC, Andrew	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
MCGARRAH, Shane	Short Term- Performing Arts	01.0-90904.0-17006-41002-2171-4318100		13.09	F	06-01-19	06-30-19	Burbank High School
ORTEGA-JENNISON	Short Term- Athletic	01.0-90201.0-15001-42000-2171-4328701		13.09	F	05-01-19	06-30-19	Burroughs High School
ORTIZ, Matthew	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
ROJO, Karl	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
ROSES, Peter	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
STANLEY, Jennifer	Short Term- Performing Arts	01.0-90904.0-17011-41000-2171-4328100		13.09	F	05-01-19	05-23-19	Burroughs High School
WILLIAMS, Megan	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	06-01-19	06-30-19	Burroughs High School
<u>Election – Summer School</u>								
NANYAN, Anahit	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-II	D	06-07-19	07-03-19	Stevenson Elementary Change of Assignment
NOYA, Daniel	Food Service Utility Driver	13.0-53100.0-00000-37000-2230-7498000		33-VI	C	06-06-19	08-02-19	Burroughs High School Change of End Date
RIOJAS, Sarah	Instructional Assistant- Special Education	01.0-65000.0-57700-11100-2130-5480000		32-II	D	06-05-19	07-11-19	Burroughs High School Change of Assignment

Signature

Title: Assistant Superintendent, Human Resources Services

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Fiscal Year: 2019

## BOARD DETAIL REPORT

Printed between 05/21/2019 & 06/17/2019					
PO Number	Vendor	Description	Site	Fund	Total Amount
19000027	WESTERN TIRE OF BURBANK INC	C/O 1: REDUCE BY \$3,000.00; 2018-19 BLANKET ORDER; DISTRICT VEHICLE REPAIRS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$9,500.00
19000033	SMARDAN SUPPLY BURBANK	C/O 1: REDUCE BY \$4,000.00; 2018-19 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$1,000.00
19000049	EWING IRRIGATION PRODUCTS	C/O 2: INCREASE BY \$500.00; 2018-19 BLANKET ORDER; IRRIGATION REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$9,700.00
19000050	DUNN EDWARDS CORPORATION/LA	C/O 2: INCREASE BY \$1,000.00; 2018-19 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$14,000.00
19000058	BURBANK PAINT COMPANY	C/O 3: INCREASE BY \$2,500.00; 2018-19 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$7,500.00
19000063	ADI - HONEYWELL INTERNATIONAL	C/O 1: REDUCE BY \$3,000.00; 2018-19 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$4,500.00
19000337	BEST BEST & KRIEGER LLP	C/O 2: INCREASE BY \$40,000.00 - BD 6/6/19; PROFESSIONAL SERVICES AGREEMENT; SPECIAL EDUCATION LEGAL ADVICE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/7/18	SPECIAL EDUCATION	010	\$138,000.00
19000340	DUNBAR ARMORED INC	C/O 1: INCREASE BY \$5,500.00; PROFESSIONAL SERVICES AGREEMENT; ARMORED CAR TRANSPORT SERVICE; BOARD APPROVED 8/18/16	FISCAL SERVICES	010	\$55,500.00
19000344	CARE VAN INC.	C/O1: INCREASE BY \$4,500.00 - BD 6/6/19; AGREEMENT FOR PROFESSIONAL SERVICES; STUDENT TRANSPORTATION; SPECIAL EDUCATION; BOARD APPROVED 6/7/18	SPECIAL EDUCATION	010	\$14,500.00
19000573	WAXIE SANITARY SUPPLY	C/O 3: INCREASE BY \$700.00; 2018-19 BLANKET ORDER; CUSTODIAL SUPPLIES; CHILD DEVELOPMENT FUNDS; NIPA PB CONTRACT #151148-01	HORACE MANN CHILDREN'S CENTER	010	\$2,600.00
19000573	WAXIE SANITARY SUPPLY	C/O 3: INCREASE BY \$700.00; 2018-19 BLANKET ORDER; CUSTODIAL SUPPLIES; CHILD DEVELOPMENT FUNDS; NIPA PB CONTRACT #151148-01	HORACE MANN CHILDREN'S CENTER	120	\$13,700.00
19001750	LOWE'S HOME IMPROVEMENT	C/O 1: INCREASE BY \$1,000.00; 2018-19 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$6,000.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
19001819	COSCO FIRE PROTECTION INC	C/O 2: INCREASE BY \$1,500.00; FC1819-032 INSPECTION OF FIRE PROTECTION SYSTEM @ VARIOUS SITES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$32,000.00
19002358	JOHN GILMORE MUSIC	C/O 1: INCREASE BY \$1,500.00; CONSULTANT AGREEMENT; CHOIR INSTRUCTION; GIFT FUNDS; BOARD APPROVED 11/15/18	EMERSON ELEMENTARY	010	\$2,500.00
19002384	BESTLINK NETWARE INC	C/O 1: CANCEL BACKORDERED ITEM; TECHNOLOGY SUPPLIES; BOND FUNDS - THIRD ISSUANCE	TECHNOLOGY SERVICES	213	\$1,376.65
19002790	HARRINGTON GEOTECHNICAL ENGINEERING INC	C/O 1: INCREASE BY \$2,900.00; GEOTECHNICAL ENGINEERING SERVICES FOR MODULAR @ DISNEY ES; BOND FUNDS - THIRD ISSUANCE	FACILITIES SERVICES	213	\$7,400.00
19002822	VALLEY POWER REPAIRS	NON-INSTRUCTIONAL EQUIPMENT REPAIR BY VENDOR	FACILITIES SERVICES	010	\$508.70
19002915	FAGEN FRIEDMAN & FULFROST LLP	C/O 1: INCREASE BY \$3,250.24; PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES; BOARD APPROVED 9/6/18	PERSONNEL SERVICES	010	\$43,250.24
19003091	BAKER DISTRIBUTING CO	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$603.64
19003101	KNORR SYSTEMS	FACILITY REPAIR BY VENDOR	FACILITIES SERVICES	010	\$870.82
19003113	MCFALL, ALISSA N.	C/O 1: INCREASE BY \$200.00 - BD 5/16/19; CONSULTANT AGREEMENT; SPEECH AND LANGUAGE EVALUATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/7/19	SPECIAL EDUCATION	010	\$3,200.00
19003160	THE SHERWIN-WILLIAMS CO	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$82.20
19003161	THE SHERWIN-WILLIAMS CO	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$90.39
19003162	REFRIGERATION HARDWARE SUPPLY CORP	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$68.80
19003250	TURF STAR, INC.	NON-INSTRUCTIONAL EQUIPMENT REPAIR MATERIAL	FACILITIES SERVICES	010	\$76.11
19003251	ALLEN INDUSTRIAL SUPPLY INC	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$60.64
19003252	ICS SERVICE CO.	FACILITY REPAIR BY VENDOR	FACILITIES SERVICES	010	\$607.60
19003479	DEPARTMENT OF INDUSTRIAL RELATIONS (ACCOUNTING)	C/O 1: REDUCE BY \$675.00; ANNUAL CONVEYANCE PERMIT FEES FOR MUIR, ADULT SCHOOL, JEFFERSON & JBHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$1,825.00
19003487	SMALLEY & COMPANY	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$121.98
19003637	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: CHANGE VENDOR AND INCREASE BY \$33.85; OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	\$181.86
19003665	THE SHERWIN-WILLIAMS CO	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$ 254

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## BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
19003680	MAINTEX INC	CUSTODIAL SUPPLIES	FACILITIES SERVICES	010	\$2,155.39
19003686	MCCALLA COMPANY	CUSTODIAL SUPPLIES	FACILITIES SERVICES	010	\$119.52
19003694	JANITORIAL SUPPLIES				
19003694	FAST DEER BUS CHARTER INC	C/O 1: INCREASE BY \$909.13; STUDENT TRANSPORTATION; UNIVERSITY OF NEVADA RENO; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$5,111.38
19003704	LINE 204, LLC	C/O 1: INCREASE BY \$650.00; EQUIPMENT RENTAL; SOUND SYSTEM FOR GRADUATION; GIFT FUNDS	BURBANK HIGH SCHOOL	010	\$8,650.00
19003785	REFRIGERATION	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$109.27
19003787	HARDWARE SUPPLY CORP				
19003787	REFRIGERATION	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$240.87
19003788	HARDWARE SUPPLY CORP				
19003788	DeSOTO SALES, INC.	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$258.43
19003839	ACTIVE NETWORK, LLC	C/O 1: REDUCE BY \$2,925.00 & CARRYOVER TO 19-20; STUDENT ACTIVITY MANAGEMENT SOFTWARE, PROFESSIONAL SERVICES AND HARDWARE; BOARD APPROVED 5/2/19	FISCAL SERVICES	010	\$1,389.88
19003842	BOGNAR, PETER	REIMBURSEMENT TO TEACHER FOR CPR BLS CARDS; ADULT ED GENERAL FUNDS	BURBANK ADULT SCHOOL	110	\$128.00
19003843	URIOSTE, EMILIO	REIMBURSEMENT TO PRINCIPAL FOR POSTAGE; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	\$49.95
19003844	PRO LINE GYM FLOORS INC.	SANDING OF LOGO IN GYM @ JORDAN MS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$700.00
19003845	KLONDIKE CONSTRUCTION SERVICES LLC	FC1819-078 MOLD ABATEMENT SERVICES @ JBHS LIBRARY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$5,960.00
19003846	WESTERN FENCE & SUPPLY CO.	FC1819-074 FURNISH AND INSTALL DRINKING FOUNTAIN GUARD RAIL @ DISNEY ES; BOND FUNDS; BOARD APPROVED 5/16/19	FACILITIES SERVICES	213	\$5,377.00
19003847	EPPORT, KAREN LYNN	CONSULTANT AGREEMENT; PSYCHOLOGICAL-EDUCATIONAL EVALUATION; SPECIAL EDUCATION; BOARD APPROVED 5/16/19	SPECIAL EDUCATION	010	\$5,500.00
19003848	PRATHER, DAVID	CONSULTANT AGREEMENT; HISTORY ASSEMBLY; GIFT FUNDS; BOARD APPROVED 5/16/19	MC KINLEY ELEMENTARY	010	\$625.00
19003849	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; LAPTOP; ACCOUNTS RECEIVABLE FUNDS	SPECIAL EDUCATION	010	\$234.73
19003850	AMAZON CAPITAL SERVICES	POS PRINTERS AND SUPPLIES	BUSINESS OFFICE	010	\$4,792.27
19003851	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR EDUCATIONALLY RELATED SERVICES; SPECIAL EDUCATION; BOARD APPROVED 1/17/19	SPECIAL EDUCATION	010	\$11,600.00

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## BOARD DETAIL REPORT

Printed between 05/21/2019 & 06/17/2019					
PO Number	Vendor	Description	Site	Fund	Total Amount
19003852	THE MUSIC CENTER	CONSULTANT AGREEMENT; THEATRE ARTS WORKSHOPS; GIFT FUNDS; BOARD APPROVED 5/16/19	MC KINLEY ELEMENTARY	010	\$1,039.00
19003853	MICHAEL J PASCOE M & J KIDS SCIENTIFIC INC	CONSULTANT AGREEMENT; SCIENCE WORKSHOPS; GIFT FUNDS; BOARD APPROVED 5/16/19	MC KINLEY ELEMENTARY	010	\$4,160.00
19003854	JESSICA RICHARDS, A LICENSED CLINICAL SOCIAL WORK	CONSULTANT AGREEMENT; CLINICAL PSYCHOLOGICAL SERVICES; SPECIAL EDUCATION; BOARD APPROVED 5/16/19	SPECIAL EDUCATION	010	\$4,000.00
19003855	LOWE'S HOME IMPROVEMENT	PLAYGROUND SUPPLY; AROUND THE BELL PROGRAM; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	\$2.62
19003856	ICS SERVICE CO.	REPAIR SPEAKERS IN MODULAR CLASSROOMS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$695.80
19003857	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND READING BOOKS; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	\$154.01
19003858	BERTRAND'S MUSIC	MUSICAL INSTRUMENT REPAIR; ARTS FOR ALL FUNDS	INSTRUCTIONAL SERVICES	010	\$572.28
19003859	HORSESHOE SOUTHERN INDIANA	LODGING; SKILLS USA; CTE FUNDS	ROP - Summer	010	\$1,476.30
19003860	UME FEDERAL CREDIT UNION	STORAGE FURNITURE; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$132.13
19003861	L.A. GRINDING CO	TOOL SHARPENING SERVICE; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$173.25
19003862	PLATTEN, GABRIELLA	REIMBURSEMENT TO ADMINISTRATIVE SECRETARY FOR SUPPLIES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	\$21.88
19003863	MCCALLA COMPANY JANITORIAL SUPPLIES	CUSTODIAL SUPPLIES	FACILITIES SERVICES	010	\$538.93
19003866	APEX LEARNING	SOFTWARE LICENSES; SUMMER SCHOOL; LCFE SUPPLEMENTAL FUNDS; BOARD APPROVED 6/21/18	INSTRUCTIONAL SERVICES	010	\$1,250.00
19003867	DEPARTMENT OF INDUSTRIAL RELATIONS (ACCOUNTING)	ANNUAL CONVEYANCE PERMIT FEES FOR MUIR & MCKINLEY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$1,700.00
19003868	AMTECH ELEVATOR SERVICES	NON-INSTRUCTIONAL EQUIPMENT REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$120.20
19003869	AMTECH ELEVATOR SERVICES	FC1819-079 CONNECT SMOKE DETECTOR WIRING TO ELEVATOR CONTROLLERS @ MUIR MS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$3,575.00
19003870	DIVISION OF THE STATE ARCHITECT	DSA APPLICATION FEES	FACILITIES SERVICES	213	\$84,750.00
19003871	DURHAM SCHOOL SERVICES	STUDENT TRANSPORTATION; NORTON SIMON MUSEUM; ACCOUNTS RECEIVABLE	MAGNOLIA PARK	010	\$457.10
19003872	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	DUAL IMMERSION SUMMER SCHOOL SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$85.66
19003873	BURBANK HIGH SCHOOL BAND TRUST ACCOUNT	BAND PERFORMANCE AT BUSD AWARDS BANQUET	PERSONNEL SERVICES	010	\$100.00
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## BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
19003874	GRAND G&G INC.	FOOD ITEMS; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	\$801.00
19003875	SITEONE LANDSCAPE SUPPLY, LLC	STUDENT GARDEN SUPPLIES	MUIR MIDDLE SCHOOL	010	\$213.51
19003876	CARREON NURSERY	GARDEN SUPPLIES; MUIR SERVICE DAY	MUIR MIDDLE SCHOOL	010	\$839.87
19003877	ALL AMERICAN TROPHY & ENGRAVING CO	2019 STUDENT BOARD OF EDUCATION PERPETUAL UPDATE	SUPERINTENDENT 'S OFFICE	010	\$22.95
19003878	WILL & COMPANY	CONSULTANT AGREEMENT; DANCE WORKSHOPS; GIFT & LCAP-EIA/LEP FUNDS; BOARD APPROVED 4/4/19	MILLER ELEMENTARY	010	\$6,100.00
19003879	PERRY, BARBARA	REIMBURSEMENT TO TEACHER FOR SCIENCE SUPPLIES	MUIR MIDDLE SCHOOL	010	\$46.21
19003880	JCL TRAFFIC	TRAFFIC CONTROL FOR GRADUATION	BURBANK HIGH SCHOOL	010	\$1,404.94
19003881	DISCOVERY CUBE LOS ANGELES	FIELD TRIP ADMISSION; GIFT FUNDS	CHILD DEVELOPMENT SERVICES	120	\$1,842.00
19003882	SCHOOL HEALTH CORP.	HEALTH SUPPLIES	Health Services	010	\$1,765.09
19003883	GOOD-LITE COMPANY	HEALTH SUPPLIES	Health Services	010	\$2,504.15
19003884	SOUTHWINDS TRANSPORTATION	STUDENT TRANSPORTATION; WILDLIFE LEARNING CENTER; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$831.20
19003885	DURHAM SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS; VARIOUS TRIPS; MAA FUNDS	BURBANK HIGH SCHOOL	010	\$7,749.34
19003886	CROWN CITY BUSES, INC.	STUDENT TRANSPORTATION; WESTLAKE HIGH SCHOOL; GIFTS	JOHN BURROUGHS HIGH SCHOOL	010	\$708.85
19003887	BANC OF AMERICA PUBLIC CAPITAL CORP	LEASE AGREEMENT; BOARD APPROVED 6/21/18	FISCAL SERVICES	010	\$405,146.07
19003888	AVIS RENT-A-CAR	STUDENT TRANSPORTATION; OCCIDENTAL COLLEGE; COLLEGE READINESS	BURBANK HIGH SCHOOL	010	\$394.40
19003891	FAIRBANK, MASLIN, MAULLIN, METZ & ASSOC. INC.	CONSULTANT AGREEMENT; PARCEL TAX RESEARCH; ONE TIME & FILM LA FUNDS; BOARD APPROVED 4/4/19	SUPERINTENDENT 'S OFFICE	010	\$35,950.00
19003892	MCNULTY, MEGAN	CONSULTANT AGREEMENT; DANCE LESSONS; GIFT & ARTS FOR ALL FUNDS; BOARD APPROVED 12/20/18	EDISON ELEMENTARY	010	\$4,160.00
19003893	COLLEGE BOARD PUBLICATIONS	PTSA TEST FEES; COLLEGE READINESS BLOCK GRANT	INSTRUCTIONAL SERVICES	010	\$3,012.00
19003894	COLLEGE BOARD PUBLICATIONS	AP EXAM TEST FEES; COLLEGE READINESS BLOCK GRANT & API SCHOOL SITE PERFORMANCE BONUS AWARDS	INSTRUCTIONAL SERVICES	010	\$93,021.00
19003895	COLLEGE BOARD PUBLICATIONS	PTSA TEST FEES; COLLEGE READINESS BLOCK GRANT & API SCHOOL SITE PERFORMANCE BONUS AWARDS	INSTRUCTIONAL SERVICES	010	\$100,726.00
19003896	TOTAL CORPORATE SECURITY	SECURITY SERVICES; GRADUATION	BURBANK HIGH SCHOOL	010	\$4,071.00
19003897	WILDLIFE LEARNING CENTER	FIELD TRIP ADMISSION; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	\$1,128.00
19003898	AVIS RENT-A-CAR	STUDENT TRANSPORTATION; CIF SWIM MEET; ACCOUNTS RECEIVABLE	BURBANK HIGH SCHOOL	010	\$4,257

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## BOARD DETAIL REPORT

Printed between 05/21/2019 & 06/17/2019					
PO Number	Vendor	Description	Site	Fund	Total Amount
19003899	LUNDEEN, BRENDAN	REFUND TO PARENT FOR DUAL IMMERSION SUMMER CAMP DONATION; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	\$250.00
19003900	CHAKERIAN, ALINE KARINE	CONSULTANT AGREEMENT; WRITTEN PSYCHOLOGICAL REPORTS; SPECIAL EDUCATION; BOARD APPROVED 6/6/19	SPECIAL EDUCATION	010	\$1,084.64
19003901	THERAPY IN ACTION	CONSULTANT AGREEMENT; OCCUPATIONAL THERAPY; SPECIAL EDUCATION; BOARD APPROVED 6/6/19	SPECIAL EDUCATION	010	\$5,045.00
19003902	HENSEL-COHEN, SHARON MSCCC./SLP	CONSULTANT AGREEMENT; SPEECH & LANGUAGE SERVICES; SPECIAL EDUCATION; BOARD APPROVED 6/6/19	SPECIAL EDUCATION	010	\$1,400.00
19003905	HEMET UNIFIED SCHOOL DISTRICT	STUDENT TRANSPORTATION; EMERGENCY OSS PICK-UP; GIFTS	EDISON ELEMENTARY	010	\$3,057.50
19003906	DOUBLE HI EXPRESS TOURS INC.	STUDENT TRANSPORTATION; FOOTHILL HIGH SCHOOL; ACCOUNTS RECEIVABLE	BURBANK HIGH SCHOOL	010	\$947.36
19003907	DURHAM SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$5,072.39
19003908	SOUTH COAST MECHANICAL, INC.	FC1819-080 SERVICE HVAC AND EXHAUST SYSTEM IN CAFÉ @ JBHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$6,300.00
19003909	BSN SPORTS	PORTABLE GYM BLEACHERS	MUIR MIDDLE SCHOOL	010	\$3,064.00
19003910	MASSADI ENTERPRISES	DSA INSPECTION SERVICES OF SHADE STRUCTION @ MAGNOLIA PARK; BOARD APPROVED 5/16/19	MAGNOLIA PARK	010	\$1,360.00
19003911	SAXON ENGINEERING SERVICES INC	PROFESSIONAL SERVICES AGREEMENT; TOPOGRAPHIC SURVEY @ DISNEY ES; BOND FUNDS; BOARD APPROVED 6/6/19	FACILITIES SERVICES	213	\$5,666.00
19003914	BESTLINK NETWARE INC	POS PRINTER SUPPLIES	BUSINESS OFFICE	010	\$24.76
19003915	MUSIC IS ELEMENTARY	MUSICAL INSTRUMENT REPAIR SUPPLY	INSTRUCTIONAL SERVICES	010	\$42.03
19003916	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR TRANSITIONAL IEE; SPECIAL EDUCATION; BOARD APPROVED 5/16/19	SPECIAL EDUCATION	010	\$3,000.00
19003917	DEPARTMENT OF INDUSTRIAL RELATIONS (ACCOUNTING)	ANNUAL CONVEYANCE PERMIT FEE FOR EMERSON ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$225.00
19003918	PATRIOT FIRE PROTECTION	ANNUAL FIRE PROTECTION SERVICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$10,000.00
19003920	EDUCATION THROUGH MUSIC L.A.	CONSULTANT AGREEMENT; PROFESSIONAL DEVELOPMENT; GIFT FUNDS; BOARD APPROVED 6/21/18	ROOSEVELT ELEMENTARY	010	\$2,480.00
19003921	AMC THEATERS	FIELD TRIP ADMISSION; SUMMER ATB; GIFT FUNDS	CHILD DEVELOPMENT SERVICES	010	\$2,290.26
19003922	CENTER FOR EDUCATION & EMPLOYMENT LAW	BOOK	DISTRICT OFFICE	010	\$170.22

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**BOARD DETAIL REPORT**

<b>Printed between 05/21/2019 &amp; 06/17/2019</b>					
<b>PO Number</b>	<b>Vendor</b>	<b>Description</b>	<b>Site</b>	<b>Fund</b>	<b>Total Amount</b>
19003923	FUENTES, FRANK	REIMBURSEMENT TO ADMINISTRATOR FOR TEACHER APPRECIATION EXPENSES; GIFT FUNDS	COMMUNITY DAY SCHOOL	010	\$108.52
19003924	LINE 204, LLC	FURNITURE RENTAL FOR GRADUATION; GIFT FUNDS	BURBANK HIGH SCHOOL	010	\$1,376.00
19003925	REFRIGERATION HARDWARE SUPPLY CORP	FACILITIES REPAIR MATERIAL; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FACILITIES PLANNING SERVICES	130	\$107.96
<b>PO Count:</b>			<b>113</b>	<b>Total:</b>	<b>\$1,255,327.92</b>

## BOARD DETAIL REPORT

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## BOARD FUND SUMMARY

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Total Fund Amount</b>
010	General Fund - Unrestricted	102	\$1,134,126.74
110	Adult Education Fund	2	\$177.95
120	Child Development Fund	3	\$15,544.62
130	Cafeteria Fund	2	\$908.96
213	Building Fund - 3rd Issuance	5	\$104,569.65
		<b>Total:</b>	<b>\$1,255,327.92</b>

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## BOARD DETAIL REPORT

Printed between 05/21/2019 & 06/17/2019					
PO Number	Vendor	Description	Site	Fund	Total Amount
20000001	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	INSTRUCTIONAL SERVICES	010	\$2,000.00
20000002	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	SUPERINTENDENT 'S OFFICE	010	\$1,000.00
20000003	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	\$6,000.00
20000004	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	SUPERINTENDENT 'S OFFICE	010	\$1,000.00
20000005	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	\$6,500.00
20000006	STAPLES BUSINESS ADVANTAGE	2019-20 BLANKET ORDER; OFFICE SUPPLIES	SUPERINTENDENT 'S OFFICE	010	\$1,102.50
20000007	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	WASHINGTON ELEMENTARY	010	\$5,000.00
20000008	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; SCHOOL SUPPLIES	WASHINGTON ELEMENTARY	010	\$5,500.00
20000009	VIRCO MFG CO.	CLASSROOM FURNITURE; DUAL IMMERSION	MC KINLEY ELEMENTARY	010	\$6,256.00
20000010	VIRCO MFG CO.	CLASSROOM FURNITURE	STEVENSON ELEMENTARY	010	\$1,988.48
20000011	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	EDISON ELEMENTARY	010	\$2,000.00
20000012	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	FISCAL SERVICES	010	\$7,000.00
20000013	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	\$5,000.00
20000014	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	BRET HARTE ELEMENTARY	010	\$2,500.00
20000015	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; SCHOOL SUPPLIES	EDISON ELEMENTARY	010	\$7,000.00
20000016	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; SCHOOL SUPPLIES	JEFFERSON ELEMENTARY	010	\$5,000.00
20000017	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; SCHOOL SUPPLIES	BRET HARTE ELEMENTARY	010	\$2,500.00
20000018	ACUFF, LINDA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,692.92
20000019	ADKINS, BONNIE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,222.00
20000020	ANDERSON, LORI	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$11,397.96
20000021	ANDREWS, JAMIE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000022	AVANISIAN, JERMAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000023	BASTIAN, ROBERT	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000024	BINKLEY, GRETA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000025	BISHOP, GEORGETTE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,035.32
20000026	BONETTI, ERICA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000027	BREMMER, KATHRYN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,1261

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## BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
20000028	BRITZ, JANET	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$7,843.92
20000029	BUNCH TED	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000030	CAFFERTY, SHELLEY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,795.28
20000031	CARRACELA, CLARA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000032	CASELLA, SUSAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,403.32
20000033	CHAMBERS, JEANI	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,306.96
20000034	CHAVEZ, MARIA EDNA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,129.64
20000035	CHRISTIANAKIS, ROSA C	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000036	CLARKE, MARK	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000037	CLAUSEN, JANE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$563.22
20000038	COLGAN, CHARLES EDWARD	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$12,000.00
20000039	COLT, TYSON	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000040	COOK, FREDERICK	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,222.00
20000041	DARRYN, KAREN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000042	DeBOER, DEIDRE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,105.96
20000043	DEVIN, SUSAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000044	DICKSON, KELLEY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$563.22
20000045	DOGGETT, IGNACIA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000046	DY, LOUIS	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000047	ESCALANTE, DANNI	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$965.28
20000048	FEILER, FRANCES	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,709.88
20000049	FELIX, JESUS De FRANCISCO ACOSTA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000050	FINK, NANCY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$988.82
20000051	FINNEGAN, BARRY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$7,785.58
20000052	FISHER, LINDA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,960.44
20000053	FRAIZER, REX	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,129.64
20000054	FRENCH, GAIL	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,126.22

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## BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
20000055	FUCHS, MARJORIE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000056	GARFIELD, PATRICIA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,417.24
20000057	GIBBONS, DONNA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000058	GINNETTI, DEBORAH	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,105.96
20000059	GRAVES, KELLY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000060	GUDZIN, JAY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,129.64
20000061	HERRERA, SUSAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$563.22
20000062	HILL, LINDSAY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000063	HOVER, NANCY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,105.96
20000064	JOE, GLORIA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000065	JORDAN, KATHRYN M	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000066	JOSLIN, JULIA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,222.00
20000067	KEIM, CYNTHIA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,129.64
20000068	KEMP, DAVE L	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,960.44
20000069	KIBBEY, DEBORAH	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,960.44
20000070	KOERTGEN, KAREN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000071	KROHN, CHRISTINE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,960.44
20000072	LEVY-STEINER, SUSAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$4,954.46
20000073	LILLY, MARGIE L	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000074	LOPEZ, FRANCISCO	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000075	LUCIANI, JANE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000076	MACIEL, ANA MARIA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000077	MACKEY, DEBORAH	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,105.96
20000078	MAGANA, JOSE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,413.20
20000079	MARTIN, SUSAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,413.20
20000080	MASSON, DEBRA A	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000081	McCLELLAN, LYNN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,426.3

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## BOARD DETAIL REPORT

Printed between 05/21/2019 & 06/17/2019					
PO Number	Vendor	Description	Site	Fund	Total Amount
20000082	McMEINS, PAMELA L	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000083	MCNALLY, JACQUELINE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000084	MERSOLA, CYNTHIA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000085	MILLER, JOYCE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,960.44
20000086	MILNER, DIANE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000087	MONROE, STEVEN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$4,954.46
20000088	NICHOLS, PAMELA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,993.39
20000089	O'DELL, BETTIE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000090	O'ROURKE, BRIAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$12,000.00
20000091	PASCOLINI, CAROL A.	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,692.92
20000092	PATENAUDE, KATHLEEN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000093	PERRY, TWILIA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,129.64
20000094	QUAYLE, HELEN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000095	QUIROS, MELIDA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000096	RAPP, GARY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,129.64
20000097	REED, JOSEPH	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000098	REITHMILLER, LISA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000099	RIOS, EDWIN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$375.48
20000100	ROBINSON-CALUYA, JUDITH	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000101	ROBLES, JESUS	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000102	SARQUIZ, JANET	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,692.92
20000103	SCHACKMANN, ANITA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000104	SEEMAN, REGINE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000105	SHAW, SUSAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000106	SILVERMAN, STEVEN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,405.00
20000107	SILVERSTEIN, PHILIP	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000108	SMALLWOOD, NANCY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,426.4

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## BOARD DETAIL REPORT

Printed between 05/21/2019 & 06/17/2019					
PO Number	Vendor	Description	Site	Fund	Total Amount
20000109	SOLA, LINA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,137.76
20000110	SPENCE, JOHN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,222.00
20000111	SUBIA, JOSE LUIS	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,692.92
20000112	SULLIVAN, CINDY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000113	SULLIVAN, TIMOTHY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000114	THIPAYABOONTHONG, CHALEEPORN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,306.96
20000115	THOMAS, ROBERT	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,501.92
20000116	TYLER, KAY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,960.44
20000117	VAGANAY, ELIZABETH	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,960.44
20000118	VALADEZ, SANDY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,252.88
20000119	VANDER BORGHT, SUSAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000120	WITT, JACKIE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$4,064.82
20000121	WYDRA, DOREEN K	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000122	WYDRA, HARVEY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$4,343.76
20000123	YOSHINO, YUKI	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,413.20
20000124	YOUNG, LINDA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,932.92
20000125	TWO BIT CIRCUS FOUNDATION	CONSULTANT AGREEMENT; DUAL IMMERSION SUMMER CAMP STEM SCOPE WORKSHOPS; GIFT FUNDS; BOARD APPROVED 6/20/19	INSTRUCTIONAL SERVICES	010	\$1,562.10
20000126	BURBANK COMMUNITY YMCA	YMCA SUMMER SCHOOL PROGRAM; TITLE I FUNDS; BOARD APPROVED 3/7/19	INSTRUCTIONAL SERVICES	010	\$38,793.10
20000127	ACCREDITING COMMISSION FOR SCHOOLS WASC	2019-20 BLANKET ORDER; WASC ACCREDITATION FEES; JBHS, BHS, BURBANK ADULT SCHOOL, ILA & MONTEREY	INSTRUCTIONAL SERVICES	010	\$10,000.00
20000128	ACEVEDO-ENGLISH, MARIE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000129	ALLEN, DAVID L	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,736.25
20000130	ATHERTON, DEBRA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,601.25
20000131	BROOKS, ANN E	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$11,000.00
20000132	CAMACHO, ROBERT	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,111.00

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Fiscal Year: 2020

## BOARD DETAIL REPORT

Printed between 05/21/2019 & 06/17/2019					
PO Number	Vendor	Description	Site	Fund	Total Amount
20000133	EVERHART, MICHAEL	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,222.00
20000134	FINNEGAN, CAROL	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,222.00
20000135	FRANK, BRADLEY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$6,222.00
20000136	HARLAN, JANET	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000137	HOM, SUSAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,105.96
20000138	LICURSI, KATHY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$2,065.14
20000139	MARTYN, DONNA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,105.96
20000140	PADILLA, ADA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,795.28
20000141	PAPA, IRENE	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000142	RIFE, SUSAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000143	RONDINELLA, TINA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,111.00
20000144	SCHINDLER, MARY	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000145	SHERWOOD, BRIAN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000146	SMALLENBURG, ROBERT	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$5,791.68
20000147	STARKS, PATRICIA	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$3,861.12
20000148	TABORI, LAURIE KULCHIN	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$8,493.36
20000149	L.A. GRINDING CO	2019-20 BLANKET ORDER; SAW BLADE SHARPENING AND REPLACEMENTS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$1,000.00
20000150	GLENDALE GARDEN SUPPLY CO.	2019-20 BLANKET ORDER; REPAIR MATERIALS AND SERVICE FOR GROUNDS EQUIPMENT; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$2,300.00
20000151	GLENDALE BUILDER'S SUPPLIES	2019-20 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$2,500.00
20000152	TOOL TIME	2019-20 BLANKET ORDER; TOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$5,000.00
20000153	T-MOBILE	2019-20 BLANKET ORDER; FACILITIES SERVICES STAFF CELL PHONE AGREEMENT; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$1,275.00
20000154	RUSSELL SIGLER INC	2019-20 BLANKET ORDER; HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$30,000.00

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## BOARD DETAIL REPORT

Printed between 05/21/2019 & 06/17/2019					
PO Number	Vendor	Description	Site	Fund	Total Amount
20000155	GRAINGER INC	2019-20 BLANKET ORDER; GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$2,500.00
20000156	PRAXAIR	2019-20 BLANKET ORDER; REPAIR MATERIALS AND SERVICE FOR FACILITIES EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$1,750.00
20000157	JOHNSTONE SUPPLY	2019-20 BLANKET ORDER; REPAIR AND MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$11,000.00
20000158	DIY HOME CENTER-BURBANK	2019-20 BLANKET ORDER; GROUNDS AND CUSTODIAL SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$2,000.00
20000159	INDUSTRIAL METAL SUPPLY	2019-20 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$5,000.00
20000160	CONTROLLED MOTION SOLUTIONS, INC.	2019-20 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$500.00
20000161	COMMUNITY CHEVROLET COMPANY	2019-20 BLANKET ORDER; DISTRICT VEHICLE REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$1,000.00
20000162	CITY TREASURER	2019-20 BLANKET ORDER; GASOLINE FOR OPERATIONS VEHICLES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$47,000.00
20000163	CITY TREASURER	2019-20 BLANKET ORDER; GASOLINE FOR MAINTENANCE VEHICLES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$45,000.00
20000164	CARTER FENCE COMPANY INC	2019-20 BLANKET ORDER; FENCING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$2,000.00
20000165	ANIXTER INC	2019-20 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$15,000.00
20000166	ALL PHASE ELECTRIC SUPPLY CO	2019-20 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$50,000.00
20000167	ADI - HONEYWELL INTERNATIONAL	2019-20 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$7,500.00
20000168	MACIAS, SANDRA	2019-20 BLANKET ORDER; CULINARY ARTS CLASS SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	\$2,250.00
20000169	BERTRAND'S MUSIC	2019-20 BLANKET ORDER; MUSICAL INSTRUMENT REPAIRS	BURBANK HIGH SCHOOL	010	\$4,000.00
20000170	ACE BUSINESS MACHINES, INC.	SIGNATURE PLATE	FISCAL SERVICES	010	\$325.24
20000171	UNITED PARCEL SERVICE	2019-20 BLANKET ORDER; UPS PICK-UPS; DISTRICTWIDE FUNDS	WAREHOUSE	010	\$8,267

Fiscal Year: 2020

## BOARD DETAIL REPORT

Printed between 05/21/2019 & 06/17/2019					
PO Number	Vendor	Description	Site	Fund	Total Amount
20000172	J.W. PEPPER & SONS, INC	2019-20 BLANKET ORDER; INSTRUCTIONAL MATERIALS; MUSIC	BURBANK HIGH SCHOOL	010	\$3,175.00
20000173	LESLIE'S POOLMART, INC.	2019-20 BLANKET ORDER; POOL SUPPLIES	FACILITIES SERVICES	010	\$3,000.00
20000174	HASA INC	2019-20 BLANKET ORDER; POOL SUPPLIES	FACILITIES SERVICES	010	\$26,000.00
20000175	LOS ANGELES TIMES MEDIA GROUP	2019-20 BLANKET ORDER; PUBLIC HEARING NOTICES	FISCAL SERVICES	010	\$800.00
20000176	LOS ANGELES DAILY NEWS	2019-20 BLANKET ORDER; NEWSPAPER ADVERTISING	SUPERINTENDENT 'S OFFICE	010	\$2,000.00
20000177	LOS ANGELES TIMES MEDIA GROUP	2019-20 BLANKET ORDER; NEWSPAPER ADVERTISING	SUPERINTENDENT 'S OFFICE	010	\$1,000.00
20000178	MYBURBANK.COM INC.	2019-20 BLANKET ORDER; ADVERTISING ON "MYBURBANK.COM" WEBSITE	SUPERINTENDENT 'S OFFICE	010	\$500.00
20000179	CITY TREASURER	2019-20 BLANKET ORDER; BOARD MEETING VIDEOTAPING SERVICES	SUPERINTENDENT 'S OFFICE	010	\$20,000.00
20000180	LOS ANGELES TIMES MEDIA GROUP	2019-20 BLANKET ORDER; NEWSPAPER ADVERTISING	INSTRUCTIONAL SERVICES	010	\$1,000.00
20000181	U S BANK	2019-20 BLANKET ORDER; GENERAL OBLIGATION BONDS ADMINISTRATION FEES; SPECIAL RESERVE FUNDS	FISCAL SERVICES	400	\$1,500.00
20000182	U.S. POSTAL SERVICE	POSTAGE FOR BULK MAILINGS; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	\$17,500.00
20000183	AED AUTHORITY	AED CONCIERGE MANAGEMENT PROGRAM ANNUAL FEE; BOARD APPROVED 8/21/14	FISCAL SERVICES	010	\$6,000.00
20000184	AVIS RENT-A-CAR	2019-20 BLANKET ORDER; ATHLETIC TRANSPORTATION	BURBANK HIGH SCHOOL	010	\$3,500.00
20000185	BANC OF AMERICA PUBLIC CAPITAL CORP	LEASE AGREEMENT; BOARD APPROVED 6/21/18	FISCAL SERVICES	010	\$622,641.10
20000186	BANC OF AMERICA PUBLIC CAPITAL CORP	LOAN AND ESCROW SERVICES FOR THE ENERGY PROGRAM; BOARD APPROVED 3/19/15	FISCAL SERVICES	010	\$546,713.23
20000187	COMPLETE BUSINESS SYSTEMS	2019-20 EQUIPMENT SERVICE CONTRACT; DUPLO DUPLICATOR	MC KINLEY ELEMENTARY	010	\$2,450.00
20000188	COMPLETE BUSINESS SYSTEMS	2019-20 EQUIPMENT SERVICE CONTRACT; DUPLO DUPLICATOR	EMERSON ELEMENTARY	010	\$1,800.00
20000189	COMPLETE BUSINESS SYSTEMS	2019-20 EQUIPMENT SERVICE CONTRACT; DUPLO DUPLICATOR	WASHINGTON ELEMENTARY	010	\$650.00
20000190	ACADEMIC INNOVATIONS LLC	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD APPROVED 8/20/15	WAREHOUSE	010	\$64,731.21
20000191	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/7/15	WAREHOUSE	010	\$2,154.67
20000192	SMART & FINAL STORES CORP	2019-20 BLANKET ORDER; MEETING SUPPLIES	INSTRUCTIONAL SERVICES	010	\$500.00
20000193	CASBO	2019-20 INSTITUTIONAL MEMBERSHIP; BOARD APPROVED 6/6/19	FISCAL SERVICES	010	\$3,000.00
20000194	LOWE'S HOME IMPROVEMENT	2019-20 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$5,000.00

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**BOARD DETAIL REPORT**

Printed between 05/21/2019 & 06/17/2019

PO Number	Vendor	Description	Site	Fund	Total Amount
20000195	FRY'S ELECTRONICS INC	2019-20 BLANKET ORDER; ELECTRONIC REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$2,000.00
20000196	TEXTBOOK WAREHOUSE INC	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/17/07 & 5/4/06	WAREHOUSE	010	\$965.79
20000197	AMAZON CAPITAL SERVICES	2019-20 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	\$200.00
20000198	PRECISION EXAMS LLC	SITE SOFTWARE LICENSES; BHS & JBHS; CTE INCENTIVE GRANT; BOARD APPROVED 6/20/19	ELECTRONIC DISTRIBUTION	010	\$9,900.00
20000199	GAMESALAD, INC.	CLASSROOM SOFTWARE LICENSES; PERKINS GRANT; BOARD APPROVED 6/20/19	JOHN BURROUGHS HIGH SCHOOL	010	\$1,995.00
20000200	SHI INTERNATIONAL CORP	ADOBE CREATIVE CLOUD SOFTWARE RENEWAL; CTE INCENTIVE GRANT; BOARD APPROVED 6/20/19	INSTRUCTIONAL SERVICES	010	\$32,425.00
20000201	WAXIE SANITARY SUPPLY	2019-20 BLANKET ORDER; MAINTENANCE SUPPLIES; NIPA PB CONTRACT #151148-01; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$2,000.00
20000202	THE STEM ACADEMY, INC.	SITE SOFTWARE LICENSES; BHS & JBHS; CTE INCENTIVE GRANT; BOARD APPROVED 6/20/19	ELECTRONIC DISTRIBUTION	010	\$3,900.00
20000203	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; LAPTOP; CTE FUNDS	BURBANK HIGH SCHOOL	010	\$1,203.69
20000204	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; DESKTOP; ADULT EDUCATION BLOCK GRANT & GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	\$1,045.51
20000205	BENCHMARK EDUCATION COMPANY	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD APPROVED 4/21/16	WASHINGTON ELEMENTARY	010	\$3,681.25
20000206	HELIOS ED	SOFTWARE LICENSE & MAINTENANCE; BOARD APPROVED 6/6/19	FISCAL SERVICES	010	\$60,290.00
20000207	BENCHMARK EDUCATION COMPANY	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD APPROVED 4/21/16	EMERSON ELEMENTARY	010	\$3,681.25
20000208	CSBA CALIFORNIA SCHOOL BOARDS ASSOC	ANNUAL GAMUT ONLINE SERVICE & MAINTENANCE; BOARD APPROVED 6/20/19	SUPERINTENDENT 'S OFFICE	010	\$8,115.00
20000209	BENCHMARK EDUCATION COMPANY	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD APPROVED 4/21/16	JEFFERSON ELEMENTARY	010	\$3,681.25
20000210	ACCELERATE LEARNING INC.	CURRICULUM SOFTWARE LICENSES; SCIENCE; LOTTERY FUNDS; BOARD APPROVED 6/20/19	INSTRUCTIONAL SERVICES	010	\$89,404.70
20000211	BENCHMARK EDUCATION COMPANY	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD APPROVED 4/21/16	BRET HARTE ELEMENTARY	010	\$3,543.44
20000212	FILE KEEPERS, LLC	2019-20 BLANKET ORDER; DOCUMENT DESTRUCTION	JOHN BURROUGHS HIGH SCHOOL	010	\$425.00
20000213	FILE KEEPERS, LLC	2019-20 BLANKET ORDER; DOCUMENT DESTRUCTION	FISCAL SERVICES	010	\$1,000.00

**PO Count: 213 Total: \$2,563,170.00**

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**BOARD DETAIL REPORT**

Printed between 05/21/2019 & 06/17/2019

**BOARD FUND SUMMARY**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Total Fund Amount</b>
010	General Fund - Unrestricted	82	\$1,902,429.00
110	Adult Education Fund	2	\$18,545.51
400	Special Res./for Cap. Outlay	1	\$1,500.00
670	Self Insurance Fund	128	\$640,695.75
		<b>Total:</b>	<b>\$2,563,170.26</b>

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
6204172	6204175	25287861	25287891
6204560	6204610	454940	454940
6206789	6206794	25291226	25291247
6207930	6207957	455705	455708
6208074	6208092	25293835	25293856
6208029	6208029	25296977	25296985
6209249	6209306	25299677	25299743
6212670	6212673	456409	456409
6219636	6219725	25302541	25302576
6213318	6213489	25305155	25305171
6216850	6216851	25307403	25307415
6220909	6221022	25309767	253098.33
6232251	6232327	457243	457243
6236152	6236218	25312386	25312421
6237799	6237835		
2563302	2563978		
2587687	2587810		
2607445	2607446		
2616362	2616781		
2635833	2636496		
2653905	2653911		
2663269	2663361		
2686679	2686950		
2700215	2700217		

5/29/19 - 6/25/19

\$ 10,277,358.78

5/24/19 -6/24/19

\$ 4,852,076.71

**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: July 18, 2019

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

**BURBANK UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL SERVICES  
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES**

Board Meeting Date: July 18, 2019

<b>Site</b>	<b>Name</b>	<b>Purpose</b>	<b>Dates</b>	<b>Cost</b>	<b>Appropriation Number and Program Name</b>
Washington	Mobile Ed Productions	Mobile Ed Productions/STEAM Arcade turns the school's auditorium into a STEAM (Science, Technology, Engineering, Art, and Math) museum. The hands-on activities are suitable for all ages and will augment existing science and math curriculum. Students will also be exposed to high-tech fields of study they never had before.	12/17/19	\$1,395	01.0-90201.0-11100-10000-5810-2168200 (Washington Gift Account)
Washington	Education Through Music Los Angeles	ETM-LA forms long-term partnerships with Los Angeles schools that serve disadvantaged children and lack school-wide instrumental music programs. ETM-LA will provide a year-long weekly general music instruction to grades TK-1. ETM-LA is partnering with BUSD to extend the current general music program to provide weekly music instruction to all Washington students in grades TK-5.	8/26/19 – 5/29/20	\$10,366.80	01.0-90201.0-11100-10000-5810-2168200 (Washington Gift Account)
Instructional Services	The Music Center	The Music Center will be providing theatre and play writing workshops for EL students in grades 6-12. Sessions will be held at Jordan, Luther, Muir, BHS and JBHS. These workshops will help students develop their communication skills.	8/12/19 – 5/21/2020	\$35,000	01.0-42030.0-47600-10000-5810-7429000 (District Title 3 Funds)

**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 11<sup>th</sup> day of June 2019 by and between the Burbank Unified School District, hereinafter referred to as "District", and Mobile Ed Productions, Inc., hereinafter referred to as "Consultant."

Payee's Name: Mobile Ed Productions

Daytime Phone Number: (818) 729-5750

Mailing Address: 26018 West Seven Mile Road, Redford, MI 48240

Sponsoring Administrator: Brandi Young

Board Approval: July 18, 2019

Account Code: 010-90201-0-11100-10000-5810-216-8200

The assignment will  X 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 \$1,395.00.
2. Amount to include speaking fee and mileage.
3. The term of the Agreement shall be the period commencing on: December 20, 2018 and terminating on December 17, 2019.
4. Payment Terms:
5. Consultant will provide the following services:

Mobile Ed Productions, Inc. (STEAM Arcade) turns the school's auditorium into a STEAM (Science, Technology, Engineering, Art, and Math) museum. The hands-on activities are suitable for all ages and include STEAM Pinball, Build-an-Arch, 3D Printer, Buzz Wire, Music Maker and Programmable Robots.

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

Date

6-18-19

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



"Education Through Entertainment"

CONTRACTED SERVICES

26018 West Seven Mile Road
Redford, Michigan 48240
Toll Free (800) 433-7459
Office (313) 533-4455
Fax (313) 533-8445
www.mobileedproductions.com
Fed. ID #38-2463141

Contract # 128017 District: Burbank Unified School District
Program: STEAM ARCADE
Date: TUESDAY, DECEMBER 17, 2019
Start Time: 8:35 AM End Time: 3:35 PM

Final payment due by date of show.
Please do not pay the performer directly.

Table with 2 columns: Billing Address (Brandi Young, George Washington Elementary School, 2322 N Lincoln Street, Burbank, CA 91504) and Program to be held at (George Washington Elementary School, 2322 N Lincoln Street, Burbank, CA 91504, Attention: Cherie Doomanis)

Sign and Return this Contract Agreement and Deposit to our office by: Saturday, July 6, 2019

Include Contract # 128017 on your payment for it to be properly applied.

Program Cost: \$1,295.00
Add'l Session Fee: \$100.00
Grand Total: \$1,395.00
Deposit: \$697.50

Table with 3 columns: Amount, Date Received, Notes. Row 1: Balance: \$1,395.00

School Contact Information: Please notify us of any
Client\*: Brandi Young Title\*: Principal
Alternate\*: Title\*:

School Phone\*: (818) 558-5550 \*Required Field
Client Phone\*: Email\*: Brandiyoung@burbankusd.org
Alt. Phone\*: Email\*:

To Receive An Early Bird Discount - Pay \$1325.25 In Full by 7/6/2019 Write Contract # 128017 on your check.
Discount does not apply to Purchase Orders or Credit Card Payments.

Performance Requirements: Initial each of the following conditions and responsibilities:

- Performer will arrive 2 hours prior to the performance time to setup.
A minimum of one (1) adult volunteer to help load-in/load-out.
An open area roughly 50' x 50' (2500 square feet). A gymnasium or cafeteria works best.
Performance area to be clear of clutter.
Handicap accessibility; no stairs.
Please, no food, drink or other distractions present during the program.
1-6 sessions per day. Additional sessions (up to 8 total) will have an additional fee.
60 students per session. Sessions are 40 minutes in length with a five minute transition.
Lunch and breaks required for three or more sessions.
Access to four (4) electrical outlets (1 20 amp circuit).
90 minutes to tear-down and load-out.

Special Performer Instructions:

- Mail checks payable to: Mobile Ed Productions - 26018 W. Seven Mile - Redford, MI 48240. Do not pay the performer directly.
Cancellations 0-30 days prior to the performance date will have a cancellation fee of 50% of the performance cost.
Accounts not paid within 30 days of the invoice are subject to a 2% monthly finance charge.

Cindy Kruczynski

Cindy Kruczynski
For Mobile Ed Productions, Inc.
cindyk@mobileedproductions.com

Sign and Return X

Brandi Young

Authorized Representative for: George Washington Elementary School
Brandiyoung@burbankusd.org

Customer Code MEP21658
John/JJ51/SARCADE

Contract Number: 128017

Date Issued June 6, 2019

**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<sup>th</sup> of June, 2019 by and between the Burbank Unified School District, hereinafter referred to as "District", and Education Through Music Los Angeles (ETM-LA) hereinafter referred to as "Consultant."

Payee's Name: Education Through Music Los Angeles  
Daytime Phone Number: (818) 433-7600

Social Security or Federal I.D. #87-0776958

Mailing Address: 2501 W. Burbank Boulevard, Suite 301, Burbank, CA 91505

Sponsoring Administrator: Brandl Young, Principal

Board Approval: July 18, 2019

Account Code: 01.0-90201.0-11100-10000-5850-2168400

The assignment  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 \$10,366.80
2. Amount to include speaking fee and mileage.
3. The term of the Agreement shall be the period commencing on: 8/26/2019 and terminating on 5/29/2020
4. Consultant will provide the following services:

ETM-LA will provide a year-long, weekly music instruction to all Transitional Kindergarten, Kindergarten and 1<sup>st</sup> grade students, ETM-LA will teach 8 sections, one time, per week. Professional Development will also be provided to all TK-5<sup>th</sup> grade teachers by ETM-LA.

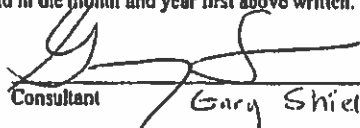
4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. It is expressly understood 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 Gary Shields Date

6/17/2019

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



**Scope of Services**  
Contractor

**Date of Contract:** June 4, 2019  
**Services Description:** Music Instruction for Washington Elementary (TK-1st Gen. Music)  
**Service Dates:** August 26, 2019-May 29, 2020 (32 weeks)

**Instruction Fees Scale:** ETK/TK-2nd: Gen. music (30 minutes/class); Rate=\$60/Class  
 3rd-8th: Gen. music (45 minutes/class); Rate=\$75/Class  
 Ensemble Rehearsals & Pullouts (Choir, Band, Orchestra) (60 minutes/class); Rate=\$75/Class

**EXPENSE**

Music Instruction for Grades TK-1st Gen. Music, 8 classes	
2 TK-K classes @ \$60/class with 32 service weeks/year	\$3,840
3 K classes @ \$60/class with 32 service weeks/year	\$5,760
3 1st Grade classes @ \$60/class with 32 service weeks/year	\$5,760
<b>Total Music Instruction/Year</b>	<b>\$15,360</b>

**Oversight/Management/Curriculum**

Weekly Staff MTG (ETM-LA staff do not attend)	\$0
Strategic Planning & Oversight (50% courtesy discount)	\$750
Monthly Site Visits (10 hrs @ \$100/hr) (25% courtesy discount)	\$750
*Use of Curriculum Materials (20% BUSD discount)	\$800
Principal and Parent Group Guidance (5 hrs) (50% courtesy discount)	\$250
Principals Conference (half-day)	\$300
Professional Development for Classroom Teachers	\$300
Professional Development for Music Teacher(s) (12 full days) (50% courtesy discount)	\$1,050
<b>Total Oversight/Management/Curriculum</b>	<b>\$4,200</b>

**TOTAL EXPENSE** **\$19,560**

**INCOME**

Washington Elementary	\$10,366.80
Education Through Music-Los Angeles	\$9,193.20
<b>TOTAL INCOME</b>	<b>\$19,560.00</b>

\* 20% curriculum use discount applied when contracting with 1-4 BUSD schools.



135 NORTH GRAND AVENUE  
LOS ANGELES, CA 90012

### CONTRACT FOR SERVICES

June 25, 2019

Burbank Unified School District  
1900 West Olive Avenue  
Burbank, CA 91506  
(818)729-4400

Jennifer Goldenberg, Coordinator of EL Services  
JenniferGoldenberg@burbankusd.org  
(818) 729-4495

#### SERVICES TO BE PROVIDED SCHOOL YEAR 2019-2020

#### TEACHER PROFESSIONAL DEVELOPMENT and STUDENT ENGAGEMENT

##### A. Professional Development

- 1. One 2-hour professional development sessions for all participating teachers and staff (Billed at \$330/hour to accommodate planning time) \$660.

##### B. Classroom Support Visits & Artist/Teacher Collaboration – David Guerra, Theatre

- 1. 10 classroom sessions x 16 teachers @ \$110/hour \$17,600.
- 2. 4 hours curriculum development & planning meetings x 16 teachers @ \$110/hour \$7,040.
- 3. 5 hours Artist/Teacher planning x 16 teachers @ \$110/hour \$8,800.
- 4. 1 hour Evaluation and Assessment Meeting @ \$110/hour \$110.

##### C. Administrative Planning Cost

\$790.

**NOT TO EXCEED PROJECT TOTAL = \$35,000.**

#### Burbank Unified School District

- I. This agreement shall be in effect from August 12, 2019 through May 21, 2020, or shall be effective until termination by mutual agreement, or at any time, with or without cause by giving the other party notice of such action at least 30 days prior to the effective date. Should this contract require modifications during this period, it will be amended by mutual agreement of all parties, and shall be in writing in the form of an addendum to this agreement.
- II. An invoice will be provided at the completion of services in this agreement, no later than June 30, 2020. Terms are net 30 days.

SCHEDULE: August 12, 2019 through May 21, 2020

#### TERMS AND CONDITIONS:

- 1. The Performing Arts Center of Los Angeles County (Music Center) has agreed to supply and the above named Organization has agreed to purchase the program(s) and/or workshop(s) described in SERVICES TO BE PROVIDED, above, for the total amount shown.
- 2. Events may be cancelled or rescheduled by the Organization with at least two business days' notice to Music Center's School Programs without penalty. The Organization will be charged for any event cancelled with less than two business days' notice.
- 3. In the event that a program or workshop is canceled for any reason by the artist or by the Music Center, it is understood and agreed that the program or workshop will be rescheduled at a mutually convenient time and that the Performing Arts Center of Los Angeles County will not be liable for any financial consequences.
- 4. NO FILMING, TAPING OR VIDEOTAPING OF ANY PROGRAM IS PERMITTED, DUE TO CONTRACTUAL AND UNION RESTRICTIONS.
- 5. Workshop and performance space, program equipment and/or materials are the responsibility of the Organization. Material charges referenced above refer only to additional material to be provided by the artist and/or the Music Center.

\*\*\*\*\*

Please sign, date and return one copy to Music Center School Programs, attention: Keith Wyffels, by August 12, 2019

Performing Arts Center of Los Angeles County  
Keith Wyffels, Associate Vice President of Education

Date

6/25/19

Burbank Unified School District

Date

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Tamara Schiern, Director of Special Education

PREPARED BY: Tamara Schiern, Director of Special Education

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Ratification of Reimbursement to Parent for Transportation (Special Education)

---

**Background:**

Student 160003888 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2019-2020 school year.

**Discussion/Issues:**

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

**Fiscal Impact:**

The estimated cost (to-and-from school) for reimbursement of mileage to Student's Parent is \$10,231.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, ratify mileage reimbursement to the parents of special education student 160003888 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$10,231, effective July 1, 2019 through July 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Tamara Schiern, Director of Special Education

PREPARED BY: Tamara Schiern, Director of Special Education

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Ratification of Reimbursement to Parent for Transportation (Special Education)

---

**Background:**

Student 160003888 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2018-2019 school year.

**Discussion/Issues:**

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

**Fiscal Impact:**

The estimated cost (to-and-from school) for reimbursement of mileage to Student's Parent is \$10,231.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, ratify mileage reimbursement to the parents of special education student 160003888 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$10,231, effective August 1, 2018 through June 30, 2019, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Tamara Schiern, Director of Special Education

PREPARED BY: Tamara Schiern, Director of Special Education

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Ratification of Reimbursement to Parent for Transportation (Special Education)

---

**Background:**

Student 960004298 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2018-2019 extended school year and the 2019-2020 school year.

**Discussion/Issues:**

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

**Fiscal Impact:**

The estimated cost (to-and-from school) for reimbursement of mileage to Student's Parent is \$8,093.09

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, ratify the mileage reimbursement to the parents of special education student 960004298 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$8,093.09, effective July 1, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Tamara Schiern, Director of Special Education

PREPARED BY: Tamara Schiern, Director of Special Education

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Ratification of Reimbursement to Parent for Transportation (Special Education)

---

**Background:**

Student 950101528 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2018-2019 extended school year and the 2019-2020 school year and extended school year.

**Discussion/Issues:**

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

**Fiscal Impact:**

The estimated cost (to-and-from school) for reimbursement of mileage to Student's Parent is \$6,635.20.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, ratify mileage reimbursement to the parents of special education student 950101528 to transport student from home to the Non Public School (NPS), per IEP, not to exceed \$6,635.20, effective June 17, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Tamara Schiern, Director of Special Education

PREPARED BY: Tamara Schiern, Director of Special Education

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Ratification of Agreement for Professional Services (Special Education)

---

**Background:**

The Board of Education is being asked to ratify an agreement for professional services to provide vision therapy to Special Education Student 960009120 per their IEPs, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

The District is currently obligated to provide services for students who are Burbank residents whose IEPs require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

**Fiscal Impact:**

Not to exceed \$2,275.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Burbank Optometric Center, to provide vision therapy services to Special Education Student 960009120 per their IEPs or settlement agreement, not to exceed \$2,275 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June 30, 2020, 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 19th day of July 2019 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Burbank Optometric Center, hereinafter referred to as "Consultant."

Payee's Name: Burbank Optometric Center Daytime Phone Number: [REDACTED] Email Address: [REDACTED]

Mailing Address: [REDACTED]

Sponsoring Administrator: <u>Matt Hill</u>	<u>Superintendent</u>	<u>Special Education</u>
Print Name	Title	Signature
		Location

Board Approval: 07/18/19

Account Code: 01.0-65000.0-57700-11900-5850-7440000

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

**WITNESSETH:**

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 175 per hour/ per day / per session  for a total not to exceed \$ 2,275 \*\*Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 07/01/19 and terminating on 06/30/20.
3. Payment Terms: Net 45 Days
4. Consultant will provide the following services:
 

Consultant to provide vision therapy for special education student 960009120.
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	_____ Date
--	---------------	---------------------	---------------

**Burbank Unified School District  
Special Education Department**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Tamara Schiern, Director of Special Education

PREPARED BY: Tamara Schiern, Director of Special Education

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Approval of Agreement for Professional Services (Special Education)

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**Background:**

The Board of Education is being asked to approve the agreement for professional services to provide a professional development workshop for special education teachers, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

The District will provide a 3.5 hour professional development workshop titled “Applying UDL to Daily Instruction in Special Education Settings” to special education teacher to be held on Tuesday, August 6, 2019.

**Fiscal Impact:**

Not to exceed \$500.

**Recommendation:**

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Joanne M. Van Boxel, Ph.D., to provide a professional development workshop for special education teachers, not to exceed \$500 (01.0-65000.0-57700-11900-5850-7440000), effective August 1, 2019 through August 30, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**BURBANK UNIFIED SCHOOL DISTRICT**  
1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

***AGREEMENT FOR CONSULTANT SERVICES***

**This Agreement**, made and entered into this 19th day of July 2019 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Joanne M. Van Boxtel, Ph.D. hereinafter referred to as "Consultant."

Payee's Name: Joanne M. Van Boxtel, Ph.D. Daytime Phone Number: [REDACTED] Email Address: [REDACTED]

Mailing Address: [REDACTED]

Sponsoring Administrator: <u>Matt Hill</u>	Superintendent	Special Education
Print Name	Title	Signature
		Location

Board Approval: 07/18/19

Account Code: 01.0-65000.0-57500-11800-5810-744000

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

**WITNESSETH:**

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$\_\_\_\_\_ per hour / per day / per session  for a total not to exceed \$500 \*\*Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 08/01/19 and terminating on: 08/30/19.
3. Payment Terms: Net 45 Days
4. Consultant will provide the following services:

Consultant will provide a professional development workshop titled "Applying UDL to Daily Instruction in Special Education Settings" for special education teachers.

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

\_\_\_\_\_  
Date

286

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  
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: July 18, 2019

SUBJECT: Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2018-2019

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**Background:**

The Williams Lawsuit Settlement Quarterly Report and its procedures are required by the State in order for the public to have a means by which to file complaints alleging violation of federal or state laws or regulations governing various educational programs.

**Discussion/Issues:**

All school districts are required to report summarized data on the nature and resolution of all complaints addressing insufficient instructional materials, teacher vacancies and misassignment, and emergency or urgent facilities issues on a quarterly basis to the Los Angeles County Superintendent of Schools in accordance with the provisions of the Williams settlement legislation, per Education Code 35186 (SB550 and AB 2727).

This is the fourth report to the Board of Education for the 2018-2019 school year. There are no incidences to report.

**Fiscal Impact:**

There is no fiscal impact.

**Recommendation:**

John Paramo, Assistant Superintendent, Educational Services recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2018-2019, Report Summary No. 4, April 1 through June 30, 2019 as presented.



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

## Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2018-2019

District Name: \_\_\_\_\_

Date: \_\_\_\_\_

Person completing this form: \_\_\_\_\_

Title: \_\_\_\_\_

Quarter covered by this report (Check One Below):

- |                          |         |                          |                  |
|--------------------------|---------|--------------------------|------------------|
| <input type="checkbox"/> | 1st QTR | July 1 to September 30   | Due 19-Oct 2018  |
| <input type="checkbox"/> | 2nd QTR | October 1 to December 31 | Due 18- Jan 2019 |
| <input type="checkbox"/> | 3rd QTR | January 1 to March 31    | Due 10-Apr 2019  |
| <input type="checkbox"/> | 4th QTR | April 1 to June 30       | Due 19-Jul 2019  |

Date for information to be reported publicly at governing board meeting: \_\_\_\_\_

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
  
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials			
Facilities			
Teacher Vacancy and Misassignment			
TOTAL			

Print Name of District Superintendent \_\_\_\_\_

Signature of District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Return the **Quarterly Summary** to:  
Williams Legislation Implementation Project  
Los Angeles County Office of Education  
c/o Kirit Chauhan, Williams Settlement Legislation  
9300 Imperial Highway, ASM/Williams ECW 284  
Downey, CA 90242

Telephone: (562) 803-8382  
FAX: (562) 803-8325  
E-Mail: Chauhan\_Kirit@lacoed.edu

**Burbank Unified School District  
Instructional Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education  
FROM: John Paramo, Assistant Superintendent, Educational Services  
PREPARED BY: Emilio Urioste, Director, Burbank Adult School  
SUBMITTED BY: Jenny Jones, Administrative Secretary II  
DATE: July 18, 2019  
SUBJECT: Approval of 2019-2020 Courses for Burbank Adult School

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**Background**

The A22 is California's online method of submitting adult education courses for approval by the California Department of Education (CDE). Burbank Adult School (BAS) submits courses for approval online annually.

**2019-2020 District-wide Goal(s):**

5. Expand programs to prepare students for college, post-secondary education, training, and/or the workplace from preschool through adult education.

**Discussion/Issues**

Prior to 2009-2010, in order for adult schools to receive state funding apportionment, all adult education courses were required to be approved by the CDE. As adult education programs are no longer funded based upon a student attendance formula, this is no longer a formally mandated requirement. However, in the BUSD, the practice has been established for the Board to approve adult education courses scheduled to be offered during the regular school year.

**Fiscal Implications**

None.

**Recommendations**

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 2019-2020 courses for Burbank Adult School, as presented.

# California Department of Education

Date: June 04, 2019  
 To: Emilio Urioste  
 Burbank Unified School District  
**CDS: 19-64337**  
 From: Cliff Moss  
 Education Programs Consultant  
 Adult Education Office  
 916-327-6378  
 Subject: Course Approval for 2019-20



Your request for approval of the following 60 courses have been received, recorded, and approved for the 2019-20 school year.

Course Number	Course Name	Course Outline Developed/Updated	Job Market Study Year
2102	Basic English	2014	--
2402	Basic Mathematics	2014	--
9997	Community Access Skills and Functional Academics	2011	--
9998	Life Skills and functional Academics	2011	--
9996	Workplace Skills and Functional Academics	2011	--
2403	Algebra 1	2014	--
2404	Algebra II	2014	--
2816	Art Appreciation	2014	--
2803	Art History	2014	--
2450	Computer Literacy	2014	--
2401	Consumer Mathematics	2014	--
2618	Earth Science	2014	--
2701	Economics	2014	--
2131	English 10	2014	--
2132	English 11	2014	--
2133	English 12	2014	--

2130	English 9	2014	--
2198	English Elective	2014	--
2400	General Mathematics	2014	--
2413	Geometry	2014	--
9972	Government	2014	--
2621	Life Science	2014	--
2307	Music Appreciation	2014	--
2610	Physical Science	2014	--
2424	Pre-Algebra	2014	--
2206	Spanish	2014	--
2207	Spanish Advanced	2014	--
9969	Test Preparation	2014	--
2709	United States History	2014	--
2711	World History: Survey	2014	--
5755	Commercial Photography	2014	2018
5757	Desktop Publishing	2015	2018
5622	Intermediate Graphics Technology	2015	2018
5712	Internet Publishing	2015	2018
5702	Introduction to Animation	2015	2018
5769	Other Arts, Media, and Entertainment	2015	2018
5760	Photographic Laboratory and Darkroom	2014	2018
4600	Accounting	2017	2018
9987	Academic ESL	2016	--
9980	Advanced ESL	2016	--
9982	Beginning ESL	2016	--
9986	ESL MultiLevel	2016	--
9983	General ESL	2016	--
9981	Intermediate ESL	2016	--
9984	Special ESL	2016	--
9985	VESL (Vocational ESL)	2016	--
5812	Cosmetology	2015	2018

4431	Makeup Artistry	2015	2018
4260	Introduction to Pharmacy	2014	2018
4274	Medical Insurance Billing and Coding	2017	2018
4275	Medical Office	2017	2018
4273	Medical Terminology	2017	2018
4279	Nursing Service	2019	2018
4284	Therapeutic Services	2015	2018
4471	Food Science, Dietetics, and Nutrition	2018	2018
4633	Computer Repair and Support	2019	2018
4604	Network Engineering	2015	2018
4605	Web Site Development	2015	2018
4123	Business Career Exploration	2018	2018
4119	Customer Service Representative	2018	2018

You are authorized to expend California Adult Education Program funds for the above courses. It is recommended that you use these Course Titles with additional supporting classes listed when communicating program offerings to the public.

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Course Outlines for all apportionment classes shall be on file and available for review at the adult school or the district office (5 CCR 10508).

To meet optimum educational standards, these course outlines should contain:

- Goals and purposes
- Performance objectives or competencies
- Instructional strategies
- Units of study, with approximate hours allotted for each unit
- Evaluation procedures
- Clear course completion requirements of established goals and objectives

Career Technical Education: Before establishing a Career Technical Education or Occupational Education Program, a job market study of your region must be conducted and reviewed every two years to justify the need for the program being offered. Refer to the Job Market Study in EC 52519; 52520 for more information.

*Education Codes: 1900; 41976; 52506; 52515; 52518; 52570.*

For Vocational Education courses:

Before establishing a Vocational or Occupational Education Program, you must conduct a job market study in your market area and have it reviewed every two years to justify the vocational program. Refer to the Job Market Study in EC 52519; 52520 for more information.

**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: July 18, 2019

SUBJECT: Approval of Agreement for Professional Services

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**Background:**

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

**Discussion/Issues:**

The District has contracted with Purple Language Services to provide American Sign Language interpreting to employees as needed.

**Fiscal Impact:**

The amount of the agreement is not to exceed \$25,000.

**Recommendation:**

Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education approve the Consultant Agreement between the Burbank Unified School District and Purple Language Services, to provide American Sign Language interpreting to employees, not to exceed \$25,000 (01.0-00000.0-72000-5810-7552000), effective July 19, 2019 through June 30, 2020 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

**BURBANK UNIFIED SCHOOL DISTRICT**  
1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

***AGREEMENT FOR CONSULTANT SERVICES***

**This Agreement**, made and entered into this 18th day of July, 2019 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and \_\_\_\_\_ hereinafter referred to as "Consultant."

Purple Communications, Inc

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

Mailing Address: 595 Menio Drive Rocklin 95765  
City State Zip

Sponsoring Administrator: Sarah Niemann Assistant Superintendent, HR HR  
Print Name Title Signature Location

Board Approval Date: 7/18/19 Account Code: 01.0-00000.0-00000-72000-5810-7552000

The assignment  will  will not require contact with student(s) unsupervised during the contract period stated. If it does, the Consultant will be contacted by HR and provided the DOJ form. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$\_\_\_\_\_ per hour  / per day  / per session  for a total not to exceed \$ 25000.00.
2. The term of the Agreement shall be the period commencing 7/19/19 and terminating June 30, 2020.
3. Consultant will provide the following services:

To provide American Sign Language Interpreting to employees as needed.

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.

**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 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  
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: Sarah Niemann, Assistant Superintendent, Human Resources

SUBMITTED BY: Cindy Quiterio, Executive Assistant, Human Resources

DATE: July 18, 2019

SUBJECT: Approval of Student Fieldwork Agreement– St. Catherine University

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**Background**

The purpose of the Student Fieldwork Agreement with St. Catherine University is to provide students with field experience through observation, participation, and guided practice in schools and classes.

Pursuant to the provisions of Section 44227 of Education Code, the governing board is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher education institution.

**Discussion/Issues**

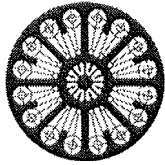
This program builds a relationship with St. Catherine University, which expands the pool of qualified occupational therapists. The District will provide support through field experience in schools and classes of the District for students of the University who are qualified for such assignments.

**Fiscal Impact**

None

**Recommendation**

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Student Fieldwork Agreement between the Burbank Unified School District and St. Catherine University to provide educational field experience, effective July 19, 2019 and until terminated by either party on written notice, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.



# ST.CATHERINE UNIVERSITY

## AGREEMENT FOR CLINICAL EXPERIENCE

This Agreement ("Agreement"), effective July 19, 2019 is between ST. CATHERINE UNIVERSITY at 2004 Randolph Avenue, St. Paul, MN 55105 (the "University") and Burbank School District, at 1900 W. Olive Ave. Burbank, CA 91506 and such affiliated sites as are identified in writing and approved in advance by the University (the "Facility").

Students enrolled in educational programs offered by the University are required to participate in one or more clinical experiences and the Facility wishes to assist in the provision of such clinical experiences.

The term "clinical" includes instructional experiences which may be called "clinical field experience," "practicum," "fieldwork," or "internship," by a specific program of the University.

The University and the Facility wish to enter into this Agreement to outline the terms under which students enrolled in the program(s) listed in the attached Exhibit A ("Program(s)") may participate in a clinical experience at the Facility.

Accordingly, the University and the Facility agree as follows:

### **1. Administration of Program**

The University is responsible for developing the Program's curriculum, determining prerequisites and eligibility requirements for students to participate in the Program, determining academic credit for participation in the Program, evaluating and grading students performance, and otherwise administering the Program. The Facility will designate a liaison to serve as the principal contact person between the Facility and the University concerning the University's oversight and administration of the Program.

### **2. Placement of Students**

The Facility will allow placement of students from the OTA Online Program at the Facility, subject to conditions that include:

- a. The appropriate department head at the Facility and the applicable University Program Director will agree in writing to the placement of specific Program students at specific site(s) and department(s) at the Facility, and as to the specific arrangements (e.g. number of students accepted, starting date, duration of the clinical experience).
- b. The University will furnish the Facility with written objectives for each student clinical experience as well as guidelines for evaluating student success.

### **3. Contract Period**

This agreement is effective beginning July 19, 2019 and will renew automatically for succeeding academic years unless either party gives the other written notice on or before August 1 that it will not renew the contract for the academic year beginning the following September.

### **4. Insurance**

The University will maintain the following types of insurance covering each faculty member and student participating in a clinical experience at the Facility in the Program(s).

- a. General liability insurance in the amount not less than one million dollars (\$1,000,000) for each occurrence and annual aggregate.
- b. Professional/medical malpractice insurance in an amount not less than two million dollars (\$2,000,000) for each claim and four million dollars (\$4,000,000) annual aggregate.
- c. The Facility will maintain general liability insurance in the amount not less than one million dollars (\$1,000,000) for each occurrence and annual aggregate.
- d. The Facility will maintain workers' compensation that covers the students in the Program if required by applicable laws.
- e. Students will carry their own health insurance while enrolled in the health professions programs at St. Catherine University

### **5. Supervision**

A qualified University faculty member will provide distance support for students and clinical educators as needed for level I fieldwork and level II fieldwork via conference calls, electronic communication, or site visits.

For fieldwork II experiences, the Facility will have immediate responsibility for the day to day supervision of the students' clinical experiences and the primary on site supervision will be conducted by a named fieldwork educator at the Facility.

Fieldwork I utilizes a group model experience and the preceptor role will be fulfilled by a University employee who will be onsite with the students.

Facility supervision in either case will be conducted by persons who have the necessary skills, qualifications, credentials, and, where applicable, licensure or certification, to provide such supervision.

The Facility and the University will agree to a fieldwork plan that includes the details of the fieldwork supervision, the goals and experiences to be made available to students, access to space or other resources if relevant, and communications among students, the Facility, and the University.

## **6. Orientation and Facility Policies**

The Facility will orient students to the Facility and provide students and the University with applicable rules and policies of the Facility that are relevant to the students' experience at the Facility, including the Facility's policies regarding patient and other records, patient confidentiality, health and safety rules, infection control, dress codes, and conduct. ("Facility Policies"). Students and University faculty (when engaged in activities involving the Facility) shall be subject to Facility Policies. The Facility may require each student participating in a clinical experience to acknowledge in writing that s/he agrees to be bound by such rules and policies.

## **7. Documentation of Health Status**

Prior to their participation in a clinical experience at the Facility, the University will obtain the following from the student. Faculty members expected to be physically present at the Facility will have on record with the University evidence of the absence of tuberculosis as demonstrated annually by a negative Mantoux test or QuantiFERON (blood test) within the year preceding entrance into the clinical facility.

- a. Evidence of immunity to rubeola (red measles) as demonstrated by one or more of the following: (1) physician documentation of two doses of live measles vaccine on or after the first birthday; or (2) laboratory evidence (blood titer) of immunity to measles.
- b. Evidence of immunity to rubella as demonstrated by: (1) laboratory evidence (blood titer) of immunity to rubella; or (2) documented immunization with live virus vaccine on or after their first birthday.
- c. Evidence of immunity to mumps as demonstrated by: (1) laboratory evidence (blood titer) of immunity to mumps; or (2) documented immunization with live virus vaccine on or after their first birthday.
- d. Evidence of the absence of tuberculosis as demonstrated annually by a negative Mantoux test (2 step initially, then one step thereafter) within the year preceding entrance into the clinical facility. In the event that the Mantoux test is positive, faculty and students will be required to provide documentation of a negative chest x-ray upon admission to their academic program or documentation of having received the INH series followed by documentation of one negative chest x-ray at the time of admission to their academic program.
- e. Documentation of immunizations, positive antibody titer to Hepatitis B or signed declination (applicable to students and faculty members participating in clinical experiences where patient contact is expected and where exposure to body fluids may reasonably be anticipated).
- f. Evidence of immunity to Varicella as demonstrated by (1) documented history of disease, (2) documentation of blood screen immunity (print Lab report); or (3) documentation of two vaccines.

- g. Documented current TDAP/DTAP
- h. Documentation of influenza vaccine during active flu season (October -March).
- i. Immunization information will be kept onsite at the University. If information is needed, the Facility is responsible for obtaining a copy from the student or the university.

**8. Access and Confidentiality**

Students shall be instructed by the University prior to beginning a clinical experience at the Facility concerning the confidentiality of medical information of Facility's patients. For purposes of compliance with the Health Insurance Portability and Accountability Act and associated privacy regulations (HIPAA), students shall be considered part of Facility's work force as that term is defined in HIPAA to include trainees and students.

Students are not considered work force or employees of the Facility for other purposes, including but not limited to tax or employment law purposes. The Facility shall provide the necessary training regarding HIPAA.

**9. Confidentiality of Student Information**

The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the University's students engaged in a clinical experience at the Facility pursuant to this Agreement.

**10. Nondiscrimination**

The parties shall comply with their respective internal policies of nondiscrimination and with the anti-discrimination provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act, Fair Credit Reporting Act, and other applicable federal, state and local laws.

**11. Accreditation/Licensure**

The Facility will maintain all licensure required by applicable law, and in the case of a hospital or other facility where accreditation is applicable, the Facility will maintain accreditation by an appropriate Joint Commission, CMS or other accrediting body.

**12. Responsibility for Care**

The Facility will retain responsibility for the care of patients and will maintain administrative and professional supervision of students insofar as the presence of the educational program affects the operation of the Facility and/or direct or indirect care of patients.

**13. Right to Terminate Participation**

The Facility, in maintaining its standard of patient care and safety, reserves the right to terminate the participation of any student or instructor from the Facility and to refuse any such person further participation in a clinical experience under this agreement.

**14. Background Studies**

Notwithstanding anything herein to the contrary, the University agrees and represents that it will conduct a National Background Study for all students prior to starting their lab and fieldwork experience and or other background checks required by applicable state law; provided, however, that the Facility agrees to advise the University of the background checks required by applicable law for that Facility and does so sufficiently in advance of the start of the clinical experience so as to enable them to be completed on a timely basis.

- Background study clearances will be kept onsite at the University. If copies are needed, the Facility is responsible for obtaining a copy from the student.

**15. Miscellaneous**

- a. The University and the Facility shall each bear their own costs associated with this Agreement. The Facility is not obligated to pay the University or students, nor are the University or students obligated to pay the Facility with respect to the clinical experience referenced in this Agreement.
- b. The parties each represent that its policy is to comply with applicable laws, including non-discrimination laws, in carrying its responsibilities under this Agreement.
- c. This Agreement may be amended at any time upon the mutual consent of the parties. All such amendments must be in writing and signed by the authorized representatives of the parties.
- d. In the event that any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement are nonetheless enforceable.
- e. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this Agreement shall not be construed a partnership, join venture or any other relationship, other than that of independent contractors

**ST. CATHERINE UNIVERSITY**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Angela M. Riley  
Executive Vice President and Chief Financial Officer

**BURBANK SCHOOL DISTRICT**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Administrator or Designee, Burbank School District

\_\_\_\_\_  
Printed Name, Title

**EXHIBIT A**

**Agreement for Clinical Experience effective July 19, 2019 between St. Catherine University and Burbank School District, at 1900 W. Olive Ave. Burbank, CA 91506**

**Participating University Program**

ASL/English Interpreting  
Community Work and Learning  
Exercise and Sports Science  
Master Health Informatics  
Holistic Health Studies  
Library and Information Science  
Nursing-RN to BS  
Nursing-RN to BA  
Nursing-MSNEL  
Nursing-NP-Adult Gero/Pediatrics  
Nursing-Nurse Educator  
Nursing-DNP  
Nutrition/Dietetics  
Occupational Therapy Assistant  
Occupational Therapy Assistant-Online  
Occupational Therapy –MAOT  
Occupational Therapy – OTD  
Physical Therapist Assistant  
Physical Therapy-DTP  
Physician Assistant  
Public Health/Community Health Worker  
Master Public Health  
Radiography  
Radiation Therapy  
Respiratory Care  
Social Work-MSW  
Social Work-BSW  
Sonography

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Administrator responsible to execute the attached clinical agreement and amendments to it.

**University**  
**Angela M. Riley**  
**Executive Vice President and Chief Financial Officer**

**Burbank Unified School District  
Business Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

SUBMITTED BY: Ruthie DiFonzo, Senior Administrative Assistant

PREPARED BY: Ruthie DiFonzo, Senior Administrative Assistant

DATE: July 18, 2019

SUBJECT: Designation of Board Member for West San Gabriel Joint Powers Authority  
(WSG JPA)

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**Background:**

Burbank Unified School District is a member of a joint power authority for the purposes of acquiring insurance coverage for both worker's compensation and liability/property insurance (West San Gabriel). The current District staff member appointed to serve as a board member for the JPA to represent the District's interests is David Jaynes.

**Discussion/Issues:**

The District would like to appoint Debbie Kukta, Assistant Superintendent, Administrative Services as board member for the JPA.

**Fiscal Impact:**

There is no fiscal impact to making this appointment.

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education designate Debbie Kukta, Assistant Superintendent, Administrative Services, to serve as the District's board member for the West San Gabriel Liability/Property and Workers' Compensation JPA, as presented.

**Burbank Unified School District  
Administrative Services**

**REPORT TO THE BOARD**

**TO:** Members of the Board of Education and Superintendent  
**FROM:** David Jaynes, Assistant Superintendent, Administrative Services  
**PREPARED BY:** Ruthie DiFonzo, Senior Administrative Assistant  
**SUBMITTED BY:** Ruthie DiFonzo, Senior Administrative Assistant  
**DATE:** July 18, 2019  
**SUBJECT:** Approval to Establish Imprest Fund

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**Background:**

David Jaynes, Assistant Superintendent of Administrative Services, recommends that the Board of Education approve establishment of the Imprest Fund for the following administrators:

<u>School Site /Department</u>	<u>Administrator's Name</u>
Burbank High School	Thomas Crowther
Monterey High School/Community Day School	David Guyer

**Discussion/Issues:**

Board of Education Policy 3451 provides for the establishment of the revolving funds/imprest accounts at school sites and administrators. In accordance with this policy, if a principal's/administrator's assignment is added or changed, their imprest fund must be established.

**Fiscal Impact:**

None

**Recommendations:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the establishment of the Imprest Fund due to new hire, retirement or change in assignment, as presented.

**Burbank Unified School District  
Administrative Services**

**REPORT TO THE BOARD**

**TO:** Members of the Board of Education and Superintendent  
**FROM:** David Jaynes, Assistant Superintendent, Administrative Services  
**PREPARED BY:** Ruthie DiFonzo, Senior Administrative Assistant  
**SUBMITTED BY:** Ruthie DiFonzo, Senior Administrative Assistant  
**DATE:** July 18, 2019  
**SUBJECT:** Approval to Close Imprest Fund

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**Background:**

David Jaynes, Assistant Superintendent of Administrative Services, recommends that the Board of Education to approve the closure of the Imprest Fund for the following administrators:

<u>School Site /Department</u>	<u>Administrator's Name</u>
Burbank High School	Michael Bertram
Monterey High School/Community Day School	Ann Brooks

**Discussion/Issues:**

Board of Education Policy 3451 provides for the establishment of the revolving funds/imprest accounts at school sites and administrators. In accordance with this policy, if a principal's/administrator's assignment is added or changed, their imprest fund must be established.

**Fiscal Impact:**

None

**Recommendations:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the closure of the Imprest Funds due to separation from the District, retirement or change in assignment, as presented.

**Burbank Unified School District  
Administrative Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Ruthie DiFonzo, Senior Administrative Assistant

SUBMITTED BY: Ruthie DiFonzo, Senior Administrative Assistant

DATE: July 18, 2019

SUBJECT: Approval of Authorization of Signatures

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**Background:**

Education Code Sections 35143, 42632, and 42633 provide for authorized officers of the Burbank Unified School District to sign notices of employment, contracts and orders drawn on the funds of the District.

**Discussion/Issues:**

In order to conduct the daily business of the District, individual officers, as named by formal board of Education action, must be authorized to sign warrants, checks, contracts, notices or other legal documents. If persons authorized to sign such documents are unable for any reason to do so, the law requires that a majority of the Board members sign in their place for the particular document.

The attached "Certification of Signatures" form is the form required by the Los Angeles County Office of Education to be used to process the District's paper work associated with warrants, checks, contracts, notices or other legal documents. This form indicates which persons have been approved by the Board of Education to sign the documents indicated.

*\*Please note: Changes in bold and with an asterisk.*

**Fiscal Impact:**

None.

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services recommends that the Board of Education approve the authorization of signatures, for the period of August 1, 2019 through June 30, 2020, as presented.

<b>Document and/or Transaction</b>	<b>Approved/Authorized by:</b>	
	<b>Name</b>	<b>Title</b>
authorized to sign any or all checks, contracts, notices, County People Soft System transactions, revolving cash, all District imprest accounts, adult clearing account documents, District purchase orders, and other legal documents	<i>*Debbie Kukta</i>	Assistant Superintendent, Administrative Services
authorized to sign any or all warrants, checks, contracts, notices or other legal documents of the District;	Matt Hill	Superintendent
authorized to sign human resource services related contracts and invoices	Sarah Niemann	Assistant Superintendent of Human Resources
authorized to sign instructional services related contracts and invoices	<i>*Sharon Cuseo</i>	<i>Assistant Superintendent, Instructional Services</i>
authorized to sign instructional services related contracts and invoices	<i>*John Paramo</i>	<i>Assistant Superintendent, Educational Services</i>
authorized to sign facilities-related contracts, notices, invoices and purchase orders	Larry Cross	Director of Facilities
authorized to sign District purchase orders and alternate signatory for all District imprest accounts	Alyssa Low	Director, Fiscal Services
authorized to sign County People Soft System transactions, revolving cash, adult clearing account documents and purchase orders	Carin Wantland	Assistant Supervisor of Budget & Finance
authorized to sign documentation pertaining to the Accumulation Program for Part-Time and Limited –Services Employees (APPLE Plan) and payroll taxes	Tiffany Maxwell	Payroll Supervisor

**All of the following are approved to sign invoices as “approved for payment.”**

**Department Heads**

Peter Knapik  
Stacy Cashman  
Tamara Schiern  
Roberto Jurado  
Kathy Sessinghaus  
Stephanie Fields

**Title**

Director, Elementary Education  
Director, Student Services  
Director, Special Education  
Director, Technology Services  
Director, Food Services  
Children’s Center Coordinator

**Principals**

Molly Hwang  
Laura Flosi  
Jennifer Kaitz  
Martha Walter  
Sandra DeBarros  
Liz Costella  
Judy Hession  
Jennifer Culbertson  
Matthew Osmond  
Christina Desiderio  
Brandi Young  
Jennifer Meglemre  
Oscar Macias  
Greg Miller  
*\*Thomas Crowther*  
Deborah Madrigal  
*\*David Guyer*  
Emilio Urioste

**School Site**

Disney Elementary  
Edison Elementary  
Emerson Elementary  
Harte Elementary  
Jefferson Elementary  
McKinley Elementary  
Miller Elementary  
Providencia Elementary  
Roosevelt Elementary  
Stevenson Elementary  
Washington Elementary  
Jordan M.S.  
Luther M.S.  
Muir M.S.  
Burbank H.S.  
John Burroughs HS  
Monterey H.S.  
Adult School

**Burbank Unified School District**  
SCHOOL DISTRICT

**CERTIFICATION OF SIGNATURES**

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

**K-12 Districts:** 35143, 42632, and 42633

**Community College Districts:** 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: August 1, 2019 to June 30, 2020

In accordance with governing board approval dated July 18, 2019.

Signature \_\_\_\_\_  
Clerk (Secretary) of the Board

**NOTE:** Please TYPE name under signature.

**Column 1**  
Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME <b>Dr. Roberta Reynolds</b>
<b>President of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME <b>Steve Frintner</b>
<b>Clerk/Secretary of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME <b>Dr. Armond Aghakhanian</b>
<b>Member of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME <b>Charlene Tabet</b>
<b>Member of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME <b>Steve Ferguson</b>
<b>Member of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME
<b>Member of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME
<b>Member of the Board of Trustees/Education</b>

**Column 2**  
Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME <b>Matt Hill</b>
<b>TITLE Superintendent</b>
SIGNATURE
TYPED NAME <b>Debbie Kukta</b>
<b>TITLE Assistant Superintendent, Administrative Services</b>
SIGNATURE
TYPED NAME <b>Sharon Cuseo</b>
<b>TITLE Assistant Superintendent, Instructional Services</b>
SIGNATURE
TYPED NAME <b>John Paramo</b>
<b>TITLE Assistant Superintendent, Educational Services</b>
SIGNATURE
TYPED NAME <b>Sarah Niemann</b>
<b>TITLE Assistant Superintendent, Human Resources</b>
SIGNATURE
TYPED NAME <b>Larry Cross</b>
<b>TITLE Director, Facilities</b>
SIGNATURE
TYPED NAME <b>Alyssa Low</b>
<b>TITLE Director, Fiscal Services</b>

**Number of Signatures required:**

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Burbank Unified School District  
SCHOOL DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: August 1, 2019 to June 30, 2020

In accordance with governing board approval dated July 18, 2019.

Signature \_\_\_\_\_  
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1  
Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2  
Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME
Tiffany Maxwell
TITLE Payroll Supervisor
SIGNATURE
TYPED NAME
Carin Wantland
TITLE Assistant Supervisor, Budget & Finance
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

**Burbank Unified School District  
Administrative Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Larry Cross, Director of Facilities

SUBMITTED BY: Ruthie DiFonzo, Senior Administrative Assistant

DATE: July 18, 2019

SUBJECT: Approval of Amended Agreement for Professional Services with Enterprise Fleet Management Inc.

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**Background:**

On October 15, 2015, the Board of Education approved an agreement between the Burbank Unified School District and Enterprise Fleet Management Inc. for a 60-month lease of 15 vehicles to replace District vehicles that were nearly 20 years old and over 100,000 miles. The Board approved an additional 10 vehicles on December 15, 2016.

**Discussion/Issues:**

The District is looking to amend the lease agreement to add an additional nine (9) vehicles to the existing contract.

The cost to lease is less than the cost of ownership considering that maintenance is included. Leasing also allows the District to use the cash flow saved from purchasing the vehicles to perform other important facility tasks. There are over 50 vehicles in the current fleet of vehicles. The District has replaced the majority of its fleet so far and these (9) vehicles represent the remaining balance of the fleet with the exception of a few specialized vehicles.

The lease is an open-end lease with no mileage restrictions, no abnormal wear and tear, no early term penalties, and all rights of ownership. The lease also includes maintenance and collision coverage.

**Fiscal Impact:**

Not to exceed \$93,994.56 per year.

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the amended agreement between Burbank Unified School District and Enterprise Fleet Management Inc. for the replacement of nine (9) District vehicles through a 60 month lease to include a full maintenance and physical management program, effective July 20, 2019 through July 20, 2024, not to exceed \$93,994.56 per year, General Fund – Routine Restricted Maintenance (01.0-81500.0-00000-81100-7438-7522000) Maintenance Vehicles and (01.0-81500.0-00000-82200-7438-7522000) Grounds Vehicles, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.



# Open-End (Equity) Lease Rate Quote

Quote No: 4219354

**Prepared For:** Burbank Unified School District  
Jaynes, David L

**Date** 04/12/2019  
**AE/AM** CGY/LNT

**Unit #**

**Year** 2019 **Make** Ford **Model** Explorer  
**Series** XLT 4dr Front-wheel Drive

**Vehicle Order Type** In-Stock **Term** 60 **State** CA **Customer#** 536566 **Number of Units** 1

\$ 36,086.04	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00 *	Sales Tax <u>0.0000%</u> <b>State</b> <u>CA</u>
\$ 554.14 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 0.00	Other: (See Page 2)
\$ 0.00 *	Capitalized Price Reduction
\$ 0.00 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive( Taxable Incentive Total : \$0.00 )

**All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.**

**Order Information**

<b>Driver Name</b>	
<b>Exterior Color</b>	(0 P) Oxford White
<b>Interior Color</b>	(0 I) Ebony Black w/Unique Cloth Bucket Seats
<b>Lic. Plate Type</b>	Unknown
<b>GVWR</b>	0

<u>\$ 36,086.04</u>	Total Capitalized Amount (Delivered Price)
\$ 541.29	Depreciation Reserve @ <u>1.5000%</u>
<u>\$ 136.88</u>	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>
<b>\$ 678.17</b>	<b>Total Monthly Rental Excluding Additional Services</b>

**Additional Fleet Management**

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 37.00	Physical Damage Management
----------	----------------------------

Comp/Coll Deductible 1000 / 1000

\$ 26.79	Full Maintenance Program <sup>3</sup> Contract Miles <u>25,000</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

OverMileage Charge \$ 0.0000 Per Mile

# Tires 0 Loaner Vehicle Not Included

**\$ 63.79 Additional Services SubTotal**

\$ 64.43	Sales Tax <u>9.5000%</u> <b>State</b> <u>CA</u>
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**\$ 806.39 Total Monthly Rental Including Additional Services**

\$ 3,608.64	Reduced Book Value at <u>60</u> Months
-------------	--

\$ 400.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 4,500  
(Current market and vehicle conditions may also affect value of vehicle)  
(Quote is Subject to Customer's Credit Approval)

**Notes**

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

**LESSEE** Burbank Unified School District **Asst Superintendent Admin Services**

**BY** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.


**Aftermarket Equipment Total**

Description	(B)illed or (C)apped	Price
Strongs Truck and Van Upfitters Qte 62369 Federal Signal Light Package	C	\$ 3,995.45
<b>Total Aftermarket Equipment Billed</b>		\$ 0.00
<b>Total Aftermarket Equipment Capitalized</b>		\$ 3,995.45
<b>Aftermarket Equipment Total</b>		\$ 3,995.45

**Other Totals**

Description	(B)illed or (C)apped	Price
Pricing Plan Delivery Charge	B	\$ 125.00
Courtesy Delivery Fee	C	\$ 0.00
<b>Total Other Charges Billed</b>		\$ 125.00
<b>Total Other Charges Capitalized</b>		\$ 0.00
<b>Other Charges Total</b>		\$ 125.00

**VEHICLE INFORMATION:**

2019 Ford Explorer XLT 4dr Front-wheel Drive - US

Series ID: K7D

**Pricing Summary:**

	<b>INVOICE</b>	<b>MSRP</b>
Base Vehicle	\$ 33,024.00	\$ 34,400.00
Total Options	\$ 0.00	\$ 0.00
Destination Charge	\$ 1,095.00	\$ 1,095.00
<b>Total Price</b>	<b>\$ 34,119.00</b>	<b>\$ 35,495.00</b>

**SELECTED COLOR:**

Exterior: YZ - (0 P) Oxford White

Interior: 8W - (0 I) Ebony Black w/Unique Cloth Bucket Seats

**SELECTED OPTIONS:**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>INVOICE</b>	<b>MSRP</b>
113WB	113" Wheelbase	STD	STD
153	Front License Plate Bracket	NC	NC
200A	Equipment Group 200A	NC	NC
422	California Emissions System	NC	NC
44J	Transmission: 6-Speed SelectShift Automatic	Included	Included
8	Unique Cloth Bucket Seats	Included	Included
8W_02	(0 I) Ebony Black w/Unique Cloth Bucket Seats	NC	NC
998	Engine: 3.5L Ti-VCT V6 (FFV)	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDAX	3.39 Non-Limited-Slip Axle Ratio	Included	Included
STDGV	GVWR: 6,160 lbs	Included	Included
STDRD	Radio: AM/FM Stereo	Included	Included
STDTR	Tires: P245/60R18 AS BSW	Included	Included
STDWL	Wheels: 18" 5-Spoke Sparkle Silver-Painted Alum	Included	Included
SYNC	SYNC Communication & Entertainment System	Included	Included
YZ_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

## Body Exterior Features:

Number Of Doors 4  
 Rear Cargo Door Type: liftgate  
 Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors  
 Convex Driver Mirror: convex driver and passenger mirror  
 Spoiler: rear lip spoiler  
 Door Handles: body-coloured  
 Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip  
 Rear Step Bumper: rear step bumper  
 Front Bumper Insert: metal-look front bumper insert  
 Rear Bumper Insert: metal-look rear bumper insert  
 Front License Plate Bracket: front license plate bracket  
 Body Material: galvanized steel/aluminum body material  
 Roof Rack: rails only  
 Body Side Cladding: black bodyside cladding  
 Grille: metal-look w/chrome surround grille  
 Exhaust Tip: chrome tip exhaust

## Convenience Features:

Air Conditioning manual air conditioning  
 Air Filter: air filter  
 Rear Air Conditioning: rear air conditioning with separate controls  
 Cruise Control: cruise control with steering wheel controls  
 Power Windows: power windows with driver and passenger 1-touch down  
 1/4 Vent Rear Windows: power rearmost windows  
 Remote Keyless Entry: keyfob (all doors) remote keyless entry  
 Illuminated Entry: illuminated entry  
 Key Pad: keypad locking  
 Integrated Key Remote: integrated key/remote  
 Auto Locking: auto-locking doors  
 Passive Entry: Intelligent Access proximity key  
 Valet Key: valet function  
 Trunk FOB Controls: keyfob trunk/hatch/door release  
 Steering Wheel: steering wheel with manual tilting, manual telescoping  
 Day-Night Rearview Mirror: day-night rearview mirror  
 Driver and Passenger Vanity Mirror: illuminated driver and passenger-side visor mirrors  
 Emergency SOS: 911 Assist emergency communication system  
 Front Cupholder: front and rear cupholders  
 Floor Console: full floor console with covered box  
 Overhead Console: mini overhead console with storage  
 Glove Box: illuminated locking glove box  
 Driver Door Bin: driver and passenger door bins  
 Rear Door Bins: rear door bins  
 Seatback Storage Pockets: 2 seatback storage pockets  
 Driver Footrest: driver's footrest  
 Retained Accessory Power: retained accessory power  
 Power Accessory Outlet: 4 12V DC power outlets

## Entertainment Features:

radio SiriusXM AM/FM/Satellite with seek-scan  
 Voice Activated Radio: voice activated radio  
 Speed Sensitive Volume: speed-sensitive volume  
 Steering Wheel Radio Controls: steering-wheel mounted audio controls  
 Speakers: 12 speakers  
 1st Row LCD: 2 1st row LCD monitor  
 Wireless Connectivity: wireless phone connectivity  
 Antenna: integrated roof antenna

## Lighting, Visibility and Instrumentation Features:

Headlamp Type delay-off aero-composite LED low beam headlamps  
 Front Wipers: variable intermittent speed-sensitive wipers wipers  
 Rear Window wiper: fixed interval rear window wiper with heating wiper park  
 Rear Window Defroster: rear window defroster

Linked Windows: deep-linked windows  
Dome Light: dome light with fade  
Front Reading Lights: front and rear reading lights  
Ignition Switch: ignition switch light  
Variable IP Lighting: variable instrument panel lighting  
Display Type: analog display  
Tachometer: tachometer  
Compass: compass  
Exterior Temp: outside-temperature display  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Park Distance Control: rear parking sensors  
Trip Computer: trip computer  
Trip Odometer: trip odometer  
Water Temp Gauge: water temp. gauge  
Clock: in-dash clock  
Systems Monitor: systems monitor  
Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Low Washer Fluid Warning: low-washer-fluid warning  
Door Ajar Warning: door-ajar warning  
Trunk Ajar Warning: trunk-ajar warning  
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: compact spare tire  
Spare Tire Mount: spare tire mounted inside under cargo  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: Safety Canopy System curtain 1st, 2nd and 3rd row overhead airbag  
Knee Airbag: knee airbag  
Occupancy Sensor: front passenger airbag occupancy sensor  
Height Adjustable Seatbelts: height adjustable front seatbelts  
Seatbelt Pretensioners: front seatbelt pre-tensioners  
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
Side Impact Bars: side-impact bars  
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
Rear Child Safety Locks: rear child safety locks  
Ignition Disable: SecuriLock immobilizer  
Security System: security system  
Panic Alarm: panic alarm  
Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-roll  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints with tilt  
Rear Headrest Control: 3 rear head restraints  
3rd Row Headrests: 2 fixed third row head restraints  
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 7  
Front Bucket Seats: front bucket seats  
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments  
Reclining Driver Seat: power reclining driver and manual reclining passenger seats  
Driver Lumbar: power 2-way driver and passenger lumbar support

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Front Centre Armrest Storage: front centre armrest

Rear Seat Type: rear manual reclining 60-40 split-bench seat

Rear Seat Fore/Aft: manual rear seat fore/aft adjustment

Rear Folding Position: rear seat tumble forward

Rear Seat Armrest: rear seat centre armrest

3rd Row Seat Type: fixed third row 50-50 split-bench seat

3rd Row Electric Control: fold into floor third row seat

Leather Upholstery: premium cloth front and rear seat upholstery

Door Trim Insert: cloth door panel trim

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert

Shift Knob Trim: leather/chrome shift knob

LeatherSteeringWheel: leather steering wheel

Floor Mats: carpet front and rear floor mats

Interior Accents: chrome/metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 290-hp, 3.5-liter V-6 (regular gas)

Standard Transmission:

Transmission 6-speed automatic w/ OD and auto-manual



# Open-End (Equity) Lease Rate Quote

Quote No: 4272773

Prepared For: Burbank Unified School District

Date 05/09/2019  
AE/AM BTP

**Unit #**

**Year** 2019 **Make** Ford **Model** F-250

**Series** XL 4x2 SD Regular Cab 8 ft. box 142 in. WB SRW

**Vehicle Order Type** In-Stock **Term** 60 **State** CA **Customer#** 431103

**Number of Units** 1

\$ 28,313.02		Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00	*	Sales Tax <u>0.0000%</u> <b>State</b> <u>CA</u>
\$ 521.96	*	Initial License Fee
\$ 0.00	*	Registration Fee
\$ 125.00		Other: (See Page 2)
\$ 0.00	*	Capitalized Price Reduction
\$ 0.00	*	Tax on Capitalized Price Reduction
\$ 0.00		Gain Applied From Prior Unit
\$ 0.00	*	Tax on Gain On Prior
\$ 0.00	*	Security Deposit
\$ 0.00	*	Tax on Incentive( Taxable Incentive Total : \$0.00 )

**All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.**

**Order Information**

<b>Driver Name</b>	
<b>Exterior Color</b>	(0 P) Oxford White
<b>Interior Color</b>	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 S
<b>Lic. Plate Type</b>	Unknown
<b>GVWR</b>	0

<u>\$ 28,438.02</u>	Total Capitalized Amount (Delivered Price)
\$ 426.57	Depreciation Reserve @ <u>1.5000%</u>
<u>\$ 114.68</u>	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>
<b>\$ 541.25</b>	<b>Total Monthly Rental Excluding Additional Services</b>

**Additional Fleet Management**

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 37.00	Physical Damage Management (Estimate Only)	Comp/Coll Deductible <u>0 / 0</u>
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\$ 0.00	Full Maintenance Program <sup>3</sup> Contract Miles <u>0</u>	OverMileage Charge <u>\$ 0.00</u> Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>	# Tires <u>0</u> Loaner Vehicle Not Included

**\$ 37.00 Additional Services SubTotal**

<u>\$ 51.42</u>	Sales Tax <u>9.5000%</u>	<b>State</b> <u>CA</u>
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**\$ 629.67 Total Monthly Rental Including Additional Services**

\$ 2,843.82 Reduced Book Value at 60 Months

\$ 400.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15,000  
(Current market and vehicle conditions may also affect value of vehicle)  
(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

**LESSEE** Burbank Unified School District

Asst Superintendent Admin Services

**BY**

**TITLE**

**DATE**

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



## Open-End (Equity) Lease Rate Quote

Quote No: 4272773

**Other Totals**

Description	(B)illed or (C)apped	Price
Pricing Plan Delivery Charge	C	\$ 125.00
Courtesy Delivery Fee	C	\$ 0.00
<b>Total Other Charges Billed</b>		\$ 0.00
<b>Total Other Charges Capitalized</b>		\$ 125.00
<b>Other Charges Total</b>		\$ 125.00

**VEHICLE INFORMATION:**

2019 Ford F-250 XL 4x2 SD Regular Cab 8 ft. box 142 in. WB SRW - US  
Series ID: F2A

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 31,493.00	\$ 33,150.00
Total Options	\$ 2,493.00	\$ 2,740.00
Destination Charge	\$ 1,595.00	\$ 1,595.00
<b>Total Price</b>	<b>\$ 35,581.00</b>	<b>\$ 37,485.00</b>

**SELECTED COLOR:**

Exterior: Z1 - (0 P) Oxford White  
Interior: AS - (0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
142WB	142" Wheelbase	STD	STD
17FFBP	Chrome Front Bumper	Included	Included
17FHUB	Bright Chrome Hub Covers & Center Ornaments	Included	Included
17FRBP	Chrome Rear Step Bumper	Included	Included
425	50-State Emissions System	STD	STD
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift	Included	Included
525_	Steering Wheel-Mounted Cruise Control	Included	Included
52B	Trailer Brake Controller	\$ 246.00	\$ 270.00
54K	Manual Telescoping/Folding Trailer Tow Mirrors	Included	Included
585_	Radio: AM/FM Stereo/MP3 Player	Included	Included
600A	Order Code 600A	NC	NC
64A	Wheels: 17" Argent Painted Steel	Included	Included
66S	Upfitter Switches (6)	\$ 150.00	\$ 165.00
67D	Extra Heavy-Duty 200 Amp Alternator	Included	Included
90L	Power Equipment Group	\$ 832.00	\$ 915.00
90LACD	Accessory Delay	Included	Included
90LASP	Advanced Security Pack	Included	Included
90LPLK	Power Locks	Included	Included
90LPTL	Power Tailgate Lock	Included	Included
90LPWN	Power Front Seat Windows	Included	Included
90LRKE	Remote Keyless Entry	Included	Included
91M	SYNC Communications & Entertainment System	Included	Included
96V	XL Value Package	\$ 910.00	\$ 1,000.00
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included	Included
A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included
AS_01	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat	NC	NC
LCD4	4.2" Center-Stack Screen	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 10,000 lb Payload Package	Included	Included
TD8	Tires: LT245/75Rx17E BSW A/S (4)	Included	Included
X3E	Electronic-Locking w/3.73 Axle Ratio	\$ 355.00	\$ 390.00
Z1_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

## Body Exterior Features:

Number Of Doors: 2  
 Rear Cargo Door Type: tailgate  
 Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator  
 Convex Driver Mirror: convex driver and passenger mirror  
 Mirror Type: manual extendable trailer mirrors  
 Door Handles: black  
 Front And Rear Bumpers: chrome front and rear bumpers with body-coloured rub strip  
 Rear Step Bumper: rear step bumper  
 Front Tow Hooks: 2 front tow hooks  
 Front License Plate Bracket: front license plate bracket  
 Box Style: regular  
 Body Material: aluminum body material  
 : class V trailering with harness, hitch, brake controller  
 Grille: black grille  
 Upfitter Switches: upfitter switches

## Convenience Features:

Air Conditioning: manual air conditioning  
 Air Filter: air filter  
 Cruise Control: cruise control with steering wheel controls  
 Power Windows: power windows with driver and passenger 1-touch down  
 Remote Keyless Entry: keyfob (all doors) remote keyless entry  
 Illuminated Entry: illuminated entry  
 Integrated Key Remote: integrated key/remote  
 Steering Wheel: steering wheel with manual tilting, manual telescoping  
 Day-Night Rearview Mirror: day-night rearview mirror  
 Emergency SOS: 911 Assist emergency communication system  
 Front Cupholder: front cupholder  
 Glove Box: illuminated locking glove box  
 Driver Door Bin: driver and passenger door bins  
 Dashboard Storage: covered dashboard storage  
 IP Storage: bin instrument-panel storage  
 Retained Accessory Power: retained accessory power  
 Power Accessory Outlet: 2 12V DC power outlets

## Entertainment Features:

radio: AM/FM stereo with seek-scan  
 Radio Data System: radio data system  
 Voice Activated Radio: voice activated radio  
 Speed Sensitive Volume: speed-sensitive volume  
 Steering Wheel Radio Controls: steering-wheel mounted audio controls  
 Speakers: 4 speakers  
 1st Row LCD: 2 1st row LCD monitor  
 Wireless Connectivity: wireless phone connectivity  
 Antenna: fixed antenna

## Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps  
 Cab Clearance Lights: cargo bed light  
 Underhood Light: underhood light  
 Front Wipers: variable intermittent wipers  
 Tinted Windows: light-tinted windows  
 Dome Light: dome light with fade  
 Front Reading Lights: front reading lights  
 Variable IP Lighting: variable instrument panel lighting  
 Display Type: analog display  
 Tachometer: tachometer  
 Compass: compass  
 Exterior Temp: outside-temperature display  
 Low Tire Pressure Warning: tire specific low-tire-pressure warning  
 Trip Computer: trip computer  
 Trip Odometer: trip odometer

Oil Pressure Gauge: oil pressure gauge

Water Temp Gauge: water temp. gauge

Transmission Oil Temp Gauge: transmission oil temp. gauge

Engine Hour Meter: engine hour meter

Clock: in-radio display clock

Systems Monitor: systems monitor

Rear Vision Camera: rear vision camera

Oil Pressure Warning: oil-pressure warning

Water Temp Warning: water-temp. warning

Battery Warning: battery warning

Lights On Warning: lights-on warning

Key in Ignition Warning: key-in-ignition warning

Low Fuel Warning: low-fuel warning

Door Ajar Warning: door-ajar warning

Brake Fluid Warning: brake-fluid warning

#### Safety And Security:

ABS four-wheel ABS brakes

Number of ABS Channels: 4 ABS channels

Brake Assistance: brake assist

Brake Type: four-wheel disc brakes

Vented Disc Brakes: front and rear ventilated disc brakes

Daytime Running Lights: daytime running lights

Spare Tire Type: full-size spare tire

Spare Tire Mount: underbody mounted spare tire w/crankdown

Driver Front Impact Airbag: driver and passenger front-impact airbags

Driver Side Airbag: seat-mounted driver and passenger side-impact airbags

Overhead Airbag: Safety Canopy System curtain 1st row overhead airbag

Height Adjustable Seatbelts: height adjustable front seatbelts

Side Impact Bars: side-impact bars

Perimeter Under Vehicle Lights: remote activated perimeter/approach lights

Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks

Ignition Disable: SecuriLock immobilizer

Security System: security system

Panic Alarm: panic alarm

Electronic Stability: electronic stability stability control with anti-roll

Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints

#### Seats And Trim:

Seating Capacity max. seating capacity of 3

Front Bucket Seats: front split-bench 40-20-40 seats

Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments

Reclining Driver Seat: manual reclining driver and passenger seats

Driver Lumbar: manual driver and passenger lumbar support

Driver Fore/Aft: manual driver and passenger fore/aft adjustment

Front Centre Armrest Storage: front centre armrest with storage

Leather Upholstery: vinyl front seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full vinyl/rubber floor covering

Shift Knob Trim: urethane shift knob

Interior Accents: chrome interior accents

#### Standard Engine:

Engine 385-hp, 6.2-liter V-8 (regular gas)

#### Standard Transmission:

Transmission 6-speed automatic w/ OD and PowerShift automatic



# Open-End (Equity) Lease Rate Quote

Quote No: 4273024

Prepared For: Burbank Unified School District

Date 05/09/2019

AE/AM BTP

**Unit #**

**Year** 2019 **Make** Ford **Model** F-250

**Series** XL 4x2 SD Regular Cab 8 ft. box 142 in. WB SRW

**Vehicle Order Type** In-Stock **Term** 60 **State** CA **Customer#** 431103

**Number of Units** 1

\$ 35,158.56	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00 *	Sales Tax <u>0.0000%</u> <b>State</b> <u>CA</u>
\$ 611.02 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 125.00	Other: (See Page 2)
\$ 3,528.36 *	Capitalized Price Reduction
\$ 335.19 *	Tax on Capitalized Price Reduction Tax
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive( Taxable Incentive Total : \$0.00 )

**All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.**

**Order Information**

<b>Driver Name</b>	
<b>Exterior Color</b>	(0 P) Oxford White
<b>Interior Color</b>	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 S
<b>Lic. Plate Type</b>	Unknown
<b>GVWR</b>	0

Downpayment +

<u>\$ 31,755.20</u>	Total Capitalized Amount (Delivered Price)
\$ 476.33	Depreciation Reserve @ <u>1.5000%</u>
<u>\$ 130.36</u>	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>

**\$ 606.69 Total Monthly Rental Excluding Additional Services**

**Additional Fleet Management**

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 37.00	Physical Damage Management (Estimate Only)	Comp/Coll Deductible <u>0 / 0</u>
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\$ 0.00	Full Maintenance Program <sup>3</sup> Contract Miles <u>0</u>	OverMileage Charge <u>\$ 0.00</u> Per Mile
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Incl: # Brake Sets (1 set = 1 Axle) 0

# Tires 0

Loaner Vehicle Not Included

**\$ 37.00 Additional Services SubTotal**

<u>\$ 57.64</u>	Sales Tax <u>9.5000%</u>	<b>State</b> <u>CA</u>
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**\$ 701.33 Total Monthly Rental Including Additional Services**

\$ 3,175.40 Reduced Book Value at 60 Months

\$ 400.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15,000  
(Current market and vehicle conditions may also affect value of vehicle)  
(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

**LESSEE** Burbank Unified School District

Asst Superintendent Admin Services

**BY**

**TITLE**

**DATE**

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.


**Aftermarket Equipment Total**

Description	(B)illed or (C)apped	Price
Harbor Truck Bodies 8ft Trademaster Service Body - 8ft Tapered Leg Side Loader Over Cab Rack with Hooks; Swing Aaway Rear Bar	C	\$ 7,102.00
<b>Total Aftermarket Equipment Billed</b>		\$ 0.00
<b>Total Aftermarket Equipment Capitalized</b>		\$ 7,102.00
<b>Aftermarket Equipment Total</b>		\$ 7,102.00

**Other Totals**

Description	(B)illed or (C)apped	Price
Pricing Plan Delivery Charge	C	\$ 125.00
Courtesy Delivery Fee	C	\$ 0.00
<b>Total Other Charges Billed</b>		\$ 0.00
<b>Total Other Charges Capitalized</b>		\$ 125.00
<b>Other Charges Total</b>		\$ 125.00

**VEHICLE INFORMATION:**

2019 Ford F-250 XL 4x2 SD Regular Cab 8 ft. box 142 in. WB SRW - US  
Series ID: F2A

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 31,493.00	\$ 33,150.00
Total Options	\$ 2,329.00	\$ 2,560.00
Destination Charge	\$ 1,595.00	\$ 1,595.00
<b>Total Price</b>	<b>\$ 35,417.00</b>	<b>\$ 37,305.00</b>

**SELECTED COLOR:**

Exterior: Z1 - (0 P) Oxford White  
Interior: AS - (0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
142WB	142" Wheelbase	STD	STD
17FFBP	Chrome Front Bumper	Included	Included
17FHUB	Bright Chrome Hub Covers & Center Ornaments	Included	Included
425	50-State Emissions System	STD	STD
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift	Included	Included
512	Spare Tire, Wheel, Carrier & Jack	\$ 269.00	\$ 295.00
525_	Steering Wheel-Mounted Cruise Control	Included	Included
52B	Trailer Brake Controller	\$ 246.00	\$ 270.00
54K	Manual Telescoping/Folding Trailer Tow Mirrors	Included	Included
585_	Radio: AM/FM Stereo/MP3 Player	Included	Included
600A	Order Code 600A	NC	NC
63R	Heavy-Service Package for Pickup Box Delete	\$ 114.00	\$ 125.00
64A	Wheels: 17" Argent Painted Steel	Included	Included
66D	Pickup Box Delete	\$ -569.00	\$ -625.00
66DRBD	Rear Bumper Delete	Included	Included
66S	Upfitter Switches (6)	\$ 150.00	\$ 165.00
67D	Extra Heavy-Duty 200 Amp Alternator	Included	Included
872	Rear View Camera & Prep Kit	\$ 377.00	\$ 415.00
90L	Power Equipment Group	\$ 832.00	\$ 915.00
90LACD	Accessory Delay	Included	Included
90LASP	Advanced Security Pack	Included	Included
90LPLK	Power Locks	Included	Included
90LPTL	Power Tailgate Lock	Included	Included
90LPWN	Power Front Seat Windows	Included	Included
90LRKE	Remote Keyless Entry	Included	Included
91M	SYNC Communications & Entertainment System	Included	Included
96V	XL Value Package	\$ 910.00	\$ 1,000.00
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included	Included
A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included
AS_01	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat	NC	NC
LCD4	4.2" Center-Stack Screen	Included	Included
PAINT	Monotone Paint Application	STD	STD
RBAR	Rear Stabilizer Bar	Included	Included
STDGV	GVWR: 10,000 lb Payload Package	Included	Included
TD8	Tires: LT245/75Rx17E BSW A/S (4)	Included	Included
X37	3.73 Axle Ratio	Included	Included
Z1_01	(0 P) Oxford White	NC	NC



CONFIGURED FEATURES:

## Body Exterior Features:

Number Of Doors: 2  
 Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator  
 Convex Driver Mirror: convex driver and passenger mirror  
 Mirror Type: manual extendable trailer mirrors  
 Door Handles: black  
 Front And Rear Bumpers: chrome front and rear bumpers with body-coloured rub strip  
 Front Tow Hooks: 2 front tow hooks  
 Front License Plate Bracket: front license plate bracket  
 Body Material: aluminum body material  
 : class V trailering with hitch, brake controller  
 Grille: black grille  
 Upfitter Switches: upfitter switches

## Convenience Features:

Air Conditioning: manual air conditioning  
 Air Filter: air filter  
 Cruise Control: cruise control with steering wheel controls  
 Power Windows: power windows with driver and passenger 1-touch down  
 Remote Keyless Entry: keyfob (all doors) remote keyless entry  
 Illuminated Entry: illuminated entry  
 Integrated Key Remote: integrated key/remote  
 Steering Wheel: steering wheel with manual tilting, manual telescoping  
 Day-Night Rearview Mirror: day-night rearview mirror  
 Auto-dimming Rearview Mirror: auto-dimming rearview mirror  
 Emergency SOS: 911 Assist emergency communication system  
 Front Cupholder: front cupholder  
 Glove Box: illuminated locking glove box  
 Driver Door Bin: driver and passenger door bins  
 Dashboard Storage: covered dashboard storage  
 IP Storage: bin instrument-panel storage  
 Retained Accessory Power: retained accessory power  
 Power Accessory Outlet: 2 12V DC power outlets

## Entertainment Features:

radio: AM/FM stereo with seek-scan  
 Radio Data System: radio data system  
 Voice Activated Radio: voice activated radio  
 Speed Sensitive Volume: speed-sensitive volume  
 Steering Wheel Radio Controls: steering-wheel mounted audio controls  
 Speakers: 4 speakers  
 1st Row LCD: 2 1st row LCD monitor  
 Wireless Connectivity: wireless phone connectivity  
 Antenna: fixed antenna

## Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps  
 Cab Clearance Lights: cargo bed light  
 Underhood Light: underhood light  
 Front Wipers: variable intermittent wipers  
 Tinted Windows: light-tinted windows  
 Dome Light: dome light with fade  
 Front Reading Lights: front reading lights  
 Variable IP Lighting: variable instrument panel lighting  
 Display Type: analog display  
 Tachometer: tachometer  
 Compass: compass  
 Exterior Temp: outside-temperature display  
 Low Tire Pressure Warning: tire specific low-tire-pressure warning  
 Trip Computer: trip computer  
 Trip Odometer: trip odometer  
 Oil Pressure Gauge: oil pressure gauge  
 Water Temp Gauge: water temp. gauge

Transmission Oil Temp Gauge: transmission oil temp. gauge  
Engine Hour Meter: engine hour meter  
Clock: in-radio display clock  
Systems Monitor: systems monitor  
Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Door Ajar Warning: door-ajar warning  
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: full-size spare tire  
Spare Tire Mount: underbody mounted spare tire w/crankdown  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: Safety Canopy System curtain 1st row overhead airbag  
Height Adjustable Seatbelts: height adjustable front seatbelts  
Side Impact Bars: side-impact bars  
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
Ignition Disable: SecuriLock immobilizer  
Security System: security system  
Panic Alarm: panic alarm  
Electronic Stability: electronic stability stability control with anti-roll  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 3  
Front Bucket Seats: front split-bench 40-20-40 seats  
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments  
Reclining Driver Seat: manual reclining driver and passenger seats  
Driver Lumbar: manual driver and passenger lumbar support  
Driver Fore/Aft: manual driver and passenger fore/aft adjustment  
Front Centre Armrest Storage: front centre armrest with storage  
Leather Upholstery: vinyl front seat upholstery  
Headliner Material: full cloth headliner  
Floor Covering: full vinyl/rubber floor covering  
Shift Knob Trim: urethane shift knob  
Interior Accents: chrome interior accents

Standard Engine:

Engine 385-hp, 6.2-liter V-8 (regular gas)

Standard Transmission:

Transmission 6-speed automatic w/ OD and PowerShift automatic



# Open-End (Equity) Lease Rate Quote

Quote No: 4272720

Prepared For: Burbank Unified School District

Date 05/09/2019

AE/AM BTP

**Unit #**

**Year** 2019 **Make** Ford **Model** F-250

**Series** XL 4x2 SD Super Cab 8 ft. box 164 in. WB SRW

**Vehicle Order Type** In-Stock **Term** 60 **State** CA **Customer#** 431103

**Number of Units** 1

\$ 39,501.16	Capitalized Price of Vehicle <sup>1</sup>	
\$ 0.00 *	Sales Tax <u>0.0000%</u> <b>State</b> <u>CA</u>	
\$ 664.55 *	Initial License Fee	
\$ 0.00 *	Registration Fee	
\$ 125.00	Other: (See Page 2)	
\$ 3,962.62 *	Capitalized Price Reduction	Down Payment
\$ 376.45 *	Tax on Capitalized Price Reduction	+ tax
\$ 0.00	Gain Applied From Prior Unit	
\$ 0.00 *	Tax on Gain On Prior	
\$ 0.00 *	Security Deposit	
\$ 0.00 *	Tax on Incentive( Taxable Incentive Total : \$0.00 )	

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

**Order Information**

<b>Driver Name</b>	
<b>Exterior Color</b>	(0 P) Oxford White
<b>Interior Color</b>	(0 I) Medium Earth Gray w/Cloth 40/Mini-Conso
<b>Lic. Plate Type</b>	Unknown
<b>GVWR</b>	0

<u>\$ 35,663.54</u>	Total Capitalized Amount (Delivered Price)
\$ 534.95	Depreciation Reserve @ <u>1.5000%</u>
<u>\$ 145.14</u>	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>

**\$ 680.09 Total Monthly Rental Excluding Additional Services**

**Additional Fleet Management**

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 37.00	Physical Damage Management (Estimate Only)	Comp/Coll Deductible <u>0 / 0</u>
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\$ 0.00	Full Maintenance Program <sup>3</sup> Contract Miles <u>0</u>	OverMileage Charge <u>\$ 0.00</u> Per Mile
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Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included
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**\$ 37.00 Additional Services SubTotal**

<u>\$ 64.61</u>	Sales Tax <u>9.5000%</u>	<b>State</b> <u>CA</u>
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**\$ 781.70 Total Monthly Rental Including Additional Services**

<u>\$ 3,566.54</u>	Reduced Book Value at <u>60</u> Months
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<u>\$ 400.00</u>	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 15,000  
 (Current market and vehicle conditions may also affect value of vehicle)  
 (Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

**LESSEE** Burbank Unified School District

Asst Superintendent Admin Services

**BY**

**TITLE**

**DATE**

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



## Open-End (Equity) Lease Rate Quote

Quote No: 4272720

**Other Totals**

Description	(B)illed or (C)apped	Price
Pricing Plan Delivery Charge	C	\$ 125.00
Courtesy Delivery Fee	C	\$ 0.00
<b>Total Other Charges Billed</b>		\$ 0.00
<b>Total Other Charges Capitalized</b>		\$ 125.00
<b>Other Charges Total</b>		\$ 125.00

**VEHICLE INFORMATION:**

2019 Ford F-250 XL 4x2 SD Super Cab 8 ft. box 164 in. WB SRW - US  
Series ID: X2A

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 33,901.00	\$ 35,685.00
Total Options	\$ 11,511.00	\$ 12,650.00
Destination Charge	\$ 1,595.00	\$ 1,595.00
<b>Total Price</b>	<b>\$ 47,007.00</b>	<b>\$ 49,930.00</b>

**SELECTED COLOR:**

Exterior: Z1 - (0 P) Oxford White  
Interior: 4S - (0 I) Medium Earth Gray w/Cloth 40/Mini-Console/40 Front Seat (Fleet)

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
164WB	164" Wheelbase	STD	STD
17FFBP	Chrome Front Bumper	Included	Included
17FHUB	Bright Chrome Hub Covers & Center Ornaments	Included	Included
17FRBP	Chrome Rear Step Bumper	Included	Included
4	Cloth 40/Mini-Console/40 Front Seat (Fleet)	\$ 468.00	\$ 515.00
41H	Engine Block Heater	\$ 91.00	\$ 100.00
425	50-State Emissions System	STD	STD
43C_	110V/400W Outlet (Fleet)	\$ 159.00	\$ 175.00
44W	Transmission: TorqShift 6-Speed Automatic	NC	NC
4S_01	(0 I) Medium Earth Gray w/Cloth 40/Mini-Console/40 Front Seat (Fleet)	NC	NC
525_	Steering Wheel-Mounted Cruise Control	Included	Included
52B	Trailer Brake Controller	\$ 246.00	\$ 270.00
54K	Manual Telescoping/Folding Trailer Tow Mirrors	Included	Included
585_	Radio: AM/FM Stereo/MP3 Player	Included	Included
600A	Order Code 600A	NC	NC
64A	Wheels: 17" Argent Painted Steel	Included	Included
66S	Upfitter Switches (6)	\$ 150.00	\$ 165.00
67D_	Extra Heavy-Duty 220 Amp Alternator	Included	Included
90L	Power Equipment Group	\$ 832.00	\$ 915.00
90LACD	Accessory Delay	Included	Included
90LASP	Advanced Security Pack	Included	Included
90LPLK	Power Locks	Included	Included
90LPTL	Power Tailgate Lock	Included	Included
90LPWN	Power Front & Rear Seat Windows	Included	Included
90LRKE	Remote Keyless Entry	Included	Included
91M	SYNC Communications & Entertainment System	Included	Included
96V	XL Value Package	\$ 910.00	\$ 1,000.00
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20	\$ 8,300.00	\$ 9,120.00
99T34G	34 Gallon Fuel Tank	Included	Included
99TBAT	Dual 78-AH 750 CCA Batteries	Included	Included
LCD4	4.2" Center-Stack Screen	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 10,000 lb Payload Package	Included	Included
TD8	Tires: LT245/75Rx17E BSW A/S (4)	Included	Included
X3H	Electronic-Locking w/3.31 Axle Ratio	\$ 355.00	\$ 390.00
Z1_01	(0 P) Oxford White	NC	NC



CONFIGURED FEATURES:

## Body Exterior Features:

Number Of Doors: 4  
 Rear Driver Door: reverse opening rear passenger doors  
 Rear Cargo Door Type: tailgate  
 Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator  
 Convex Driver Mirror: convex driver and passenger mirror  
 Mirror Type: manual extendable trailer mirrors  
 Door Handles: black  
 Front And Rear Bumpers: chrome front and rear bumpers with body-coloured rub strip  
 Rear Step Bumper: rear step bumper  
 Front Tow Hooks: 2 front tow hooks  
 Front License Plate Bracket: front license plate bracket  
 Box Style: regular  
 Body Material: aluminum body material  
 : class V trailering with harness, hitch, brake controller  
 Grille: black grille  
 Upfitter Switches: upfitter switches

## Convenience Features:

Air Conditioning: manual air conditioning  
 Air Filter: air filter  
 Cruise Control: cruise control with steering wheel controls  
 Power Windows: power windows with driver and passenger 1-touch down  
 Remote Keyless Entry: keyfob (front doors) remote keyless entry  
 Illuminated Entry: illuminated entry  
 Integrated Key Remote: integrated key/remote  
 Steering Wheel: steering wheel with manual tilting, manual telescoping  
 Day-Night Rearview Mirror: day-night rearview mirror  
 Emergency SOS: 911 Assist emergency communication system  
 Front Cupholder: front cupholder  
 Floor Console: partial floor console with box  
 Overhead Console: full overhead console with storage  
 Glove Box: illuminated locking glove box  
 Driver Door Bin: driver and passenger door bins  
 Rear Door Bins: rear door bins  
 Dashboard Storage: covered dashboard storage  
 IP Storage: bin instrument-panel storage  
 Retained Accessory Power: retained accessory power  
 Power Accessory Outlet: 2 12V DC power outlets

## Entertainment Features:

radio: AM/FM stereo with seek-scan  
 Radio Data System: radio data system  
 Voice Activated Radio: voice activated radio  
 Speed Sensitive Volume: speed-sensitive volume  
 Steering Wheel Radio Controls: steering-wheel mounted audio controls  
 Speakers: 6 speakers  
 1st Row LCD: 2 1st row LCD monitor  
 Wireless Connectivity: wireless phone connectivity  
 Antenna: fixed antenna

## Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps  
 Cab Clearance Lights: cargo bed light  
 Underhood Light: underhood light  
 Front Wipers: variable intermittent wipers  
 Tinted Windows: light-tinted windows  
 Dome Light: dome light with fade  
 Front Reading Lights: front reading lights  
 Variable IP Lighting: variable instrument panel lighting  
 Display Type: analog display  
 Tachometer: tachometer  
 Compass: compass

Exterior Temp: outside-temperature display  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Trip Computer: trip computer  
Trip Odometer: trip odometer  
Water Temp Gauge: water temp. gauge  
Turbo/Supercharger Boost Gauge: turbo/supercharger boost gauge  
Transmission Oil Temp Gauge: transmission oil temp. gauge  
Engine Hour Meter: engine hour meter  
Clock: in-radio display clock  
Systems Monitor: systems monitor  
Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Door Ajar Warning: door-ajar warning  
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: full-size spare tire  
Spare Tire Mount: underbody mounted spare tire w/crankdown  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag  
Height Adjustable Seatbelts: height adjustable front seatbelts  
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
Side Impact Bars: side-impact bars  
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
Ignition Disable: SecuriLock immobilizer  
Security System: security system  
Panic Alarm: panic alarm  
Electronic Stability: electronic stability stability control with anti-roll  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints  
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5  
Front Bucket Seats: front bucket seats  
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments  
Reclining Driver Seat: manual reclining driver and passenger seats  
Driver Lumbar: manual driver and passenger lumbar support  
Driver Fore/Aft: manual driver and passenger fore/aft adjustment  
Rear Seat Type: rear 60-40 split-bench seat  
Rear Folding Position: rear seat fold-up cushion  
Leather Upholstery: cloth front and rear seat upholstery  
Headliner Material: full cloth headliner  
Floor Covering: full vinyl/rubber floor covering  
Shift Knob Trim: urethane shift knob  
Interior Accents: chrome interior accents

Standard Engine:

Engine 450-hp, 6.7-liter V-8 (diesel)

Standard Transmission:

Transmission 6-speed automatic w/ OD and PowerShift automatic



# Open-End (Equity) Lease Rate Quote

Quote No: 4281814

**Prepared For:** Burbank Unified School District

**Date:** 05/21/2019

**AE/AM:** BTP

**Unit #**

**Year:** 2019 **Make:** Ford **Model:** F-350 Chassis

**Series:** XL 4x2 SD Regular Cab 169 in. WB DRW

**Vehicle Order Type:** In-Stock **Term:** 60 **State:** CA **Customer#:** 431103

**Number of Units:** 1

\$ 49,988.25	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00 *	Sales Tax <u>0.0000%</u> <b>State</b> <u>CA</u>
\$ 783.93 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 125.00	Other: (See Page 2)
\$ 5,731.50 *	Capitalized Price Reduction <b>Down Payment</b>
\$ 544.49 *	Tax on Capitalized Price Reduction <b>+ tax</b>
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive( Taxable Incentive Total : \$0.00 )

**All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.**

**Order Information**

<b>Driver Name</b>	
<b>Exterior Color</b>	(0 P) Oxford White
<b>Interior Color</b>	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 S
<b>Lic. Plate Type</b>	Unknown
<b>GVWR</b>	0

\$ 44,381.75	Total Capitalized Amount (Delivered Price)
\$ 665.73	Depreciation Reserve @ <u>1.5000%</u>
\$ 178.07	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>
<b>\$ 843.80</b>	<b>Total Monthly Rental Excluding Additional Services</b>

**Additional Fleet Management**

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 37.00	Physical Damage Management (Estimate Only)	Comp/Coll Deductible <u>0 / 0</u>
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\$ 0.00	Full Maintenance Program <sup>3</sup> Contract Miles <u>0</u>	OverMileage Charge <u>\$ 0.00</u> Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>	# Tires <u>0</u> Loaner Vehicle Not Included

**\$ 37.00 Additional Services SubTotal**

\$ 80.16	Sales Tax <u>9.5000%</u>	<b>State</b> <u>CA</u>
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**\$ 960.96 Total Monthly Rental Including Additional Services**

\$ 4,437.95 Reduced Book Value at 60 Months

\$ 400.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15,000  
(Current market and vehicle conditions may also affect value of vehicle)  
(Quote is Subject to Customer's Credit Approval)

**Notes**

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

**LESSEE** Burbank Unified School District

Asst Superintendent Admin Services

**BY**

**TITLE**

**DATE**

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.


**Aftermarket Equipment Total**

Description	(B)illed or (C)apped	Price
Royal Quote 0290614 11'ft Combo Body 40-VDO-C-144	C	\$ 11,463.00
<b>Total Aftermarket Equipment Billed</b>		\$ 0.00
<b>Total Aftermarket Equipment Capitalized</b>		\$ 11,463.00
<b>Aftermarket Equipment Total</b>		\$ 11,463.00

**Other Totals**

Description	(B)illed or (C)apped	Price
Pricing Plan Delivery Charge	C	\$ 125.00
Courtesy Delivery Fee	C	\$ 0.00
<b>Total Other Charges Billed</b>		\$ 0.00
<b>Total Other Charges Capitalized</b>		\$ 125.00
<b>Other Charges Total</b>		\$ 125.00

**VEHICLE INFORMATION:**

2019 Ford F-350 Chassis XL 4x2 SD Regular Cab 169 in. WB DRW - US  
Series ID: F3G

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 33,325.00	\$ 35,080.00
Total Options	\$ 9,428.00	\$ 10,360.00
Destination Charge	\$ 1,595.00	\$ 1,595.00
<b>Total Price</b>	<b>\$ 44,348.00</b>	<b>\$ 47,035.00</b>

**SELECTED COLOR:**

Exterior: Z1 - (0 P) Oxford White  
Interior: AS - (0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
169WB	169" Wheelbase	STD	STD
17FFBP	Chrome Front Bumper	Included	Included
425	50-State Emissions System	STD	STD
44W	Transmission: TorqShift 6-Speed Automatic	NC	NC
51D	Spare Tire & Wheel Delete (Regional)	\$ -78.00	\$ -85.00
525_	Steering Wheel-Mounted Cruise Control	Included	Included
52B	Trailer Brake Controller	\$ 246.00	\$ 270.00
585	Radio: AM/FM Stereo/MP3 Player	Included	Included
61J	4-Ton Hydraulic Jack	\$ 50.00	\$ 55.00
640A	Order Code 640A	NC	NC
64K	Wheels: 17" Argent Painted Steel	Included	Included
67D	220 Amp Extra Heavy-Duty Alternator	Included	Included
91M	SYNC Communications & Entertainment System	Included	Included
96V	XL Value Package	\$ 910.00	\$ 1,000.00
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20	\$ 8,300.00	\$ 9,120.00
99TBAT	Dual 78-AH 750 CCA Batteries	Included	Included
A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included
AS_01	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat	NC	NC
LCD4	4.2" Center-Stack Screen	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 14,000 lb Payload Package	Included	Included
TD8	Tires: LT245/75Rx17E BSW PLUS A/S	Included	Included
X37	3.73 Axle Ratio	Included	Included
Z1_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

## Body Exterior Features:

Number Of Doors: 2  
 Driver And Passenger Mirror: manual folding side-view door mirrors  
 Mirror Type: manual extendable trailer mirrors  
 Door Handles: black  
 Front And Rear Bumpers: chrome front and rear bumpers with body-coloured rub strip  
 Front Tow Hooks: 2 front tow hooks  
 Front License Plate Bracket: front license plate bracket  
 Body Material: aluminum body material  
 : trailering with harness, brake controller  
 Grille: black grille  
 Upfitter Switches: upfitter switches

## Convenience Features:

Air Conditioning: manual air conditioning  
 Air Filter: air filter  
 Cruise Control: cruise control with steering wheel controls  
 Steering Wheel: steering wheel with manual tilting, manual telescoping  
 Day-Night Rearview Mirror: day-night rearview mirror  
 Emergency SOS: 911 Assist emergency communication system  
 Front Cupholder: front cupholder  
 Glove Box: illuminated locking glove box  
 Dashboard Storage: covered dashboard storage  
 IP Storage: bin instrument-panel storage  
 Power Accessory Outlet: 2 12V DC power outlets

## Entertainment Features:

radio: AM/FM stereo with seek-scan  
 Radio Data System: radio data system  
 Voice Activated Radio: voice activated radio  
 Speed Sensitive Volume: speed-sensitive volume  
 Steering Wheel Radio Controls: steering-wheel mounted audio controls  
 Speakers: 4 speakers  
 1st Row LCD: 2 1st row LCD monitor  
 Wireless Connectivity: wireless phone connectivity  
 Antenna: fixed antenna

## Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps  
 Cab Clearance Lights: cab clearance lights  
 Underhood Light: underhood light  
 Front Wipers: variable intermittent wipers  
 Tinted Windows: light-tinted windows  
 Dome Light: dome light with fade  
 Front Reading Lights: front reading lights  
 Variable IP Lighting: variable instrument panel lighting  
 Display Type: analog display  
 Tachometer: tachometer  
 Compass: compass  
 Exterior Temp: outside-temperature display  
 Low Tire Pressure Warning: low-tire-pressure warning  
 Trip Computer: trip computer  
 Trip Odometer: trip odometer  
 Water Temp Gauge: water temp. gauge  
 Turbo/Supercharger Boost Gauge: turbo/supercharger boost gauge  
 Transmission Oil Temp Gauge: transmission oil temp. gauge  
 Engine Hour Meter: engine hour meter  
 Clock: in-radio display clock  
 Systems Monitor: systems monitor  
 Oil Pressure Warning: oil-pressure warning  
 Water Temp Warning: water-temp. warning  
 Battery Warning: battery warning  
 Lights On Warning: lights-on warning

Key in ignition warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Door Ajar Warning: door-ajar warning  
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 3 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: Safety Canopy System curtain 1st row overhead airbag  
Height Adjustable Seatbelts: height adjustable front seatbelts  
Side Impact Bars: side-impact bars  
Traction Control: driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 3  
Front Bucket Seats: front split-bench 40-20-40 seats  
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments  
Reclining Driver Seat: manual reclining driver and passenger seats  
Driver Lumbar: manual driver and passenger lumbar support  
Driver Fore/Aft: manual driver and passenger fore/aft adjustment  
Front Centre Armrest Storage: front centre armrest with storage  
Leather Upholstery: vinyl front seat upholstery  
Headliner Material: full cloth headliner  
Floor Covering: full vinyl/rubber floor covering  
Shift Knob Trim: urethane shift knob  
Interior Accents: chrome interior accents

Standard Engine:

Engine 330-hp, 6.7-liter V-8 (diesel)

Standard Transmission:

Transmission 6-speed automatic w/ OD and PowerShift automatic



# Open-End (Equity) Lease Rate Quote

Quote No: 4281815

**Prepared For:** Burbank Unified School District

**Date:** 05/21/2019

**AE/AM:** BTP

**Unit #**

**Year:** 2019 **Make:** Ford **Model:** F-450 Chassis

**Series:** XL 4x2 SD Regular Cab 169 in. WB DRW

**Vehicle Order Type:** In-Stock **Term:** 60 **State:** CA **Customer#:** 431103

**Number of Units:** 1

\$ 45,476.08	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00 *	Sales Tax <u>0.0000%</u> <b>State</b> <u>CA</u>
\$ 692.01 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 125.00	Other: (See Page 2)
\$ 4,560.11 *	Capitalized Price Reduction + tax <b>Down payment</b>
\$ 433.21 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive( Taxable Incentive Total : \$0.00 )

**All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.**

**Order Information**

<b>Driver Name</b>	
<b>Exterior Color</b>	(0 P) Oxford White
<b>Interior Color</b>	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 S
<b>Lic. Plate Type</b>	Unknown
<b>GVWR</b>	0

<b>\$ 41,040.97</b>	Total Capitalized Amount (Delivered Price)
\$ 615.61	Depreciation Reserve @ <u>1.5000%</u>
<b>\$ 161.45</b>	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>

**\$ 777.06 Total Monthly Rental Excluding Additional Services**

**Additional Fleet Management**

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 37.00	Physical Damage Management (Estimate Only)	Comp/Coll Deductible <u>0 / 0</u>
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\$ 0.00	Full Maintenance Program <sup>3</sup> Contract Miles <u>0</u>	OverMileage Charge <u>\$ 0.00</u> Per Mile
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Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included
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**\$ 37.00 Additional Services SubTotal**

\$ 73.82	Sales Tax <u>9.5000%</u>	<b>State</b> <u>CA</u>
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**\$ 887.88 Total Monthly Rental Including Additional Services**

\$ 4,104.37	Reduced Book Value at <u>60</u> Months
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\$ 400.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 15,000  
 (Current market and vehicle conditions may also affect value of vehicle)  
 (Quote is Subject to Customer's Credit Approval)

**Notes**

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

**LESSEE** Burbank Unified School District

Asst Superintendent Admin Services

**BY**

**TITLE**

**DATE**

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.


**Aftermarket Equipment Total**

Description	(B)illed or (C)apped	Price
Royal 13' ft Stakebed with 42" gates and waltco liftgate 2K lbs	C	\$ 8,966.00
<b>Total Aftermarket Equipment Billed</b>		\$ 0.00
<b>Total Aftermarket Equipment Capitalized</b>		\$ 8,966.00
<b>Aftermarket Equipment Total</b>		\$ 8,966.00

**Other Totals**

Description	(B)illed or (C)apped	Price
Pricing Plan Delivery Charge	C	\$ 125.00
Courtesy Delivery Fee	C	\$ 0.00
<b>Total Other Charges Billed</b>		\$ 0.00
<b>Total Other Charges Capitalized</b>		\$ 125.00
<b>Other Charges Total</b>		\$ 125.00

**VEHICLE INFORMATION:**

2019 Ford F-450 Chassis XL 4x2 SD Regular Cab 169 in. WB DRW - US  
Series ID: F4G

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 36,299.00	\$ 38,210.00
Total Options	\$ 1,910.00	\$ 2,100.00
Destination Charge	\$ 1,595.00	\$ 1,595.00
<b>Total Price</b>	<b>\$ 39,804.00</b>	<b>\$ 41,905.00</b>

**SELECTED COLOR:**

Exterior: Z1 - (0 P) Oxford White  
Interior: AS - (0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
169WB	169" Wheelbase	STD	STD
17FFBP	Chrome Front Bumper	Included	Included
425	50-State Emissions System	STD	STD
44P	Transmission: TorqShift 6-Speed Automatic (6R140)	Included	Included
51D	Spare Tire & Wheel Delete (Regional)	\$ -78.00	\$ -85.00
525_	Steering Wheel-Mounted Cruise Control	Included	Included
52B	Trailer Brake Controller	\$ 246.00	\$ 270.00
54K	Trailer Tow Mirrors w/Power Heated Glass	Included	Included
585	Radio: AM/FM Stereo/MP3 Player	Included	Included
61J_	6-Ton Hydraulic Jack (Regional)	NC	NC
64Z	Wheels: 19.5" Argent Painted Steel	Included	Included
650A	Order Code 650A	NC	NC
90L	Power Equipment Group	\$ 832.00	\$ 915.00
90LACD	Accessory Delay	Included	Included
90LASP	Advanced Security Pack	Included	Included
90LPLK	Power Locks	Included	Included
90LPWN	Power Front Side Windows	Included	Included
90LRKE	Remote Keyless Entry	Included	Included
91M	SYNC Communications & Entertainment System	Included	Included
96V	XL Value Package	\$ 910.00	\$ 1,000.00
99Y	Engine: 6.8L 3-Valve SOHC EFI NA V10	Included	Included
A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included
AS_04	(0 I) Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat	NC	NC
LCD4	4.2" Center-Stack Screen	Included	Included
MYKEY	MyKey	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 16,500 lb Payload Package	Included	Included
TGJ	Tires: 225/70Rx19.5G BSW A/P	Included	Included
X48	4.88 Axle Ratio	Included	Included
Z1_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors: 2
- Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator
- Convex Driver Mirror: convex driver and passenger mirror
- Mirror Type: manual extendable trailer mirrors
- Door Handles: black
- Front And Rear Bumpers: chrome front and rear bumpers with body-coloured rub strip
- Front Tow Hooks: 2 front tow hooks
- Front License Plate Bracket: front license plate bracket
- Front Mud Flaps: front and rear mud flaps
- Body Material: aluminum body material
- : trailering with harness, brake controller
- Fender Flares: black fender flares
- Grille: black grille
- Upfitter Switches: upfitter switches

Convenience Features:

- Air Conditioning: manual air conditioning
- Air Filter: air filter
- Cruise Control: cruise control with steering wheel controls
- Power Windows: power windows with driver and passenger 1-touch down
- Remote Keyless Entry: keyfob (all doors) remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Emergency SOS: 911 Assist emergency communication system
- Front Cupholder: front cupholder
- Glove Box: illuminated locking glove box
- Driver Door Bin: driver and passenger door bins
- Dashboard Storage: covered dashboard storage
- IP Storage: bin instrument-panel storage
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

- radio: AM/FM stereo with seek-scan
- Radio Data System: radio data system
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 4 speakers
- 1st Row LCD: 2 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

- Headlamp Type: delay-off aero-composite halogen headlamps
- Cab Clearance Lights: cab clearance lights
- Underhood Light: underhood light
- Front Wipers: variable intermittent wipers
- Tinted Windows: light-tinted windows
- Dome Light: dome light with fade
- Front Reading Lights: front reading lights
- Variable IP Lighting: variable instrument panel lighting
- Display Type: analog display
- Tachometer: tachometer
- Compass: compass
- Exterior Temp: outside-temperature display
- Trip Computer: trip computer
- Trip Odometer: trip odometer
- Oil Pressure Gauge: oil pressure gauge
- Water Temp Gauge: water temp. gauge

Transmission Oil Temp Gauge: transmission oil temp. gauge  
Engine Hour Meter: engine hour meter  
Clock: in-radio display clock  
Systems Monitor: systems monitor  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Door Ajar Warning: door-ajar warning  
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 3 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: Safety Canopy System curtain 1st row overhead airbag  
Height Adjustable Seatbelts: height adjustable front seatbelts  
Side Impact Bars: side-impact bars  
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
Ignition Disable: SecuriLock immobilizer  
Security System: security system  
Panic Alarm: panic alarm  
Traction Control: driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 3  
Front Bucket Seats: front split-bench 40-20-40 seats  
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments  
Reclining Driver Seat: manual reclining driver and passenger seats  
Driver Lumbar: manual driver and passenger lumbar support  
Driver Fore/Aft: manual driver and passenger fore/aft adjustment  
Front Centre Armrest Storage: front centre armrest with storage  
Leather Upholstery: vinyl front seat upholstery  
Headliner Material: full cloth headliner  
Floor Covering: full vinyl/rubber floor covering  
Shift Knob Trim: urethane shift knob  
Interior Accents: chrome interior accents

Standard Engine:

Engine 288-hp, 6.8-liter V-10 (regular gas)

Standard Transmission:

Transmission 6-speed automatic w/ OD and PowerShift automatic

**Burbank Unified School District  
Administrative Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Ruthie DiFonzo, Senior Administrative Assistant

SUBMITTED BY: Ruthie DiFonzo, Senior Administrative Assistant

DATE: July 18, 2019

SUBJECT: Ratification of Agreement for Field Trip, Athletic and Extra-Curricular Transportation with Durham School Services, LP (General Fund)

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**Background:**

Durham School Services have been providing transportation for Burbank Unified School District students for the past sixteen (17) years.

**Discussion/Issues:**

In July of 2012 the District awarded home-to-school transportation to First Student; however, field trip, athletic and extra-curricular transportation is not exclusive to First Student. This allows the sites to bid their extra transportation needs.

Various school sites have elected to use Durham School Services for field trip, athletic and extra-curricular transportation needs for the 2019-2020 school year.

**Fiscal Impact:**

The transportation rates for the 2019-2020 school year shall be adjusted upward as stated below:

A. Daily Field Trip and Extra-Curricular Transportation Service:

3 Hour Minimum Rate:	\$326.98
4 Hour Minimum Rate:	\$403.30
Extra Hours Rate:	\$ 66.14 per hour
8 Hour Minimum Rate:	\$667.84
Extra Hours Rate:	\$ 66.14 per hour

\*The above rates are based on Monday-Friday, non-holiday regular rates.

Grad Night Rate, 12 Hour base: \$809.03, additional hours: \$66.14

Day Rate, 17 Hour base: \$1,156.24

Mountain Trip Fuel Surcharge: \$80.00 flat rate

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify Amendment Number seven to the agreement between Burbank Unified School District and Durham School Services, L.P., to provide Field Trip, Athletic and Extra-Curricular Transportation services, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**AMENDMENT NUMBER SEVEN**

**BURBANK UNIFIED SCHOOL DISTRICT**, hereinafter referred to as “**DISTRICT**”, and **DURHAM SCHOOL SERVICES, L.P.**, hereinafter referred to as “**CONTRACTOR**”, mutually agree to amend the existing Agreement for the Transportation of Pupils, dated October 18, 2012, hereinafter referred to as the “**Agreement**”, as stated below:

1. The transportation rates for the 2019-2020 school year shall be adjusted upward as stated below:

A. Field Trip, Athletic, and Extra-Curricular Transportation:

<b>*HOURLY RATE 3 HR MINIMUM</b>	<b>*HOURLY RATE 4 HR MINIMUM</b>	<b>*HOURLY RATE 8 HR MINIMUM</b>
\$326.98	\$403.30	\$667.84
	\$66.14	\$66.14

\*Rates based on Monday-Friday, Non-Holiday Regular Rates.

Grad Night Rate, 12 Hour base: \$809.03, additional hours: \$66.14  
 Day Rate, 17 Hour base: \$1,156.24  
 Mountain Trip Fuel Surcharge: \$80.00 flat rate

2. The first sentence of Article 2, Term, shall be deleted and replaced with the following:

“The term of this Agreement shall be for a period of one (1) year beginning July 1, 2019 through June 30, 2020.”

3. This Amendment is effective July 1, 2019 and is agreed to by the parties.

CSC #2007  
**BURBANK UNIFIED SCHOOL DISTRICT**  
Transportation Agreement

4. All other terms and conditions of the original contract remain the same.

**DURHAM SCHOOL SERVICES, L.P.**

**BURBANK UNIFIED SCHOOL  
DISTRICT**

By: Durham Holding II, L.L.C.  
its general partner

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: David Jaynes  
Title: Assistant Superintendent  
Date: July 22, 2019

**Burbank Unified School District  
Administrative Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Ruthie DiFonzo, Senior Administrative Assistant

SUBMITTED BY: Ruthie DiFonzo, Senior Administrative Assistant

DATE: July 18, 2019

SUBJECT: Ratification of Agreement for Professional Services, Fagen Friedman & Fulfrost LLP (General Fund)

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**Background:**

The Burbank Unified School District has the need from time to time for legal advice, support and direction in areas of specialty such as construction. Services may also include preparation for and representation in court.

**Discussion/Issues:**

Fagen Friedman & Fulfrost LLP will provide legal services in regard to education law, public agency law, personnel, employee relations, and other District matters.

**Fiscal Impact:**

The District will use the services of this firm on an as-needed basis as is already our practice with other attorneys. The rate per hour for the firm is as follows:

	<b><u>Effective 9/1/18</u></b>
Associates	\$ 215–245 per hour
Partners	\$ 275-310 per hour
Of-Counsel	\$ 310 per hour
Paralegals/Law Clerk	\$ 135-165 per hour
Paralegals/Law Clerk (Bar Admitted Outside CA)	\$ 205 per hour
Education Consultant	\$ 185 per hour
Communication Services Consultant	\$ 245 per hour

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Fagen Friedman & Fulfrost LLP, to perform specific services, effective, September 1, 2018 through June 30, 2019, not to exceed \$120,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Burbank Unified School District (“Client”) and the law firm of Fagen Friedman & Fulfroft LLP (“Attorney”). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective September 7, 2018 through June 30, 2019:

**1. CONDITIONS.** This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

**2. SCOPE OF SERVICES.** Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries.

**3. CLIENT’S DUTIES.** Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client’s attention, to abide by this Agreement, to pay Attorney’s bills on time and to keep Attorney advised of Client’s address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

**4. CONSULTANT SERVICES.** Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

**5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING.** In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney’s office. Most of Attorney’s electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client’s representatives and agents, as well as to having communications, documents and electronic data pertinent to Client’s matter(s) stored through a cloud-based service.

**6. LEGAL FEES AND BILLING PRACTICES.** Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney’s prevailing rates for all time spent on Client’s matter by Attorney’s legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney’s number of years of experience.

The rates on this schedule are subject to change on 30 days’ written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client’s matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client’s matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is

reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

**7. COSTS AND OTHER CHARGES.** (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

**8. BILLING STATEMENTS.** Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

**9. DISCHARGE AND WITHDRAWAL.** Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

**10. DISCLAIMER OF GUARANTEE AND ESTIMATES.** Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

**11. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

**12. MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

**13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

**14. MEDIATION CLAUSE.** If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

**15. EFFECTIVE DATE.** This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Burbank Unified School District

Fagen Friedman & Fulfroost LLP

\_\_\_\_\_  
*Type or Print Name*

Chris Keeler  
\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Type or Print Title*

Managing Partner  
\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*District Authorized Signature*



\_\_\_\_\_  
*Signature*

DATE: \_\_\_\_\_

DATE: June 4, 2018



PROFESSIONAL RATE SCHEDULE

**Burbank Unified School District**  
*September 7, 2018 through June 30, 2019*

**1. HOURLY PROFESSIONAL RATES**

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$215 - \$245 per hour
Partner	\$275 - \$310 per hour
Of-Counsel	\$310 per hour
Paralegal/Law Clerk	\$135 - \$165 per hour
Paralegal/Law Clerk ( <i>Bar Admitted Outside CA</i> )	\$205 per hour
Education Consultant	\$185 per hour
Communication Services Consultant	\$245 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

**2. ON-SITE LEGAL SERVICES**

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

**3. COSTS AND EXPENSES**

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

**Burbank Unified School District  
Facilities Services**

**REPORT TO THE BOARD**

**TO:** Members of the Board of Education

**FROM:** David Jaynes, Assistant Superintendent, Administrative Services

**PREPARED BY:** Larry Cross, Director of Facilities

**SUBMITTED BY:** Crystal Cozakos, Construction and Operations Secretary

**DATE:** July 18, 2019

**SUBJECT:** Acceptance of Notice of Completion, Field Contract #1819-061, Intercom Clock & Signal Service (ICS), District-Wide Cell Dialer Installation, Various Sites (General Fund)

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**Background:**

Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

**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:**

Due to constant outages/lack of connection from the current landlines that connect to the fire alarm system, the phone system will be transferring to cellular services throughout the District to provide connection to the fire alarm company. Using ICS Service Co.'s approved contract under Bid 1516-059, 2016 Low Voltage Unit Price Bidding for Public Works Contract, an individual project quote was approved under field contract FC #1819-061 and on PO #19003150 for the District-Wide Cell Dialer Installation. ICS installed 18 cell dialers at the following school sites: Disney, Emerson, Harte, Jefferson, McKinley, Miller, Providencia, Roosevelt, Washington, Luther, Jordan, Burbank High, Burroughs,

Horace Mann, Adult School, Stevenson, Muir, and CDS. The District will be charged a monthly fee service (\$8.29 per site per month) for ICS to monitor all 18 sites. This agreement will further the implementation of a District-wide fire alarm monitoring program.

**Fiscal Impact:**

\$14,759.11 (General Fund)

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: cell dialer installation at 18 school sites for the District-Wide fire alarm phone system, not to exceed \$14,759.11 (01.0-81500.0-00000-85000-6249-752-3100) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

983.94/sitz

BURBANK UNIFIED SCHOOL DISTRICT  
Low Voltage Unit Price Bid Sheet

Name of Contractor Submitting Bid:  
 Scope: Installation of 15 Cell Dialers at 15 Sites  
 Quote Assumes: Point information is already  
 assigned at Central Station and will not need to  
 be retrieved because sites already have accounts

ICS Service Co.

1/24/2019

Item No.	Description	Qty	Bid Price	Extended
<b>Group A. EMT Conduit and Accessories</b>				
101	3/4"	10	\$ 0.54 plf	\$ \$5.40
102	3/4" additional bends/sweeps	1	\$ 1.98 each	\$ \$1.98
103	3/4" l.b. fitting	1	\$ 7.78 each	\$ \$7.78
104	1"		\$ 0.95 plf	\$ \$0.00
105	1" additional bends/sweeps		\$ 312.00 each	\$ \$0.00
106	1" l.b. fitting		\$ 9.80 each	\$ \$0.00
107	1 1/2"		\$ 1.88 plf	\$ \$0.00
108	1 1/2" additional bends/sweeps		\$ 4.91 each	\$ \$0.00
109	1 1/2" l.b. fitting		\$ 18.88 each	\$ \$0.00
110	2"		\$ 2.22 plf	\$ \$0.00
111	2" additional bends/sweeps		\$ 6.66 each	\$ \$0.00
112	2" l.b. fitting		\$ 31.36 each	\$ \$0.00
113	3/4"		\$ 0.54 plf	\$ \$0.00
114	3/4" additional bends/sweeps		\$ 1.98 each	\$ \$0.00
115	3/4" l.b. fitting		\$ 7.78 each	\$ \$0.00
116	3/4" Meyers hub		\$ 4.76 each	\$ \$0.00
117	3/4" compression fitting		\$ 0.84 each	\$ \$0.00
118	1"		\$ 0.95 plf	\$ \$0.00
119	1" additional bends/sweeps		\$ 3.12 each	\$ \$0.00
120	1" l.b. fitting		\$ 9.80 each	\$ \$0.00
121	1" Meyers hub		\$ 5.88 each	\$ \$0.00
122	1" Compression fitting		\$ 1.12 each	\$ \$0.00
123	1 1/2"		\$ 1.88 plf	\$ \$0.00
124	1 1/2" additional bends/sweeps		\$ 4.91 each	\$ \$0.00
125	1 1/2" l.b. fitting		\$ 18.88 each	\$ \$0.00
126	1 1/2" Meyers hub		\$ 8.51 each	\$ \$0.00
127	1 1/2" Compression fitting		\$ 2.02 each	\$ \$0.00
128	2"		\$ 2.21 plf	\$ \$0.00
129	2" additional bends/sweeps		\$ 6.66 each	\$ \$0.00
130	2" l.b. fitting		\$ 31.36 each	\$ \$0.00
131	2" Meyers hub		\$ 11.59 each	\$ \$0.00
132	2" Compression fitting		\$ 2.91 each	\$ \$0.00
133	1"		\$ 0.95 plf	\$ \$0.00
134	1" additional bends/sweeps		\$ 3.12 each	\$ \$0.00
135	1 1/2"		\$ 1.88 plf	\$ \$0.00
136	1 1/2" additional bends/sweeps		\$ 4.91 each	\$ \$0.00
137	2"		\$ 2.22 plf	\$ \$0.00
138	2" additional bends/sweeps		\$ 6.66 each	\$ \$0.00
139	Penetration to vault/slab		\$ 448.00 each	\$ \$0.00

**Group B: Trenching**

140	12"x 24" trench. Grass/ Dirt Location		\$ 53.20	plf	\$ 0.00
141	12"x 24" trench. Concrete Location		\$ 72.24	plf	\$ 0.00
142	12"x 24" trench. Asphalt Location		\$ 66.08	plf	\$ 0.00

**Group C: Underground Concrete Pull Boxes:**

143	12" x 18" c 36" w/concrete cover		\$ 672.00	plf	\$ 0.00
144	24" x 36" x36" w/concrete cover		\$ 1,008.00	plf	\$ 0.00
145	24" x 36" x 36" w/traffic rate cover		\$ 1,680.00	plf	\$ 0.00

**Group D: Above Ground Steel Pullboxes Rated NEMA 3R:**

146	8 x 8 x 6		\$ 21.28	each	\$ 0.00
147	12 x 12 x 6		\$ 30.24	each	\$ 0.00
148	18 x 18 x 8		\$ 114.24	each	\$ 0.00
149	24 x 24 x 8		\$ 140.00	each	\$ 0.00
150	30 x 30 x 10		\$ 403.20	each	\$ 0.00
151	36 x 36 x 12		\$ 492.80	each	\$ 0.00

**Group E: Metallic Raceway (Wiremold)**

152	Raceway V700		\$ 1.93	plf	\$ 0.00
153	90° flat elbow for V700		\$ 2.62	each	\$ 0.00
154	V717 90° internal elbow for V700		\$ 3.56	each	\$ 0.00
155	V5748 Single Gang Box for V700		\$ 10.74	each	\$ 0.00
156	V5748-2 Single Gang Box for V700		\$ 19.38	each	\$ 0.00
157	V5738A Outlet Box for V700		\$ 15.96	each	\$ 0.00
158	V5785 Box Connector for V700		\$ 5.32	each	\$ 0.00
159	V5715 Tee Fitting for V700		\$ 6.55	each	\$ 0.00
160	V718 Outside 90 for V700		\$ 3.14	each	\$ 0.00
161	V2000 Base and Cover		\$ 35.84	each	\$ 0.00
162	V2011 Flat 90 for V2000		\$ 7.52	each	\$ 0.00
163	V2015 Tee for V2000		\$ 19.66	plf	\$ 0.00
164	V2018 External 90 for V2000		\$ 5.94	each	\$ 0.00
165	V2010AC Entrance End Fitting for V2000		\$ 21.28	each	\$ 0.00
166	V2048 Single Gang Box for V2000		\$ 23.52	each	\$ 0.00
167	V2048-2 Double Gang Box for V2000		\$ 30.24	each	\$ 0.00

**Group F: Terminal Cabinets**

168	Interior Surface Mount 18 x 18 x 6		\$ 48.16	each	\$ 0.00
169	Interior Surface Mount 18 x 24 x 6		\$ 96.32	each	\$ 0.00
170	Interior Surface Mount 24 x 24 x 6		\$ 154.56	each	\$ 0.00
171	Exterior Surface Mount 18 x 18 x 6		\$ 114.24	each	\$ 0.00
172	Exterior Surface Mount 18 x 24 x 6		\$ 140.00	each	\$ 0.00
173	Exterior Surface Mount 24 x 24 x 6		\$ 492.80	each	\$ 0.00

**Group G: Installed Assembly; Seismic Expansion Joint (whip) Connection**

174	1"		\$ 212.80	each	\$ 0.00
175	1 1/2"		\$ 224.00	each	\$ 0.00
176	2"		\$ 252.00	each	\$ 0.00

**Group H: Installed Assembly; Roof Penetrations**

177	1"		\$ 123.20	each	\$ 0.00
178	1 1/2"		\$ 140.00	each	\$ 0.00
179	2"		\$ 156.80	each	\$ 0.00

**Group I: Fire Alarm Improvements**

180	Wire (1) Westpenn D990	150	\$ 0.24	plf	\$ 36.00
181	Wire (2) Westpenn D990		\$ 0.50	plf	\$ 0.00
182	Wire (1) Westpenn D990 and (2) #12 Stranded		\$ 0.64	plf	\$ 0.00
183	Wire (1) Westpenn D990 and (4) #12		\$ 0.99	plf	\$ 0.00
184	Wire (2) Westpenn D990 and (4) #12		\$ 1.24	plf	\$ 0.00
185	Wire (2) Westpenn D990 and (8) #12		\$ 1.99	plf	\$ 0.00
186	Wire (2) #12		\$ 0.38	plf	\$ 0.00
187	Wire (4) #12		\$ 0.74	plf	\$ 0.00
188	Wire (1) Westpenn 991		\$ 0.21	plf	\$ 0.00
189	Material Up Charge to Add 991 to line items 180-185		\$ 0.21	plf	\$ 0.00
190	Material Up Charge for WP AQ-225 in items 180-185		\$ 0.23	plf	\$ 0.00
191	System Sensor SPR- Speaker		\$ 24.67	each	\$ 0.00
192	System Sensor SPRK Speaker WP		\$ 55.42	each	\$ 0.00
193	System Sensor SPSR Wall Speaker Strobe		\$ 64.54	each	\$ 0.00
194	System Sensor SR- Strobe Only		\$ 36.83	each	\$ 0.00
195	Silent Knight IDP-PULL-DA Manual Pull Station		\$ 68.93	each	\$ 0.00
196	IDP-HEAT- Heat Detector with Base		\$ 49.33	each	\$ 0.00
197	IDP-PHOTO Smoke Detector with Base		\$ 61.50	each	\$ 0.00
198	IDP-HEAT-HT High Temp Heat Detector w base		\$ 49.33	each	\$ 0.00
199	System Sensor 5602/IDP MiniMon Heat Detector with Monitor Module		\$ 50.35	each	\$ 0.00
200	System Sensor DNR with IDP-PHOTO		\$ 131.78	each	\$ 0.00
201	Silent Knight RPS-1000 with (2) 7 amp/hr battery		\$ 579.84	each	\$ 0.00
202	Silent Knight 5815XL Loop Board		\$ 309.52	each	\$ 0.00
203	Silent Knight IFP-2000ECS		\$ 3,074.89	each	\$ 0.00
204	Silent Knight RA-2000		\$ 417.65	each	\$ 0.00
205	Silent Knight RPS-2000		\$ 1,270.50	each	\$ 0.00
206	IDP-Mini Mon Monitor Module		\$ 37.85	each	\$ 0.00
207	IDP-Relay Control Module		\$ 56.77	each	\$ 0.00
208	IDP-P-Duct Rduct Housing & Smoke Detector		\$ 188.54	each	\$ 0.00
209	Silent Knight- ECS-RCU-2000 Remote Voice		\$ 1,196.16	each	\$ 0.00
210	Silent Knight- ECS-RPU Remote Mic		\$ 856.92	each	\$ 0.00
211	Silent Knight- ECS-125		\$ 1,486.76	each	\$ 0.00
212	Silent Knight-CE-4- 4 circuit expander		\$ 190.31	each	\$ 0.00
213	Silent Knight- ECS-50		\$ 758.25	each	\$ 0.00
214	Silent Knight- RBB with (2) 40 Amp/Hr Battery		\$ 307.15	each	\$ 0.00
215	Silent Knight AB-55 with (2) 55 Amp/Hr Battery		\$ 432.51	each	\$ 0.00

216	Silent Knight RPT-TP Network Repeater	\$ 506.85	each	\$ 0.00
217	Silent Knight- IPDACT-2UD Communicator	\$ 489.28	each	\$ 0.00

**Group J: Data System Data Cabling J-Hook Support System:**

218	J-Hook (small) mounted to existing structure directly	\$ 3.06	each	\$ 0.00
219	J-Hook (small) and independent support system	\$ 12.43	each	\$ 0.00
220	J-Hook (large) mounted to existing structure directly	\$ 3.89	each	\$ 0.00
221	J-Hook (large) and independent support system	\$ 13.27	each	\$ 0.00

**Group K: Integrated Comm. System:**

222	Install pull string in common pull w/cable	\$ 0.05	plf	\$ 0.00
223	1 Westpenn 355 Cable: common pathway/pull	\$ 0.17	plf	\$ 0.00
224	Each Additional 355 cable in common pull	\$ 0.17	plf	\$ 0.00
225	Material upcharge for Westpenn 355AQC Cable	\$ 0.03	plf	\$ 0.00
226	1 Westpenn 436 Cable: common pathway/pull	\$ 1.63	plf	\$ 0.00
227	Each Additional 436 cable in common pull	\$ 1.63	plf	\$ 0.00
228	1 25 pair gel-filled cable: common pathway/pull	\$ 1.29	plf	\$ 0.00
229	Each Additional 25 pair gel-filled cable in common pull	\$ 1.29	plf	\$ 0.00
230	1 Westpenn 298 Cable: common pathway/pull	\$ 0.11	plf	\$ 0.00
231	Each Additional 298 cable in common pull	\$ 0.11	plf	\$ 0.00
232	1 Westpenn 291 Cable: common pathway/pull	\$ 0.06	plf	\$ 0.00
233	Each Additional 291 cable in common pull	\$ 0.06	plf	\$ 0.00
234	Material upcharge for Westpenn 291AQC Cable	\$ 0.07	plf	\$ 0.00
235	1 Westpenn 290 Cable: common pathway/pull	\$ 0.10	plf	\$ 0.00
236	Each Additional 290 cable in common pull	\$ 0.10	plf	\$ 0.00
237	Bogen MCWESS CR Handset w/AT219-4 (wall or desk)	\$ 76.98	each	\$ 0.00
238	Bogen MCDS3 Master/Admin Handset (desk)	\$ 690.23	each	\$ 0.00
239	Int. Ceiling Speaker Ass. EZ-95 with S8T725/Grill	\$ 53.37	each	\$ 0.00
240	Lowel PC712 ; MC701; Bogen S8T725	\$ 182.36	each	\$ 0.00
241	Interior wall Clock Speaker Combo			
242	Lowel CB8-4; JG8X Bogen S8T725 Interior Surface	\$ 78.30	each	\$ 0.00
243	Wall/Ceiling Speaker Assembly			
244	Lowel CB8-6; SQLK8L with Atlas APF15T- Exterior	\$ 193.10	each	\$ 0.00
245	Surface Wall/Ceiling Speaker Assembly			
246	Bogen WBS8T725 Speaker	\$ 36.56	each	\$ 0.00
247	Siemons S-89 and S-661 Block	\$ 18.82	each	\$ 0.00
248	Desktop AM-FM-CASS-CD Player	\$ 310.00	each	\$ 0.00
249	Complete Bogen Quantum 72 Port Headend	\$ 13,597.00	each	\$ 0.00
250	Bogen Quantum 24 Expansion	\$ 1,776.00	each	\$ 0.00
251	Communications System Backboard	\$ 68.00	each	\$ 0.00
252	Cisco FX-O Bogen Link	\$ 0.00	each	\$ 0.00
250	Bogen HTA-125 Amplifier	\$ 780.16	each	\$ 0.00
251	Bogen HTA-250 Amplifier	\$ 1,256.26	each	\$ 0.00
252	Bogen Quantum Card	\$ 4,900.10	each	\$ 0.00

**Group L: Program Clock System Improvements:**

253	pull string in common pull w/cable	\$ 0.05	plf	\$ 0.00
254	1 ADL- 163S Cable: common pathway/pull	\$ 0.28	plf	\$ 0.00
255	Each Additional 163Scable in common pull	\$ 0.28	plf	\$ 0.00

256	4 #12 Gauge Stranded Common Pathway Pull	\$ 0.74	plf	\$ \$0.00
257	1 Westpenn 245 AQC Cable: common pathway/pull	\$ 0.67	plf	\$ \$0.00
258	Each Additional 245 AQC cable in common pull	\$ 0.67	plf	\$ \$0.00
259	Lathem PS-8-24 power supply and relays	\$ 212.04	each	\$ \$0.00
260	Lathem SS-12-RFA-B-24VAC clock	\$ 129.15	each	\$ \$0.00
261	Lathem SS-10-RFA-B-24VAC clock	\$ 162.53	each	\$ \$0.00
262	Lathem S-Ring	\$ 40.55	each	\$ \$0.00
263	Miscellaneous Control Relay Assembly	\$ 35.00	each	\$ \$0.00
264	Lathem SAM-5788	\$ 13.63	each	\$ \$0.00

**Group M: General Security System Improvements**

265	Install pull string in common pull w/cable	\$ 0.05	plf	\$ \$0.00
266	(1) Genesis 1104 Cable: common pathway/pull	\$ 0.10	plf	\$ \$0.00
267	Each Additional Genesis 1104 in common pull	\$ 0.10	plf	\$ \$0.00
268	1 Westpenn AQ-244 in common pathway pull	\$ 0.47	plf	\$ \$0.00
269	Each additional Westpenn AQ-244 in common pull	\$ 0.47	plf	\$ \$0.00
270	DMP XR550 Control Panel	\$ 517.94	each	\$ \$0.00
271	DMP 481 LX-BUS Zone Expansion	\$ 51.63	each	\$ \$0.00
272	DMP 460 Plain Interface Adapter Card	\$ 77.05	each	\$ \$0.00
273	DMP 321 Transformer	\$ 14.86	each	\$ \$0.00
274	DMP 7060 Keypad	\$ 107.73	each	\$ \$0.00
275	DMP 7063 Keypad	\$ 146.92	each	\$ \$0.00
276	DMP 714 Loop Zone Expander	\$ 45.55	each	\$ \$0.00
277	DMP P16000 Motion Detector	\$ 56.09	each	\$ \$0.00
278	DMP FMCWE Auxiliary Power	\$ 24.21	each	\$ \$0.00
279	Sentrol 1076 DN Door Contact/EMS Sensor	\$ 21.62	each	\$ \$0.00
280	DMP 462DC LXBUS with internet adapter	\$ 227.06	each	\$ \$0.00
281	7 amp hour battery	\$ 18.92	each	\$ \$0.00
282	(1) 472 Hardwireless Interface Card	\$ 64.74	each	\$ \$0.00
283	(1) RJ-31X Outlet	\$ 2.92	each	\$ \$0.00
284	DMP 7073 Keypad	\$ 217.33	each	\$ \$0.00
285	DMP 461 Interface Adaptor	\$ 64.74	each	\$ \$0.00
286	DMP 1100RP	\$ 198.56	each	\$ \$0.00
287	DMP 708 Bus Extender	\$ 283.84	each	\$ \$0.00
288	DMP SX-350 PIR	\$ 53.38	each	\$ \$0.00

**Group N: Time, Materials, and Unforeseen Conditions**

289	Unlisted Mat'l Cost Mark-up (may not exceed 15%)	\$6,682.10	12%	%	\$ \$7,483.95
290	Subcontractor Cost Markup		12.00	%	\$ \$0.00
291	Communications/Fire Alarm Certified Tech/Installer	86	\$ 84.00	phr	\$ \$7,224.00
292	Inside Wireman		\$ 97.85	phr	\$ \$0.00
293	Estimator/Designer		\$ 55.00	phr	\$ \$0.00
294	Cad Drafter		\$ 55.00	phr	\$ \$0.00
295	2nd Shift Adder to Line 291 per hour		\$ 10.00	phr	\$ \$0.00
296	2nd Shift Adder to Line 292 per hour		\$ 10.00	phr	\$ \$0.00

**Sub Total** \$ \$14,759.11

297 Markup for Bonding (Jobs over \$25,000) 2 %

**Burbank Unified School District  
Facilities Services**

**REPORT TO THE BOARD**

**TO:** Members of the Board of Education

**FROM:** David Jaynes, Assistant Superintendent, Administrative Services

**PREPARED BY:** Larry Cross, Director of Facilities

**SUBMITTED BY:** Crystal Cozakos, Construction and Operations Secretary

**DATE:** July 18, 2019

**SUBJECT:** Acceptance of Notice of Completion, Field Contract 1819-072, Intercom Clock & Signal Service (ICS), District-Wide Lockdown Pull Station Installation, Various Sites (General Fund)

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**Background:**

Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

**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:**

One of the components of the Measure S Bond provides technology upgrades throughout the District. On May 19, 2016, the Board of Education approved an Award of Contract for Bid 1516-059, 2016 Low Voltage Unit Price Bidding for Public Works Contracts with Intercom Clock & Signal Service Co. (ICS). ICS has been working on our low voltage, public works projects, District-Wide.

Using ICS Service Co.'s approved contract under Bid 1516-059, 2016 Low Voltage Unit Price Bidding for Public Works Contract, an individual project quote was approved under field contract FC #1819-072

and on PO #19003715 for the Lockdown Pull Station Installation project, District-Wide. ICS Service performed and completed all the necessary cabling and programming for this project for the emergency message on the Bogen systems at the following locations: Burbank HS, Burroughs HS, Monterey HS, Harte Elementary, McKinley Elementary, Miller Elementary, Providencia Elementary, Roosevelt Elementary, Stevenson Elementary, Washington Elementary, Luther MS, Jordan MS, Horace Mann Child Care Center, Emerson Elementary, Muir MS, and Jefferson Elementary.

**Fiscal Impact:**

\$6,569.63 (General Fund)

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: lockdown pull station installation at 16 school sites for the District-Wide fire alarm system, not to exceed \$6,569.63 (01.0-81500.0-00000-85000-6249-752-3200) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.



3289 TradeCenter Dr.  
Riverside, CA 92507

Mailing:  
ICS Service Co.  
P.O. Box 5255  
Riverside, CA 92517

# Estimate

Date	Estimate #
4/17/2019	100012

Phone: 951-683-3637 FAX: 951-683-3034  
www.icsservice.net

<b>Name / Address</b>
Burbank USD 510 S. Sheldon Street Burbank, Ca 91506-2818

<b>P.O. No.</b>	<b>Terms</b>	<b>REP</b>	<b>Project</b>
	Net 30		Programming Button

Item	Description	Qty	Cost	Total
WP-290	2 Conductor 22 Solid, Shielded, PVC	400	0.09643	38.57T
WRMD-2900	Wiremold 2900	40	2.7405	109.62T
WRMD-NM2048	2700-2900 Single Gang Device Box	2	6.345	12.69T
STI-SS2422LD-EN	Lockdown Button	16	79.65	1,274.40T
Labor	Labor	1	4,998.00	4,998.00
	We will get (1) WAV file from customer to be installed at all sites. We will convert to usable file, upload to each system listed below. We will install a "Lock Down Pull Station". We will test button after program. Work to be performed during normal business hours. Quote includes cabling and button installation for Muir and Jefferson also.			

<b>By Signing Above, You Agree to the Terms and Conditions Set Forth</b>	<b>Subtotal</b>
	<b>Sales Tax (9.5%)</b>
	<b>Total</b>

This Estimate is valid for a term shown above. Completion of project to be determined upon commencement of work.



3289 TradeCenter Dr.  
Riverside, CA 92507

Mailing:  
ICS Service Co.  
P.O. Box 5255  
Riverside, CA 92517

# Estimate

Date	Estimate #
4/17/2019	100012

Phone: 951-683-3637 FAX: 951-683-3034  
www.icsservice.net

Name / Address
Burbank USD 510 S. Sheldon Street Burbank, Ca 91506-2818

P.O. No.	Terms	REP	Project	
	Net 30		Programming Button	
Item	Description	Qty	Cost	Total
	<ul style="list-style-type: none"> <li>- Burbank HS</li> <li>- Burroughs HS</li> <li>- Monterey High school</li> <li>- Harte Elementary School</li> <li>- McKinley Elementary School</li> <li>- Miller Elementary School</li> <li>- Providencia Elementary School</li> <li>- Roosevelt Elementary School</li> <li>- Stevenson Elementary School</li> <li>- Washington Elementary school</li> <li>- Luther Burbank Middle School</li> <li>- Jordan Middle School</li> <li>- Horace Mann Child Care Center</li> <li>- Emerson Elementary School</li> <li>- Muir Middle- Install Cabling and button</li> <li>- Jefferson- Install Cabling and button</li> </ul>			
			<b>Subtotal</b>	\$6,433.28
			<b>Sales Tax (9.5%)</b>	\$136.35
			<b>Total</b>	\$6,569.63
By Signing Above, You Agree to the Terms and Conditions Set Forth				
This Estimate is valid for a term shown above. Completion of project to be determined upon commencement of work.				

**Burbank Unified School District  
Facilities Services**

**REPORT TO THE BOARD**

**TO:** Members of the Board of Education

**FROM:** David Jaynes, Assistant Superintendent, Administrative Services

**PREPARED BY:** Larry Cross, Director of Facilities

**SUBMITTED BY:** Crystal Cozacos, Construction and Operations Secretary

**DATE:** July 18, 2019

**SUBJECT:** Acceptance of Notice of Completion, Pilgrim Fence, Fence and Gate Relocation at Magnolia Park (SELPA Funds)

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**Background:**

Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

**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.

**Discussion/Issues:**

Currently there is no shade structure at the picnic area for the students at Magnolia Park. This shade structure installation will provide shade for the students who eat outside in the lunch shelter. Fence and gate needed to be relocated in order to add the lunch shelter shade structure for the students at Magnolia Park. Completed in 18/19 Fiscal Year.

**Fiscal Impact:**

\$17,425.54 (SELPA Funds)

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Relocation of the fence and gate in order to provide a shade structure at Magnolia Park, not to exceed \$17,425.54 (01.0-90904.0-00000-85000-6170-5170000) SELPA Funds, as presented.

**Burbank Unified School District  
Facilities Services**

**REPORT TO THE BOARD**

**TO:** Members of the Board of Education

**FROM:** David Jaynes, Assistant Superintendent, Administrative Services

**PREPARED BY:** Crystal Cozakos, Construction and Operations Secretary

**SUBMITTED BY:** Larry Cross, Director of Facilities

**DATE:** February 7, 2019

**SUBJECT:** Approval of Award of Contract, Pilgrim Fence, Fence and Gate Relocation at Magnolia Park (SELPA)

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**Background:**

Currently there is no shade structure at the picnic area for the students at Magnolia Park. This shade structure installation will provide shade for the students who eat outside in the lunch shelter.

**District-Wide Goals for 2018-2019:**

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.

**Discussion/Issues:**

Fence and gate needs to be relocated to add the lunch shelter shade structure. Structure needs to be purchased before scheduling of installation.

**Fiscal Impact:**

\$17,425.54 SELPA

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Pilgrim Fence, to relocate the fence and gate in order to provide a shade structure at Magnolia Park, effective February 8, 2019 through February 7, 2020, not to exceed \$17,425.54 (01.0-90904.0-00000-85000-6170-5170000) SELPA, and the authority to sign the amended agreement be exercised pursuant to BUSD-AR 3314, as presented.



ESTABLISHED 1949

Pilgrim Fence Company  
3275 E. FLORENCE AVE. HUNTINGTON PARK CA 90255  
Telephone (323) 582-8191 Fax (323) 582-2016  
License # 360110 www.pilgrimfence.com

366

TO: Burbank Unified School District  
1900 W Olive Ave.  
Burbank, CA

Project: Magnolia Park Fence and Gate Relocation  
Project Address: 1915 Monterey Avenue  
Burbank, CA 91504

Date 1/3/2019	Billing Address	
Contact Person Kurt Hauffe		
Phone Number 818-729-5500	City / State / Zip Code	
Fax Number 818-729-5501	Mobile / Job Site Phone Numbers 714-925-7878	
Approximate Starting Date 2019	Approximate Completion Date 2019	LOG#

SCOPE OF WORK: Pilgrim Fence Company is pleased to submit this proposal for work as listed below:

INSTALL  REPAIR  RELOCATE  REMOVE

Labor and Materials to install fence & gates:

Remove and relocate 8' chain link fence and gates as per AS1.1.  
Cut existing chain link posts at grade and hammer down remnants.  
Reuse all existing materials except for posts.  
Provide new posts with concrete footings and rebar cages as per plan.  
  
Provide and install 3200 series Knox Box as per AS1.1.

EXCLUSIONS:

Additional rails, hardware, or chain link are extra.

SPECIAL PROVISIONS:

Prevailing wages and bonds included.

TOTAL COST: \$ 17,425.54

TERMS: \_\_\_\_\_  
(To be determined by Corporate Credit)

Price is valid for 30 days

By signature below, the customer acknowledges that he/she has read and accepts the Contract terms and conditions set forth on page 2 and inclusive of any attachments.

Accepted by: \_\_\_\_\_  
(Company Name)

By: Arthur Kert  
Its: Project Manager

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Print Name and Title

Date

Print Name and Title

Date

Western Fence & Supply Company, A California Corporation D/B/A Pilgrim Fence Co.

Buyer shall obtain all permits and variances as may be required.

**Burbank Unified School District  
Technology Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Rick Vonk, Technology Services Manager

SUBMITTED BY: Lourdes Moya, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Acceptance of Notice of Completion, Entrance Camera System at Various Sites, NIC Partners (One-Time Funds)

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**Background:**

Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

**District Wide Goals for 2019-2020:**

8.2 Identify funding resources to implement an ongoing District-wide computer and infrastructure refresh plan.

**Discussion/Issues:**

On April 19, 2018, the Board of Education approved an Award of Contract for the Entrance Camera System project at various sites using CMAS Contract #3-16-70-2473X (CISCO), #3-17-70-2473AA (Cabling Labor) and #3-10-70-2473L (Engineering Labor) with NIC Partners. This project was implemented at Jordan Middle School, Luther Middle School, Burbank High School and John Burroughs High School. NIC Partners performed and completed all the necessary network installations and setups for the Entrance Camera System project. District and site staff have confirmed the project to be complete.

**Fiscal Impact:**

The total cost of the completed Entrance Camera System project at Jordan Middle School, Luther Middle School, Burbank High School and John Burroughs High School is \$25,988.21.

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Entrance Camera System project under CMAS contract pricing at Various Sites by NIC Partners (01.0-00010.0-00000-85000-6249-7400036), PO 19001225, not to exceed \$25,988.21 (One-Time Funds), as presented.

**Burbank Unified School District  
Technology Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Rick Vonk, Technology Services Manager

SUBMITTED BY: Lourdes Moya, Administrative Secretary

DATE: July 18, 2019

SUBJECT: Acceptance of Notice of Completion, Video Surveillance System at Burbank High School, NIC Partners (Site Funds/One-Time Funds)

---

**Background:**

Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

**District Wide Goals for 2019-2020:**

8.2 Identify funding resources to implement an ongoing District-wide computer and infrastructure refresh plan.

**Discussion/Issues:**

On August 16, 2018, the Board of Education approved an Award of Contract for the Video Surveillance System project at Burbank High School using CMAS Contract #3-14-70-2473V with NIC Partners. NIC Partners performed and completed all the necessary network and data cabling infrastructure in support of the security camera installations for the Video Surveillance System project at Burbank High School. District and site staff have confirmed the project to be complete.

**Fiscal Impact:**

The total cost of the completed Video Surveillance System project at Burbank High School is \$42,950.71.

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Video Surveillance System project under CMAS contract pricing at Burbank High School by NIC Partners (01.0-00010.0-00000-85000-6249-7400036; 01.0-00000.0-00000-27000-4310/4480/5840/5850-4311000), PO 19001339, not to exceed \$42,950.71 (Site Funds/One-Time Funds), as presented.

**Burbank Unified School District  
Facilities Services**

**REPORT TO THE BOARD**

**TO:** Members of the Board of Education

**FROM:** David Jaynes, Assistant Superintendent, Administrative Services

**PREPARED BY:** Larry Cross, Director of Facilities

**SUBMITTED BY:** Cathy Weissman, Project Accounting Technician

**DATE:** July 18, 2019

**SUBJECT:** Approval of Award of Contract, Play Power, LT Farmington Inc., National Joint Power Alliance (NJPA) Piggyback Contract 022113-LTS, Procurement and Installation of Physical Fitness Equipment, Bret Harte Elementary School (Bond Fund)

**Background:**

On December 19, 2013, the Board of Education approved the award of a construction contract to Play Power LT Farmington Inc., Pacific Park and Playground as part of National Joint Power Alliance (NJPA) Piggyback Contract 022113-LTS, for the installation of playground equipment at Disney, Edison, Jefferson, McKinley and Providencia Elementary Schools. This contract for Bret Harte will provide Bret Harte with an age appropriate physical fitness system.

**District-Wide Goals for 2018-2019:**

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.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

**Discussion/Issues:**

As a continuation of the Bond portion of the Playground Equipment, some of the existing equipment will be replaced and others will be refreshed to maximize the funding dollars available. Some of the existing equipment is obsolete and replacement parts are no longer available and some of the other components have reached their life expectancy. Pricing was publicly vetted through National Joint Powers Alliance (NJPA) a national competitive bid process that BUSD is able to take advantage of. The installation of this new playground equipment will provide Bret Harte with the necessary upgrades to their play equipment. This

contract will include the purchase of the play equipment from Play Power LT Farmington and installation of equipment by PSI who will be the subcontractor for Play Power LT Farmington.

**Fiscal Impact:**

\$12,751.18 (Bond Fund)

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract, National Joint Powers Alliance (NJPA) Contract #022113-LTS, between Burbank Unified School District and Play Power LT Farmington, Inc., for the procurement and installation of physical fitness equipment for Bret Harte Elementary School, effective July 19, 2019 through July 19, 2020, not to exceed \$12,751.18 (21.3-00000-0-91006-85000-6410-205-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Make Purchase Order/Check payable to: PlayPower LT Farmington, Inc.  
 c/o Pacific Park and Playground 714 846-4885 fax 714 846-3485  
 P.O. Box 734155, Dallas, TX 75373-4155 email: lisa@pacparkplay.com

**QUOTATION**

**PlayPower LT Farmington, Inc.**



Contact PlayPower LT Farmington at 800-325-8828

Sales Person: GUY DONAHOE

Pacific Park and Playground

RECEIVED  
 FACILITIES SERVICES  
 2019 JUN 13 PM 12:53  
 BURBANK UNIFIED SCHOOL DISTRICT

**SHIP TO**  
 Quote # 2140020025      Date 6/13/2019  
 Version 1  
 BURBANK USD - BRET HARTE ELEMENTARY

**BILL TO**  
 Customer PO#  
 BURBANK UNIFIED SCHOOL DISTRICT

BURBANK, CA  
 Site Phone:  
 Site Fax:  
 attn: KURT HAUFFE

BURBANK, CA 91510  
 ATTN: KURT HAUFFE  
 Phone: (714) 925-7878      Ext.:  
 Fax:


RE: BURBANK USD - BRET HARTE ELEMENTARY

QTY:	ITEM #	Description	Unit Price	Extended Price
6	LTCPS-2-01945	NUT LOCK HEX NYLOK INSERTED M10 X 1.5.	\$1.0900	\$6.54
5	LTCPS-2-02018	SCREW MACH BUTTONHEAD M10 X 1.50 X 25MM	\$1.0900	\$5.45
4	LTCPS-2-02030	SCREW MACH BUTTONHEAD M10 X 1.50 X 30MM.	\$1.0600	\$4.24
17	LTCPS-2-02079	M11 FLAT WASHER 23 X 12 X 1.6MM	\$0.3300	\$5.61
2	LTCPS-2-02150	SCREW MACH BUTTONHEAD M10 X 1.5 X 55 MM	\$1.0600	\$2.12
2	LTCPS-2-07097	KID BUILDER ADJUSTABLE COUNTER PANEL, BELOW DECK. INCLUDES CLAMPS & HARDWARE BAG.	\$420.0000	\$840.00
1	LTCPS-2-130166	PLAY BUILDER 16' PAINTED CURVED BALANCE BEAM WITH ROUND LEGS.	\$785.0000	\$785.00
4	LTCPS-2-200287	DECK CLAMP FOR 5" POST INCLUDING 3 SCREWS, 3 T-NUTS, 1 WASHER AND HAMMER DRIVE PINS.	\$64.0000	\$256.00

PLEASE NOTE: GRAND TOTAL COST IS LISTED ON PAGE TWO

I HAVE RECEIVED THIS SERVICE AND/OR MERCHANDISE AND APPROVE FOR PAYMENT ON BEHALF OF BURBANK UNIFIED SCHOOL DISTRICT.

Larry Cross, Director of Facilities

  
 (Signature) 6-14-19  
(Date)  
 Account Billing Bond, Playground

1	LTCPS-2-45221	MAXPLAY OVERHEAD DECK KICK PLATE.	\$208.0000	\$208.00
6	LTCPS-2-92985	PLAY BUILDER STEPPING STONES - SOLD SINGLY. INCLUDES HARDWARE AND FOOTING.	\$243.0000	\$1,458.00
1	LTCPS-906781BR	SIT UP BENCH SEAT ONLY, BROWN VINYL.	\$560.0000	\$560.00
1	LTCPS-NJPAFREIGHT	FIRST TIER SOURCEWELL PRICING 7% FREIGHT AMOUNT.	\$289.1600	\$289.16

ENTER SHIP TO ADDRESS IF DIFFERENT FROM SITE ADDRESS.

[Empty box for shipping address]

<b>SubTotal</b>	\$4,420.12
<b>Install</b>	\$7,878.00
<b>PBO Amount</b>	
<b>PBO Freight</b>	
<b>Freight</b>	\$0.00
<b>TAX RATE</b>	10.25%
<b>TAX</b>	\$453.06
<b>TOTAL</b>	\$12,751.18

Credit Report Required: No

Installer: PSI Installation Quote: \$7,878.00

Special Instructions: Terms: Net 30 days

PURCHASE ORDER INFORMATION IS ABOVE ON THE FIRST PAGE OF THE QUOTATION.

\*\*\*DISCOUNTED FREIGHT, INCLUDED IN MATERIAL COST, IS PER SOURCEWELL CONTRACT #030117-LTS. SOURCEWELL MEMBER #11,938.\*\*\*

COLORS & FOOTINGS: TO BE DETERMINED.

INSTALLATION IS INCLUDED IN TOTAL. INSTALLATION IS QUOTED AT PREVAILING WAGE RATES.  
 REMOVE SPECIFIED COMPONENTS ON EXISTING FITNESS TRACK - PARALLEL BARS, LEG STRETCH, REACH, BALANCE BEAM & BEAM RUN  
 INSTALL NEW SIT UP DECK  
 INSTALL CURVED BALANCE BEAM  
 INSTALL (6) STEPPING STONES  
 INSTALL (2) COUNTER PANELS  
 LOWER VERTICAL CLIMBING LADDER

PLEASE BE ADVISED THAT IF ANY PARTS NEED TO BE RETURNED, YOU WILL NEED TO PAY FREIGHT BOTH WAYS AND THE RESTOCKING FEE.

CLIENT IS RESPONSIBLE FOR RECEIVING / OFFLOADING EQUIPMENT. CLIENT IS RESPONSIBLE FOR CHECKING FOR AND NOTING SHIPPING DAMAGE, IF ANY, WHEN RECEIVING EQUIPMENT AT DELIVERY TIME.

THANK YOU!

This Quote shall not become a binding contract until signed and delivered by both Customer and PlayPower LT Farmington Inc ("PPLT"). Sales Representative is not authorized to sign this Quote on behalf of PPLT or Customer, and signed Quotes cannot be accepted from Sales Rep. To Submit this offer, please sign below forward a complete signed copy of this Quote directly to "PPLT Sales Administrator" via fax (573)760-7454 or (573)769-7465 or email [outdoordes@LTCPS.com](mailto:outdoordes@LTCPS.com). Upon acceptance, PPLT will return a fully-signed copy of the Quote to Customer with copy to Sales Representative via fax or email. THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. PPLT objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, all such proposed terms shall be void. Customer authorizes PPLT to ship the Equipment and agrees to pay PPLT the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by PPLT. Payment terms are Net-30 days from invoice date with approved credit all charges are due and payable in full at P.O. Box 204713, Dallas, TX 75320-4713, unless notified otherwise by PPLT in writing. Customer agrees to pay all additional service charges for pastdue invoices. Customer must provide proper tax exemption certificates to PPLT, shall promptly pay discharge all otherwise applicable taxes, license fees, levies other impositions on the Equipment at its own expense. Equipment quote valid for 90 days, freight/labor prices subject to change. Install/labor quoted is Not at prevailing wages rates unless specifically noted.....

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY PPLT.

Submitted By (Signature) \_\_\_\_\_ Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_

The foregoing quote and offer are hereby approved and accepted by PPLT. By: \_\_\_\_\_ Date \_\_\_\_\_

Quote # 2140020025

## ADDITIONAL TERMS AND CONDITIONS OF SALE

1. **Use and Maintenance.** Customer agrees to regularly inspect and maintain the Equipment, and to provide, inspect and maintain appropriate safety surfacing under around the Equipment, in accordance with PPLT's product literature and the most current Consumer Product Safety Commission Handbook for Public Playground Safety.
2. **Default, Remedies Delinquency Charges.** Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, PPLT shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the Uniform Commercial Code. Customer agrees to assist and cooperate with PPLT to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by PPLT of a remedy will prohibit or waive the exercise of any other remedy. Customer shall pay all reasonable attorneys' fees plus any costs of collection incurred by PPLT in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to PPLT as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment that is delinquent in such month and is not received by PPLT within ten (10) days after the date on which due...
3. **Limitation of Warranty/ Indemnity.** PPLT MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. PPLT SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE PPLT HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMER'S ALTERATION OF THE EQUIPMENT, ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH PPLT'S INSTALLATION AND OWNER'S MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.
4. **Restrictions.** Until all amounts due hereunder are paid in full, Customer shall not: (i) permit the Equipment to be levied upon or attached under any legal process; (ii) transfer title to the Equipment or any of Customer's rights therein; or (iii) remove or permit the removal of the Equipment to any location not specified in this Quote.
5. **Purchase Money Security Interest.** Customer hereby grants, pledges and assigns to PPLT, and PPLT hereby reserves a purchase money security interest in, the Equipment in order to secure the payment and performance in full of all of Customer's obligations hereunder. Customer agrees that PPLT may file one or more financing statements, in order to allow it to perfect, acquire and maintain a superior security interest in the Equipment.
6. **Choice of Law and Jurisdiction.** All agreements between Customer and PPLT shall be interpreted, and the parties' obligations shall be governed, by the laws of the State of Missouri without reference to its choice of law provisions. Customer hereby consents to the personal jurisdiction of the state and federal courts located in the city and county of St. Louis, Missouri.
7. **Title; Risk of Loss; Insurance.** PPLT Retains full title to all Equipment until full payment is received by PPLT. Customer assumes all risk of loss or destruction of or damage to the Equipment by reason of theft, fire, water, or any other cause, occurrence of any such casualty shall not relieve the Customer from its obligations hereunder and under any invoices. Until all amounts due hereunder are paid in full, Customer shall insure the Equipment against all such losses and casualties.
8. **Waiver; Invalidity.** PPLT may waive a default hereunder, or under any invoice or other agreement between Customer PPLT, or cure such a default at Customer's expense, but shall have no obligation to do either. No waiver shall be deemed to have taken place unless it is in writing, signed by PPLT. Any one waiver shall not constitute a waiver of other defaults or the same kind of default at another time, or a forfeiture of any rights provided to PPLT hereunder or under any invoice. The invalidity of any portion of this Quote shall not affect the force and effect of the remaining valid portions hereof.
9. **Entire Agreement; Amendment; Binding Nature.** This fully-executed Quote, as supplemented by Change Orders invoices containing exact amounts of estimates provided herein, constitutes the complete and exclusive agreement between the parties. A Change Order is a written instrument signed by the Customer and PPLT stating their agreement as to any amendment in the terms of this Quote. Customer acknowledges that Change Orders may result in delays and additional costs. The parties agree that all Change Orders shall include appropriate adjustments in price and time frames relating to any requested amendments. Upon full execution, this Quote shall be binding upon and inure to the benefit of the parties and their successors and assigns..
10. **Counterparts; Electronic Transmission.** This Quote, any invoice, and any other agreement between the parties, may be executed in counterparts, each of which shall constitute an original. The facsimile or other electronic transmission of any signed original document, retransmission of any signed facsimile or other electronic transmission, shall be the same as the transmission of an original. At the request of either party, the parties will confirm facsimile or other electronically transmitted signatures by signing an original document..

**Burbank Unified School District  
Facilities Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Larry Cross, Director of Facilities

SUBMITTED BY: Cathy Weissman, Project Accounting Technician

DATE: July 18, 2019

SUBJECT: Approval of Award of Contract, Pilgrim Fence, CUPCCAA Bid, 1920-02, Furnish and Install Railing, Thomas Jefferson Elementary School (Bond Fund)

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**Background:**

In the spring of 2013, Bond Measure "S" was passed by the voters in Burbank. A part of Measure "S" included the replacement of aging existing portable classroom with permanent modular classroom buildings. Facilities will be removing the ageing portable classroom buildings and replacing them with new modular classroom building that will require less maintenance which will provide relief to the general fund and provide more modern teaching facilities for our schools.

**District-Wide Goals for 2018-2019:**

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.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

**Discussion/Issues:**

During the course of construction, a Construction Change Document No. 10 had to be issued by the Architect in order to re-route fencing due to site conditions.

**Fiscal Impact:**

\$13,463 (Bond Fund)

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract, Pilgrim Fence, CUPCAA Bid 1920-02, Furnish and Install Railing, Thomas Jefferson Elementary School, effective July 19 2019 through, July 19, 2020, not to exceed \$13,463 (21.3-00000-0-91008-85000-6170-206-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

# Pilgrim Fence Co.

ESTABLISHED 1949

Pilgrim Fence Company  
3275 E. FLORENCE AVE. HUNTINGTON PARK CA 90255  
Telephone (323) 582-8191 Fax (323) 582-2016  
License # 360110 www.pilgrimfence.com

377

TO: Burbank Unified School District  
1900 W Olive Ave.  
Burbank, CA

Project: Thomas Jefferson ES  
Project Address: 1900 North 6th Street  
Burbank, CA 91505

Date 6/12/2019	Billing Address	
Contact Person Kurt Hauffe		
Phone Number 818-729-5500	City / State / Zip Code	
Fax Number 818-729-5501	Mobile / Job Site Phone Numbers 714-925-7878	
Approximate Starting Date 2019	Approximate Completion Date 2019	LOG#

SCOPE OF WORK: Pilgrim Fence Company is pleased to submit this proposal for work as listed below:

INSTALL  REPAIR  RELOCATE  REMOVE

Labor and Materials to install fence & gates:

Install 29 linear feet of new 1 1/2" O.D. 2-line railing as per SK-1 CCD#10.  
Hot Dip Galvanized. Finish paint by others.  
Base anchorage plates provided by Pilgrim Fence and Set into concrete by Others.

*Bond - Modular*

Reviewed/Approved By	Date
	6/19/19
To A/P - Purchasing	

RECEIVED  
SCHOOL SERVICES  
2019 JUN 19 AM 11:21  
BURBANK UNIFIED  
SCHOOL DISTRICT

EXCLUSIONS:

Finish Painting. Plates embedded into concrete by others

SPECIAL PROVISIONS:

Prevailing wages included.

TOTAL COST: \$ 13,463.00

TERMS: \_\_\_\_\_  
(To be determined by Corporate Credit)

Price is valid for 30 days

By signature below, the customer acknowledges that he/she has read and accepts the Contract terms and conditions set forth on page 2 and inclusive of any attachments.

Accepted by: \_\_\_\_\_  
(Company Name)

By: Arthur Kert  
Its: Project Manager

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Print Name and Title

Date

Print Name and Title

Date

Western Fence & Supply Company, A California Corporation D/B/A Pilgrim Fence Co.

Buyer shall obtain all permits and variances as may be required.

**TERMS AND CONDITIONS**

1. **General Terms.** PILGRIM FENCE COMPANY, INC. or its subsidiary ("CONTRACTOR") agrees to provide the labor and materials (collectively the "WORK") specified on the proposal set forth on the reverse side hereof (the "front page") within a reasonable time. BUYER agrees to pay the amount shown in current U.S. funds upon substantial completion of the work per the payment terms on the reverse side hereof.
2. **Installation of Fence.** Unless otherwise agreed to in writing, BUYER shall fully cooperate in allowing CONTRACTOR'S installation of the fence by doing each of the following: (a) clearing a sufficient working area of all obstructions and removable hazards; (b) surveying, grading, locating and staking the fence line and by verifying all property lines and identifying all utility lines; (c) notifying CONTRACTOR'S crew of all potential work area hazards; (d) coordinating CONTRACTOR'S work with the activities of all other persons at the job site, including others contractors, crews, supervisors, architects and owners; and (e) obtaining all appropriate building permits or other form of governmental permission. The estimated completion date shall be extended for as long as BUYER fails to comply with this provision, and for all delays reasonably beyond CONTRACTOR'S control. BUYER shall be deemed to have accepted the goods and work performed upon payment in full.
3. **Payment, Default and Remedies.** If BUYER does not make payment in full upon substantial completion, CONTRACTOR may pursue any and all collection activity it deems necessary to collect on BUYER'S obligation. BUYER shall be responsible for all costs of collection, including but not limited to, all collection agency charges, court costs, attorneys' fees and lien fees, and all costs and attorneys' fees incurred in collecting upon any judgment. Interest will accrue on all unpaid balances, lien expenses, collection expenses and attorneys' fees from the date incurred at the rate of twenty-one percent (21%) per year or at the highest rate allowed by applicable law. CONTRACTOR may apply all payment or portions thereof to any outstanding attorney fees, court costs, collection expenses, interest and principal as CONTRACTOR, in its sole discretion, deems appropriate. This Agreement shall be construed in accordance with the laws of the State and County in which the project is located.
4. **Changes and BUYER'S Cancellation.** If BUYER requests any change in the type, quality or quantity of the fencing to be provided by CONTRACTOR hereunder, BUYER shall pay, in addition to the purchase price shown on the front page, CONTRACTOR'S standard charge for all additional fence and for such additional labor material and travel expenses as are incurred by CONTRACTOR in connection with such change. If, prior to CONTRACTOR'S delivery of the fencing, BUYER cancels such delivery of the fencing, BUYER shall be obligated to pay CONTRACTOR, as liquidated damages and a restocking fee, but not as a penalty, the amount equal to twenty-five percent (25%) of the CONTRACTOR'S standard charge for all special order materials. After CONTRACTOR has begun delivery of the fence, but before installation has begun, BUYER may cancel this Agreement by paying CONTRACTOR, as liquidated damages and as a restocking and transportation fee, but not as a penalty, the amount equal to fifty percent (50%) of the purchase price shown on the front page.
5. **Cumulative Remedies.** To the greatest extent permitted by applicable law, BUYER'S obligation hereunder and all of CONTRACTOR'S rights and remedies provided by herein and/or by applicable law, are cumulative, and CONTRACTOR shall be entitled to exercise any and all rights and remedies. BUYER acknowledges that its obligation to pay CONTRACTOR is an independent covenant, and BUYER acknowledges that it shall have no offset rights and may not withhold payment of any monies owing to CONTRACTOR hereunder. Nothing herein, however, shall be construed to release CONTRACTOR from any obligation which it may owe to BUYER.
6. **Lien Rights.** BUYER acknowledges that CONTRACTOR has and may exercise all lien rights against the property upon which the work is performed. To the greatest extent permitted by law, BUYER and/or OWNER hereby waive any and all objections to any defects in any such lien documents. Contractor's exercise or non-exercise of such lien rights will not alter or amend this Agreement or release any of Buyer's obligations hereunder.
7. **Amendments; Waivers; Entire Agreement.** Except by a specific written document executed by the parties hereto, none of the terms, covenants, representations, warranties or conditions hereof may be waived, amended, modified, superseded or canceled. Forbearance or delay shall not be deemed a waiver. A single or partial exercise of any right or remedy shall not preclude further exercise thereof or of any other right or remedy. Any written waiver shall be strictly construed and shall not be extendable. This Agreement contains the parties' entire understanding and supersedes and replaces all prior and contemporaneous agreements and understandings, oral written or implied. All documents and instruments created hereafter and concerning this transaction, including any one or more work orders or purchase orders, shall not prevail over the terms of this Agreement.
8. **Limited Warranty.** All goods, supplied are warranted to be fit for the intended purposes for which such goods are used for a period of one (1) year. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION OF THE GOODS AND WORK TO BE PERFORMED AS CONTAINED ON THE FRONT PAGE. BUYER shall have no claim for incidental, consequential, special or proximate damages.
9. **Indemnity.** To the greatest extent permitted by law, BUYER shall indemnify, defend, hold and save CONTRACTOR (and its officers, shareholders, directors, agents, employees, servants and independent contractors) harmless from all claims and expenses, including court costs and attorneys' fees, for damages or injuries to persons or property which are related in any manner, directly or indirectly to this Agreement or to the fence (including its location) regardless of whether the injury or damage is caused in part by CONTRACTOR'S negligence or any other act or omission of CONTRACTOR or its agents, provided however, that BUYER shall not be obligated to indemnify CONTRACTOR for his sole negligence or willful misconduct.
10. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the heirs, personal representatives, successors and assigns of the parties hereto.
11. **Severability.** If any provision of this Agreement is held unenforceable, CONTRACTOR may sever from this Agreement the language which makes such provision unenforceable and this Agreement shall be construed as if it did not contain the language and the rights and obligations of the parties shall be enforced accordingly. Alternatively, CONTRACTOR, at its sole option, may cancel this entire Agreement.
12. **Headings.** All paragraph headings and other headings set forth in this Agreement are for reference only and shall not be considered in interpreting the intent of the parties with respect to the matters set forth in this Agreement.
13. **Representations and Warranties.** Despite any agency capacity, the person signing this Agreement, personally and on behalf of BUYER, warrants and affirms to CONTRACTOR that the person signing this Agreement for any entity has full authority to do so and to thereby bind such entity.
14. **BUYER MUST HAVE A CURRENT CREDIT APPLICATION ON FILE WITH CONTRACTOR.** All credit and financial information provided by BUYER to Contractor is true, accurate and complete, contains no material omissions, and may be reasonably relied upon by CONTRACTOR.

**AGREEMENT:** As per terms and conditions set forth, We, Western Fence & Supply Co. propose to furnish and install fence as per Diagram Plan and Material listed hereon. This is a Contract between two parties and will be effective when accepted. Buyer to assume full responsibility for any and all underground wire, pipes, and/or utilities of any type, in the event the fence is not paid for in 60 days, seller has the title right to remove said fence and return to the Company. In the event of cancellation, buyer agrees to forfeit fifty percent (50%) of contract price to cover preparations made by Western Fence & Supply Co. The merchandise listed hereon shall remain the property of the seller until paid for by cash, at which time title will pass to purchaser. If the account is assigned to an attorney or collection agency for collection, then and in that event, the buyer agrees to pay reasonable attorney fees, court costs and other collection costs. In the event buyer authorized extra work other than stated herein, he shall pay on the basis of cost of labor and material upon presentation of itemized statement.

-Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning the responsibilities of the contractor may be referred to the Registrar of the Board whose address is: Contractors' State License Board, 1002 N Street, Sacramento, California 95814.

**CONTRACTOR'S LICENSE LAW, #7018**

**NOTICE-Under the Mechanics' Lien Law,** any contractor, subcontractor, laborer, supplier or other person who helps improve your property but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer or supplier remains unpaid.

**CONTRACTOR'S LICENSE LAW, #7019**

**NOTICE TO OWNER--Under the Mechanics' Lien Law,** any contractor, laborer, Material man or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property. Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement, an original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor services equipment or materials for the work described in said contract.

**SELLER SHALL NOT BE RESPONSIBLE** for any delay or inability to perform hereunder arising out of strikes, lock-outs, acts of God, or the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from sellers suppliers, force majeure, inclement weather, fire, floods, freight embargoes, caused incident to national emergency, war, or other causes beyond the reasonable control of Seller, whether of like or different character.

**Buyer shall assume full responsibility for correct location or fence and as to property line and has verified diagram and dimensions on reverse side**

**Buyer shall obtain all permits and variances as may be required**

**TERMS; Balance due & payable on completion & shall bear an initial penalty of 5% on the existing unpaid balance. If payment not received within 10 days of completions plus 1 1/2% per month interest charge.**

**Burbank Unified School District  
Facilities Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: David Jaynes, Assistant Superintendent, Administrative Services

PREPARED BY: Larry Cross, Director of Facilities

SUBMITTED BY: Cathy Weissman, Project Accounting Technician

DATE: July 18, 2019

SUBJECT: Approval of Award of Contract, Silver Creek Industries, Inc., Chula Vista Unified School District Piggy-Back Bid 14/15-3, Construction of Modular Buildings, Walt Disney Elementary School (Bond Fund)

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**Background:**

In the spring of 2013, Bond Measure "S" was passed by the voters in Burbank. A part of Measure "S" included the replacement of aging existing portable classroom with permanent modular classroom buildings. Facilities will be removing the ageing portable classroom buildings and replacing them with new modular classroom building that will require less maintenance which will provide relief to the general fund and provide more modern teaching facilities for our schools.

**District-Wide Goals for 2018-2019:**

- 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.
- 7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

**Discussion/Issues:**

On December 18, 2014, the Board of Education approved a Professional Services agreement with Gkkworks to provide Architectural and Engineering services for new Modular Classrooms at Ralph Waldo Emerson, Bret Harte, and Thomas Jefferson, George Washington, Theodore Roosevelt and Robert Louis Stevenson Elementary schools for site underground and utility preparation

On, February 21, 2019, the Board of Education approved a Professional Services Agreement with Cannon Design for the new Walt Disney Elementary School Modular Project site design and engineering.

On March 7, 2019, the Board of Education approved a Professional Services Agreement with Silver Creek Industries for the new Walt Disney Elementary School Modular Building design.

Modular construction is a process in which a building is constructed off-site, under controlled plant conditions, using the same materials and designing to the same codes and standards as conventionally built facilities – but in about half the time. Buildings are produced in “modules” that when put together on site, reflect the identical design intent and specifications of the most sophisticated site-built facility – without compromise.

Structurally, modular buildings are generally stronger than conventional construction because each module is engineered to independently withstand the rigors of transportation and craning onto foundations. Once together and sealed, the modules become one integrated wall, floor and roof assembly.

Building off site ensures better construction quality management. Materials that are delivered to the plant location are safely and securely stored in the manufacturer’s warehouse to prevent damage or deterioration from moisture and the elements. Manufacturing plants have stringent QA/QC programs with independent inspection and testing protocols that promote superior quality of construction every step of the way.

Beyond quality management and improved completion time, modular construction offers numerous other benefits to owners. Removing approximately 80% of the building construction activity from the site location significantly reduces site disruption, vehicular traffic and improves overall safety and security.

For schools, hospitals, or other active businesses, reducing on-site activity and thereby eliminating a large part of the ongoing construction hazards, is a tremendous advantage. Ralph Waldo Emerson, Theodore Roosevelt and George Washington, Robert Louis Stevenson, Thomas Jefferson and Bret Harte and William McKinley Elementary Schools, were the first to receive the permanent modular classroom buildings

On June 27, 2019, the District received a revised proposal from Silver Creek Industries for the manufacturing (1) Two-Story Modular Building = 144’x40’ on First Floor, (2) 24’x40’ Classrooms, (1) 24’x40’ Computer Lab, (2) 24’x40’ Special Rooms, (1) IDF/Electrical Room, (1) Custodial Room, (1) All Gender Restroom & (1) 12’x40’ Girl’s & Boys Restroom. 120’x40’ on Second Floor, (5) 24’x40’ Classrooms for Walt Disney Elementary School.

**Fiscal Impact:**

\$3,156,512 (Bond Fund)

**Recommendation:**

David Jaynes, Assistant Superintendent, Administrative Services recommends that the Board of Education approve an award of contract between Burbank Unified School District and Silver Creek Industries, Inc., pursuant to the proposal dated June 27, 2019, for construction of modular classroom buildings, Chula Vista Unified School District Piggyback Bid #14/15-3, effective July 19, 2019 through July 19, 2021, not to exceed \$3,156,512 (21.0-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.



Building for the Next Generation

RECEIVED  
FACILITIES SERVICES  
2019 JUL -1 PM12:10  
BURBANK UNIFIED  
SCHOOL DISTRICT

January 4, 2019  
Revised: June 27, 2019

Larry Cross  
Director of Facilities  
Burbank USD  
1900 West Olive Avenue  
Burbank, California 91506

**RE: Budgetary Proposal for (1) Modular Two-Story Building = 144'x40' on First Level, (2) 24'x40' Classrooms, (1) 24'x40' Computer Lab, (2) 24'x40' Special Rooms, (1) IDF/Electrical Room, (1) Custodial Room, (1) All Gender Restroom & (1) 12'x40' Girls & Boys Restroom. 120'x40' on Second Level, (5) 24'x40' Classrooms for Walt Disney ES – Burbank USD**

Larry Cross,

Thank you for the opportunity to provide a proposal for a modular two-story building for Walt Disney Elementary School. Silver Creek Industries (SCI) has been awarded a contract with Chula Vista Elementary School District. This allows us to utilize its piggyback provisions to contract with other school districts. This proposal is based on 2016 CBC code and per the Architect's floor plan provided to SCI on 4/19/2019 and revised floor plan received from District on 5/31/2019. No elevations were provided for this proposal. All terms and conditions shall be per the Chula Vista Elementary School District contract. Appendices A & B attached hereto.

**(1) Two-Story Modular Building = 144'x40' on First Level, (2) 24'x40' Classrooms, (1) 24'x40' Computer Lab, (2) 24'x40' Special Rooms, (1) IDF/Electrical Room, (1) Custodial Room, (1) All Gender Restroom & (1) 12'x40' Girls & Boys Restroom. 120'x40' on Second Level, (5) 24'x40' Classrooms, 2016 CBC Code ..... \$ 3,156,512.00**

Proposed Construction Schedule:

DSA approval, manufacturing, based on 2016 CBC, installation and completion will be negotiated upon notice of award. All concepts and/or files are to be considered instruments of services and intellectual property of Silver Creek Industries.

Sample schedule will vary, depending on project. This is for a "range" reference only. However, it's imperative these durations are factored into your production schedule. Please note – any delay can affect your production date.

Schedule:

- DSA approval package to submit to AOR..... 6-8 weeks from NTP/contract  
\* Please note: SCI will be providing electronic plans only, no hard copies
- DSA Approval..... Not in SCI's control
- Submittals ..... 1-2 weeks
- Procurement Ahead of Fabrication Needed ..... 1-4 weeks

- Fabrications ..... 7-8 weeks
- Erection ..... 1-2 days
- Delivery and Completion ..... 150 working days (after foundation is completed)

**Payment schedule:**

Monthly progress billings and payment based on approved schedule of values, as well as 5% retention.

*This proposal is valid for 30 days. Due to the potential for tariff price fluctuations, we reserve the right to review this quote prior to the execution of a contract and request a change to the pricing and terms of this proposal with appropriate substantiation.*

**Important Note:** *The actual dates may vary based upon the District's architect receipt of DSA approval for the building and the project site. In addition, the availability of the project site to begin construction may vary the proposed schedule. Delays in the schedule may impact the project cost.*

**Proposal Pricing Includes: Modular/Relocatable Two-Story Building = 144'x40' on 1<sup>st</sup> Level, (2) 24'x40' Classrooms, (1) 24'x40' Computer Lab, (2) 24'x40' Special Rooms, (1) IDF/Electrical Room, (1) Custodial Room, (1) All Gender Restroom & (1) 12'x40' Girls & Boys Restroom. 120'x40' on 2<sup>nd</sup> Level, (5) 24'x40' Classrooms**

Base Building Price (1) 144'x40' (First Level)

Base Building Price (1) 120'x40' (Second Level)

Delivery w/ no Obstructions

Installation w/ no Obstructions

Crane w/ no Obstructions

Below Grade Concrete Foundation – (NIC) by GC

Weld Plates FOB the Gate

Light Weight Concrete Floors

**Flooring Finishes:**

Johnsonite Flooring in Classrooms, Special Room – Supplied & Installed by District

Epoxy Flooring in Restrooms & Custodial Room

Exposed Polish Concrete Flooring in IDF/Electrical Room

**Exterior Finishes:**

Stucco

2x8 Wood Studs

**Roof System:**

Single Slope

26 Gauge Kynar Roof by SCI

**Drainage:**

Standard Gutters & Downspouts

**Overhangs & Canopies:**

8'-0" Overhang @ Front

5'-0" Overhang @ 24x40' Building Section

No Overhang @ Rear

(2) 6'x4' Canopies for Exterior B&G's Restroom Doors

**Insulation:**

Per PC

**Interior Wall Finishes:**

Standard Tackboard in Classrooms & Special Rooms  
Gypsum Board, Tape & Texture @ IDF/Electrical Room  
FRP in Restrooms & Custodial Room  
2x6 Wood Studs

**Doors:**

Interior & Exterior Doors per District's Spec  
180 Degrees Exterior Door Swing  
All Door Locks to be @ 36" for ADA

**Hardware:**

HW per District's Spec – Schlage

**Windows:**

8040 XOX Clear Anodized Aluminum Windows @ Front  
8020 Operable Clear Anodized Aluminum Windows @ Rear

**Ceilings:**

8'-0" Ceiling Height @ All Gender Restroom w/ 2910 Tiles  
8'-0" Ceiling Height @ Boys & Girls Restroom w/ Hard Lid  
8'-6" Ceiling Height @ Classrooms w/ 755B Tiles

**Light Fixtures:**

Standard LED Interior Fixtures  
Standard LED Exterior Fixtures

**Electrical:**

100-amp Three Phase Load Centers  
200-amp Three Phase Load Centers  
Electrical per District's Spec  
Conduit per District's Spec  
(1) Evolution Box per Classroom Stubbed Above Ceiling  
GFI's @ Wet Areas  
Blocking for Future Ceiling Projector – Projector by District  
Electrical for (3) Future Exterior Flood Lights – Flood Lights Provided & Installed by District

**Air Conditioning:**

4 Ton Interior I-tech HVAC Units Three Phase  
(1) 5 Ton Interior I-tech HVAC Unit Three Phase for Computer Lab  
(1) 2 Ton Interior I-tech HVAC Unit  
Exhaust Fans

**Plumbing:**

DVW-ABS  
Insta Hot Water for All Gender RR  
(1) Elementary Height Classroom Sink & Bubbler (Cold Water Only) per CR  
(1) Mop Sink in Custodial Room  
American Standard Wall Hung Urinals  
Hands Free Flush Valve Urinals (Wired)  
9-12 Age Group Height Floor Mounted Flush Valve Toilet Fixtures @ Girls & Boys RR  
Adult Height Floor Mounted Flush Valve Toilet Fixtures @ All Gender RR  
Water Heater to Service Mop Sink  
Bi-Level Halsey Taylor Drinking Fountain  
Recessed Exterior Wilcox Hose Bib

**Accessories:**

36" & 48" Grab Bars – by SCI  
B-1556 Stainless Steel 18"x30" Mirrors – by SCI

(2) B- 7125 Hand Dryers @ Girls & Boys RR – by SCI  
 B-39617 Recessed Paper Towel Dispenser – by SCI  
 B-3644 Recessed Trash Can – by SCI  
 B-4063 Recessed Soap Dispensers – by SCI  
 B-221 Seat Cover Dispensers – by District  
 Toilet Paper Dispensers – by District

**Miscellaneous:**

Poly Marble Partitions  
 Balcony & Stairs  
 Fire Sprinklers  
 (1) TL Shield Modular Elevator  
 District's Spec for Casework/Teacher's Wall @ Classrooms  
 Sliding Porcelain Marker Boards  
 Wall Hung Fire Extinguishers w/ Brackets  
 6" Seismic Separation  
 Engineering & Design (NIC) as Separate Cost  
 Contract and Project Supervision

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**Lead Time Items:**

Any 3 Phase HVAC Units, Quiet Climate 1 or 3 Phase	8-12 Weeks
HM Welded Doors & Window Frames	4 Weeks
*Doors can't be ordered without the approved HW specs	
Kynar Roof	3 Weeks
Specialty Windows	4 Weeks
Specialty Exterior & Interior Lights	6 Weeks
Upgraded Tackboard	6-8 Weeks
Special Ceiling Tile	Varies on Brand
Hardi Color Plus	3-4 Weeks
Panel Boards	4 Weeks
Special Plumbing Part/Partitions	4-6 Weeks except metal partitions

**Exclusions:**

- The omission of any item(s) not specifically listed in the above scope of work shall not be construed on the pricing or scope
- All site work. Including but not limited to:
  - Site preparation and access
  - Spoils, asphalt or sod removal from site
  - Engineered pad
  - Connection of all utilities
  - Walkways, landscaping, and irrigation
  - Concrete curb and flatwork
- Soil testing and reports
- Grading and excavating
- Backfill and compaction around buildings
- Special unloading or craning
- Fees for blocking streets
- Special transportation routing

- Local permits, pilot cars, police escorts, if required
- Foundation vents and grates – Note: Installation of vents and grates by GC is followed after building installation
- Concrete slurry
- Custom extended stem walls and footing, concrete ramps, landings, handrails, or walkways required due to poor or unlevelled site conditions or soils reports requirements
- Under building drainage / drywells
- Site construction fences and gates
- In plant / on site DSA approved inspectors
- Any fire rating requirements due to building sighting
- Fire rated assemblies, unless noted
- Water flow tests and rates (required for sprinkler design)
- Water system Chlorination testing/ certification
- Roof water testing/door flood test/flood test
- Condensation for roof mount units
- All permanent or temporary power, telephone, fencing, security, dust control, project trailer, and toilets
- All wire, controls, devices, equipment and connections for all low voltage systems including but not limited to energy management system, fire alarm, communication, signal, smoke and heat detector, and security systems
- Special back boxes for phone system, FA, security and intercom system
- Conduit, raceways, boxes, cable trays above ceiling
- Electrical grounding system or components
- Wire mold
- EMS system
- Exterior lighting other than standard door way lights
- Lighting control panel
- Motion sensors (exception: sensors for interior lighting controls)
- Utility meters, pressure regulators and shut-off valves
- Electrical transformers and main switch gear
- Architect fees
- All appliances
- Signage
- Window shades- manual or operable
- Toilet accessories as noted in inclusio
- Seamless gutters
- HVAC hard ducting
- No furniture or equipment included
- Full time superintendent
- Professional cleaning – including waxing floors, stripping and sealing
- Prevailing wage in SCI factory
- PSA/PLA Labor Union Agreements – all site labor will be non-union
- PSA/PLA Labor Union Agreements does not apply to SCI factory or any other off-site manufacturing
- Working weekends and/or holidays is not included
- Below grade concrete foundations or slab on grade
- Commissioning
- WUI Code
- Johnsonite Acoustafflor

- Ceiling Projectors
- District's Lighting Specs
- Flooring in Elevator
- Engineering & Design Fees
- Flood Lights
- Securitect
- Any item(s) not listed in the assumed scope and exclusions shall not be construed to be included in this pricing

Thank you again for the opportunity to provide this proposal. Should you have any questions, concerns or require additional information, please do not hesitate to contact me on my cell at (951) 640-3434, the office at (951) 943-5393 ext. 183 or via email at [mgutierrez@silver-creek.net](mailto:mgutierrez@silver-creek.net). If this meets your acceptance and you would like to move forward, please sign this proposal and return to me via email so that engineering can start on the drawings and we can confirm schedule.

Sincerely,  
*Magaly Gutierrez*  
Business Development Manager

**District Acceptance of Proposal**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDICES: A****Structural / Foundation System Disclaimer:**

This proposal has been prepared based upon the information provided to Silver Creek Industries (SCI) by the client. In the event that documentation regarding the Structural Design Parameters and the Geotechnical features for the site have not been provided this proposal utilizes the following assumptions (unless otherwise noted within the proposal):

Site Class	=	D (Stiff Soil)
Ss	=	1.875 g (Non-Reduced Value)
Risk Category	=	II (Single Story Structures) III (Multi Story Structures)
Soil Bearing Pressure	=	1,000 psf (Wood Foundations) 1,500 psf (Concrete Foundations)
Continuous Footing Width	=	12" (minimum)
Isolated Footing Width	=	36" square (minimum)
Footing Depth	=	12" below lowest adjacent grade
Liquefaction Potential	=	None
Seismic Settlement	=	None
Differential Settlement	=	None
Soil Corrosivity	=	Low (No Special Measures / Protection Required)
Mapped Seismic Hazards	=	None
Wind Speed	=	129 (Ultimate, 3 Second Gust)
Wind Exposure	=	C
Floor Live Load	=	50 psf (50+15 psf at partition locations)
Roof Live Load	=	20 psf
Roof Snow Load	=	None

In the event that additional information is provided to SCI, following the preparation of the proposal, which conflicts with the values indicated above the client agrees to accept and approve a change order for any cost increases associated with the change in design parameters.

**APPENDICES: B**
**Fire / Life Safety and Energy Compliance Features Disclaimer:**

This proposal has been prepared based upon the information provided to SCI by the client. This proposal reflects the relevant requirements of the California Code of Regulations (Title 24), any local amendments or modifications are excluded unless specifically noted other in this proposal. In the event that a partial set of design documentation was provided by the client SCI has prepared this proposal utilizing the following assumptions (unless otherwise noted within the proposal):

Type of Construction	=	V-B
Unspecified Construction Materials	=	Any type of material permitted by code
Occupancy Group	=	E (Any School Structure)
	=	B (Any Non-school Structure)
Mixed Occupancies	=	Nonseparated
Automatic Fire Sprinkler System	=	None (Single Story Structure)
	=	Yes (Multi-story "E Occupancy" Structure)
	=	None (Multi-story "B Occupancy" Structure)
Fire Alarm System Pathways	=	Yes ("E Occupancy" Structure)
	=	None ("B Occupancy" Structure)
Fire Resistance Rated Construction:		
Exterior Walls	=	None
Interior Walls	=	None
Floors	=	None
Roofs	=	None
Structural Frame	=	None
Fire Separation Distance	=	10' Minimum
Fire Hazard Severity Zone	=	No
Wildland Urban Interface Fire Area	=	No
Electrical Service	=	120/208 1-Phase
Circuit Breaker AIC Rating	=	5k
Climate Zone	=	CZ 15
EMS Controls / Interface	=	None
Thermal Insulation	=	Per applicable PC or minimum required by code
Cool Roof	=	None
HVAC System Efficiency	=	Minimum required by code

In the event that additional information is provided to SCI, following the preparation of the proposal, which conflicts with the values indicated above, the client agrees to accept and approve a change order for any cost increases associated with the change in design parameters.



## CHULA VISTA ELEMENTARY SCHOOL DISTRICT

BID NO. 14/15-3 - January 21, 2015-9:00 a.m.  
Provide and Install DSA-Approved Portable Buildings

AWARDED TO: SILVER CREEK INDUSTRIES, INC.  
2830 Barrett Avenue  
Perris, CA 92571  
(951)943-5393  
Fax: (951) 943-2211  
[www.silver-creek.net](http://www.silver-creek.net)



**Building for the Next Generation**