BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, July 16, 2020

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

Virtual Meeting - Burbank, California

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

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

NOTICE IS HEREBY GIVEN that the Closed Session will be held by teleconference to discuss matters on the Closed Session agenda, at 6:00 p.m. The teleconference (6:00 p.m.) and online meeting (7:00 p.m.) is held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom, which suspends certain requirements of the Ralph M. Brown Act. Balancing the health risks associated with the Coronavirus (COVID-19), while appreciating the public's right to conduct the people's business in a transparent and open manner, during the current State of Emergency and in the interest of public health and safety, most-and possibly all of the Board Members will be participating by teleconference. District facilities are closed to the public until further notice and the public will not be able to physically attend the Board of Education meeting. The Board will reconvene in Public Session at 7:00 p.m. The District is providing alternatives to in-person attendance for viewing and participating. Any individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction. The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/site/Default.aspx?PageID=1945.

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

For the July 16, 2020 meeting, a new system has been implemented to allow Public Speakers to provide their comments live. Please note that Public Comments will no longer be accepted via email or voicemail.

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

1. Public Speakers please email Kimberley Clark at kimberleyclark@burbankusd.org no later than 45 minutes prior to the start of the public meeting (before 6:15 pm) stating your full name and the topic you wish to speak about.
2. Speakers are asked to log into the Board meeting virtually through the Zoom invitation no later than 6.45 p.m. The meeting will open at 6:00 p.m. and will be locked at 6:45 promptly. Please note that only those individuals who have emailed Kimberley Clark prior to 6:15 p.m. will be allowed to enter the Zoom meeting. Upon receipt of an email request, the Zoom meeting login details will be emailed to each individual speaker.
3. Speakers should rename their Zoom profile to indicate their real name to expedite this process.
4. When it is time for a speaker to address the Board, the speaker's name will be called and the microphone on the Zoom account will be activated. Speakers must be present in the Zoom meeting when their name is called in order to be given an opportunity to address the Board. Speakers are also requested to state their name prior to addressing the Board.
5. After a speaker completes their public comment or if the five-minute (5) time limit has been reached, the microphone for the speaker's Zoom profile will be muted.
6. The Zoom meeting will be closed following the Public Communications portion of the meeting.

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

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction. In order to facilitate public participation at Board meetings while adhering to proper social distancing guidelines, the Board of Education will accept public communications virtually through a Zoom invitation no later than 6:15 p.m. on July 16, 2020. The meeting will be locked at 6:45 p.m. promptly. Please note that only those individuals who have emailed Kimberley Clark prior to 6:15 p.m. will be allowed to enter the Zoom meeting (please see the Notice to Public in the agenda section I to see the new instructions regarding Public Comment via a Zoom invitation). The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/site/Default.aspx?PageID=1945.

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 960027543, 950100828 and 960006598

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. In order to facilitate public participation at Board meetings

while adhering to proper social distancing guidelines, the Board of Education will accept public communications virtually through a Zoom invitation no later than 6:15 p.m. on July 16, 2020. The meeting will be locked at 6:45 p.m. promptly. Please note that only those individuals who have emailed Kimberley Clark prior to 6:15 p.m. will be allowed to enter the Zoom meeting (please see the Notice to Public in the agenda section I to see the new instructions regarding Public Comment via a Zoom invitation). The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/site/Default.aspx?PageID=1945.

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 School Reopening Plan for the 2020-2021 School Year
Matt Hill, Superintendent, will report on the School Reopening Plan for the 2020-2021 school year, as presented.

Note: As the Reopening Committee continues to work to include up-to-the minute information, the PowerPoint will not be released with the agenda packet. Instead an up-to-date PowerPoint will be presented on July 16, 2020. In the meantime, a copy of the draft PowerPoint can be found at https://tinyurl.com/yaz7gb5t).

Report on School Reopening Plan_071620.pdf

9.c First Reading of Proposed Revision of Selected Board Policies and Administrative Regulations
John Paramo, Assistant Superintendent, Educational Services will facilitate the Board's first reading of 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_Report_BP0415_1st_Read.pdf

10. NEW AND/OR UNFINISHED BUSINESS

10.a Adoption of Resolution 1 Approving Support for Funding for Schools and Communities Act

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 1 Approving Support for Funding for Schools and Communities Act, as presented.

Resolution 1 - Schools & Local Communities Funding Act.pdf

10.b Adoption of Resolution 2 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 2 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 2 - Reduction in Force.pdf

10.c Adoption of Resolution No. 3 for the Elimination or Reduction of Services for Certificated Children's Center Positions
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 3 for the Elimination or Reduction of Services of Certificated Children's Center positions, as presented.

Resolution 3 - Reduction in Force Certificated.pdf

10.d Approval of Holding Fees for Horace Mann, Monterey Infant Center and Around the Bell Child Care Programs
Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the proposed holding fee, as indicated in the Board action item above for the Horace Mann Children's Center, Monterey Infant Center, and the Around the Bell Program, effective August 17, 2020, as presented.

Child Care Holding Fees_071620.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 960006598, not to exceed $70,938.75 (01.0-65000.0-50010-36000-5813-7440000), effective June 1, 2020 through August 31, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960006598_Settlement Agreement.docx.pdf

11.b Amended Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education Student 960027543, with no fiscal impact to the District (01.0-65000.0-50010-36000-5813-7440000), effective December 6, 2019 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Settlement Agreement was approved on January 16, 2020 at no cost to the District. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment extends the date to access services from June 30, 2020 to December 30, 2020, at no cost to the District.

SPED Student 960027543_Amended Settlement Agreement.docx.pdf

11.c Amended Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education Student 950100828, with no fiscal impact to the District (01.0-65000.0-50010-36000-5813-7440000), effective December 9, 2019 through May 21, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Settlement Agreement was approved on January 16, 2020 at no cost to the District. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment extends the date to access services from June 30, 2020 to October 30, 2020, at no cost to the District.

SPED Student 950100828_Amended Settlement Agreement.docx (1).pdf

11.d Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting of June 17, 2020, as presented.

Minutes.06.17.20.SP.pdf

11.e Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of June 18, 2020, as presented.

Minutes.06.18.20.pdf

11.f Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting of June 25, 2020, as presented.

Minutes.06.25.20.SP.pdf

11.g Approval of Personnel Report Number 20-21-01
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 20-21-01, covering Certificated and Classified personnel, and consisting of Pages 1 to 16 inclusive, as presented.

Personnel Report.pdf

11.h 2019-2020 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2019-2020 as listed through June 15, 2020, as presented.

2019-2020 Purchase Order Report.pdf

11.i 2020-2021 Purchase Order Report

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2019-2020 as listed through June 15, 2020, as presented.

2020-2021 Purchase Order Report.pdf

11.j Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Tamara Schiern, Director, Special Education, recommends that the Board of Education amend the Master Contract for special education students, to be provided by In Touch Behavioral Services, Nonpublic, Nonsectarian Agency effective July 17, 2020 through June 30, 2021 (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000,01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2020 through June 30, 2021, was approved by the Board of Education June 4, 2020.

Amended Master Contract - In Touch Behavioral Services.pdf

11.k Approval of 2020-21 Adult School Course Offerings

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 2020-21 Adult School course offerings, as presented.

BAS Course Approval 2020_21.pdf

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

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Cynthia E. Munoz, Ph.D., to provide an Independent Psychological-Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960013929, not to exceed $5,500 (01.0-65000.0-57700-11900-5850-7440000), effective February 7, 2020 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 6, 2020. The effective date was from February 7, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

SPED Student 960013929_Amended_Munoz_IEE.pdf

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

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the

Board of Education amend an agreement between the Burbank Unified School District and Perkins School for the Blind, to provide a Vocational and Academic Independent Educational Evaluation (IEE), not to exceed $587 (01.0-65000.0-57700-11900-5850-7440000), effective February 21, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 20, 2020. The effective date was from February 21, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to June 30, 2021.

SPED Student 160003888_Amended_Perkins_IEE.pdf

11.n Amended Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 950100828, not to exceed $5,600, (01.0-65000.0-57700-11900-5850-7440000), effective December 9, 2019 through October 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was January 16, 2020. The effective date was from December 9, 2019 through May 21, 2020. Due to COVID 19, the unable to access services for over a month resulting in the loss of time offered. The amendment extends the original end date of May 21, 2020 to October 30, 2020. This agreement also adds an additional 16 hours of compensatory education, which increases the not to exceed amount from $4,320 to $5,600.

SPED Student 950100828_Amended_Professional Tutors.pdf

11.o Amended Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Mary Large, Ph.D., to provide an Independent Psycho-Educational Evaluation (IEE) and attend an IEP meeting for a private school student, not to exceed $5,500 (01.0-65000.0-57700-11900-5850-7440000), effective February 21, 2020 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 20, 2020. The effective date was from February 21, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

SPED Private School Student_Amended_Large IEE.pdf

11.p Amended Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Ashley Taylor, Psy.D., to provide an Independent Psychological-Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960002485, not to exceed $5,500

(01.0-65000.0-57700-11900-5850-7440000), effective February 6, 2020 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 6, 2020. The effective date was from February 6, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

SPED Student 960002485_Amended_Taylor IEE.pdf

11.q Amended Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Deborah E. Neuhoff, to provide an Assistive Technology Assessment and attend an IEP meeting for Special Education Student 960002485, not to exceed $3,500 (01.0-65000.0-57700-11900-5850-7440000), effective February 7, 2020 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 20, 2020. The effective date was from February 7, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

SPED Student 960002485_Amended_Neuhoff IEE.pdf

11.r 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 Professional Tutors of America for Special Education Student 960031518, not to exceed $4,400, (01.0-65000.0-57700-11900-5850-7440000), effective June 18, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031518_Ratified_Professional Tutors.pdf

11.s 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 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, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED LRA_Ratified.docx.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

West Shield Adolescent Services, to escort and transport special education students to out of state residential facilities, not to exceed $10,000 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED West Shield.docx.pdf

11.u Approval 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 July 17, 2020 through June 30, 2021, (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_Parent Reimbursement.docx (1).pdf

11.v 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 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, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Rondeau, Debra.pdf

11.w Ratification of Agreement for Professional Services (Special Education)
Tamara Schiern, Director of Special Education, recommends that the Board of Education ratify 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 $203,514 (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 approval date was June 20, 2019 in the amount of $100,000. There were students who required special considerations for transportation, which increased the original approved amount by $103,514 making the total not to exceed $203,514.

SPED G&S City Cab_Ratification_Transportation.docx (2).pdf

11.x Amended Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Burbank Optometric Center, to provide vision therapy for Special Education Student 960027543, not to exceed $2,100 (01.0-65000.0-57700-11900-5850-7440000), effective December 6, 2019 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was January 16, 2020. The effective date was from

December 6, 2019 through June 30, 2020. Due to COVID 19, the provider is unable to complete vision therapy until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

SPED Student 960027543_Amended_Burbank Optometric.pdf

11.y Approval of Agreement – iHeartMEDIA

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 iHeartMEDIA to provide targeted marketing to maximize enrollment in Adult Education programs, effective July 17, 2020 through July 16, 2021, not to exceed $30,000
(11.0-63910.0-41101-27000-5850-5330000) - $7,500,
(11.0-63910.0-41102-27000-5850-5330000) - $7,500,
(11.0-63910.0-41104-27000-5850-5330000) - $7,500,
(11.0-63910.0-41106-27000-5850-5330000) - $7,500 and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

2020 July 16 Agreement BAS iHeartMEDIA_rg.pdf

11.z Approval of Memorandum of Understanding (MOU) between Burbank Adult School and Verdugo Workforce Development Board

John Paramo, Assistant Superintendent, Educational Services, recommends 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, 2020 to July 1, 2023, 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.

BAS VWDB MOU Phase II.pdf

11.aa Approval of Authorization of Signatures

Debbie Kukta, Assistant Superintendent, Administrative Services recommends that the Board of Education approve the authorization of signatures, for the period of July 17, 2020 through June 30, 2021, as presented.

Authorization of Signatures 2020-21.pdf

11.ab Approval of Agreement for Professional Services, Actuarial Study (General Fund)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Pacific Crest Actuaries, LLC to perform an actuarial study, not to exceed $6,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund), effective July 17, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Actuary Study Agreement 2020 PCA.pdf

11.ac Approval of Agreement– Grand Canyon University

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of

Education approve the Student Teaching Agreement between the Burbank Unified School District and Grand Canyon University to provide educational field experience, effective July 17, 2020 through July 17, 2023 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 - Grand Canyon.pdf

11.ad Ratification of Apex Licensing Agreement for 2020-2021
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the APEX Learning Licensing Agreement for 2020-2021school year, effective July 1, 2020 through June 30, 2021 and that authority to sign the application be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of APEX with Agmt.pdf

11.ae Amendment of Agreement for Professional Services, Amtech Elevator Services, District-Wide Elevator Inspection and Maintenance (Restricted Maintenance)
Debbie Kukta, Assistant Superintendent, Administrative Services recommends that the Board of Education amend the agreement between Burbank Unified School District and Amtech Elevator Services for a District-Wide Master Maintenance Agreement for the inspection and maintenance of all elevators and wheelchairs, not to exceed $54,329 (01.0-81500.0-00000-81100-5631-752-3100) restricted maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The Agreement was amended to add four (4) wheelchair lifts, total of $499, that was not included in the original Board report on August 15, 2019. This amended report changed the not to exceed amount from $53,880 to $54,329.

Amend, Amtech, Various Sites, Rest. Maint.pdf

11.af Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2019-2020
John Paramo, Assistant Superintendent, Educational Services recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2019-2020, Report Summary No. 4, April 1 through June 30, 2020, as presented.

Williams Report 4th quarter 2020.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. In order to facilitate public participation at Board meetings while adhering to proper social distancing guidelines, the Board of Education will accept public communications virtually through a Zoom invitation no later than 6:15 p.m. on July 16, 2020. The meeting will be locked at 6:45 p.m. promptly. Please note that only those individuals who have emailed Kimberley Clark prior to 6:15 p.m. will be allowed to enter the Zoom meeting (please see the Notice to Public in the agenda section I to see the new instructions regarding Public Comment via a Zoom invitation). The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/site/Default.aspx?PageID=1945.

12.b Staff Responses

12.c Board Members' Comments and Responses

13. ADJOURNMENT

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	July 16, 2020
SUBJECT:	Report on School Reopening Plan for the 2020-2021 School Year

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Background:

The Burbank Unified School District is committed to providing educational services that promote equity and excellence for all students. During the spring, our students, families, and staff met the challenges of the Covid-19 pandemic and successfully navigated to a distance learning model for the remainder of the 2020 school year. We are currently focused on planning for the upcoming 2020-21 school year.

In early June, the District administered a survey to parents and guardians on distance learning and convened a Reopening Committee comprised of students, parents, Certificated staff (teachers, counselors, nurses, etc.), Classified staff (custodial, food services, technology staff, etc.), support staff, school site and District administrators, and Board of Education members. These stakeholders were tasked with utilizing the survey results to develop a draft reopening plan focused on four areas (1) instruction, (2) social-emotional learning, (3) operations, and (4) family and community engagement. In late June a second survey, on instructional models, was administered and the responses from that along with emails submitted to a dedicated email address were utilized to further develop the plan.

Discussion/Issues:

The manner in which school reopens in the fall will depend on the most current guidelines from the Governor's office, the California Department of Education, and the Department of Health. If the District is approved to return to a 100% normal setting, the District will do so. As of today, however, school districts need to prepare to either continue distance learning, or implement a hybrid model consisting of some instructional time at school and some at home. As this situation is fluid, the plan as presented is only the beginning of the conversation and will undergo revision as new information develops. The primary focus of the plan is to protect the physical and social-emotional health of our students and employees.

The School Reopening Plan was designed to maximize the benefits of inclusive practices and to provide ongoing support for all stakeholders. The participatory process utilized allowed staff to gather many different viewpoints, and the District appreciates all of the people who took time to review and develop this document. The next steps will involve stakeholders continuing to work together to implement this guidance safely.

Fiscal Impact:

None

Recommendation:

Matt Hill, Superintendent, will report on the School Reopening Plan for the 2020-2021 school year, as presented. (*Note:* As the Reopening Committee continues to work to include up-to-the minute information, the PowerPoint will not be released with the agenda packet. Instead an up-to-date PowerPoint will be presented on July 16, 2020. In the meantime, a copy of the draft PowerPoint can be found at https://tinyurl.com/yaz7gb5t)

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent
PREPARED BY:	John Paramo, Assistant Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 16, 2020
SUBJECT:	First Reading of Proposed Revision of Selected Board Policies and Administrative Regulations

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Background:

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

The Board of Education formed a working group of community members and district staff called, the Equity, Diversity and Inclusion Committee. Based on the work of the group, an Anti-Racism policy was created. The Anti-Racism policy language has been incorporated into existing Board Policy 0415 (Equity) for the Board's consideration.

Discussion/Issues:

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

Fiscal Impact:

None

Recommendation:

John Paramo, Assistant Superintendent, Educational Services will facilitate the Board's first reading of 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.

Burbank USD
Board Policy
Equity

BP 0415
Philosophy, Goals, Objectives and Comprehensive Plans

The Board of Education believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

The Board shall make decisions with a deliberate awareness of impediments to learning faced by students of color and/or diverse cultural, linguistic, or socio-economic backgrounds. To ensure that equity is the intentional result of district decisions, the Board shall consider whether its decisions address the needs of students from racial, ethnic, and indigent communities and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination, and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 9000 - Role of the Board)
(cf. 9310 - Board Policies)

The Board and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

1. Routinely assessing student needs based on data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions

(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 6162.5 - Student Assessment)

2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services, and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

(cf. 0440 - District Technology Plan)
(cf. 3100 - Budget)
(cf. 4113 - Assignment)
(cf. 7110 - Facilities Master Plan)

3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other student activities

(cf. 6141.4 - International Baccalaureate Program)
(cf. 6141.5 - Advanced Placement)
(cf. 6143 - Courses of Study)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6152.1 - Placement in Mathematics Courses)

4. Building a positive school climate that promotes student engagement, safety, and academic and other supports for students

(cf. 5137 - Positive School Climate)

5. Adopting curriculum and instructional materials that accurately reflect the diversity among student groups

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

6. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for students in need

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)
(cf. 6179 - Supplemental Instruction)

7. Promoting the employment and retention of a diverse staff that reflects the student demographics of the community

8. Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

9. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators

(cf. 0500 - Accountability)

The Board shall regularly monitor the intent and impact of district policies and decisions in order to safeguard against disproportionate or unintentional impact on access to district programs and achievement goals for specific student populations in need of services.

Anti-Racism

The Burbank Unified Board of Education ("Board") and the Burbank Unified School District ("District") reject all forms of racism as destructive to the District's mission, vision, values, and goals. The Board is committed to the following principles:

1. Establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result in and perpetuate racism.
2. Eliminating inequitable practices and cultivating the unique gifts, talents, and interests of every child to end the predictive value of social or cultural factors, such as race, ethnicity, class, sexual identity, sexual orientation, or gender, on student success.
3. Respecting, honoring, integrating, and championing the diversity and life experiences of all children, parents/guardians, and community members to support the school district's mission, vision, values, goals, and objectives.
4. Acknowledging that racism is often compounded by other forms of discrimination, including, but not limited to, the protective classes identified by the state and federal government.
5. Ensuring that this policy is implemented consistently by administration via administrative regulations.

Purpose:
Personal and institutional racism have historically existed in the United States of America and continue to exist, even in our community. Combating racism in our schools is a legal and moral imperative.
In this District, there are disparities between racial groups in student academic performance, achievement, and participation in academic and extra-curricular programs. These include disparities in graduation rates, gifted identification, course participation, special education identification, standardized test scores, and suspension rates. Disparities also exist between the racial demographics of the students in the District and the staff the District hires.
These equity gaps exist because of inequitable access to opportunities that have significant intergenerational effects and perpetuate economic, social, and educational inequity. However, racial inequities were created over time and can be eliminated. Similarly, personal prejudices and biases are learned and can be unlearned. Educators play a vital role in reducing racism and inequity by recognizing the manifestations of racism, creating culturally inclusive learning and working environments, and dismantling educational systems that directly or indirectly perpetuate racism and privilege through policy, teaching, and practice.
The purpose of this policy is to officially denounce racism, which is defined as any program or practice that discriminates, segregates, persecutes or mistreats individuals based on their color, language barrier or membership in a particular race or ethnic and religious groups. This Anti-Racism Policy and the Burbank Unified School District Equity Policy (BP 0415) and regulations are designed to dismantle the individual, institutional, and structural racism that may exist in the District and prevent racism in the future.
Regulations:

A. Policy Communication

1. The District will post a public statement in high traffic locations at its main offices and on the District website. The public statement shall read: "The Burbank Unified School District is committed to establishing and sustaining an equitable community that achieves the District's equity mission to end the predictive value of race and ensure each individual student's and staff's success. The Burbank Unified School Board and School District reject all forms of racism as destructive to their mission, vision, values, and goals." The same statement will be posted at each school site.
2. The Anti-Racism policy shall be included in student handbooks provided to students, families, and employees.
3. This policy shall be translated into other languages and be made available for families.

B. Leadership and Administration

1. The Superintendent will develop and conduct an annual systemic Equity Needs Assessment for the District to identify processes and practices that cause or contribute to inequitable outcomes. The assessment shall include an inventory of what equity-related data is currently collected by the District. Following the assessment, strategies will be developed and implemented to address the identified issues.

1. Develop a reporting mechanism to collect incidents of racism at each school site and a process for developing and reviewing annual action plans by site.

2. The District will address disparities in course participation (including AP/honors participation) and extracurricular activities:
    1. Continue with the District's open access protocols.
    2. School counselors shall be responsible for educating students and families as equitable partners in the selection process and course sequencing.
    3. Review demographic data of students participating in extracurricular activities.

3. The District shall proceed with other means of correction to reduce racial disparities in discipline and suspension.
    1. To ensure consistency in student discipline, each school shall collect and, at least annually, report data on all disciplinary actions. The data shall include the student's race/ethnicity, gender, socio-economic status, special education, and English Language Learner status, as well as a written explanation of the behavior leading to discipline and the specific corrective action taken.
    2. When school administrators determine a student has committed a racist act, the student will be provided the opportunity to learn about the impact of their actions on others through such practices as restorative justice, mediation, role play or other explicit policies or training resources.

C. Curriculum and Instruction

1. Curriculum and instructional materials for all grades shall reflect cultural and racial diversity and include a range of perspectives and experiences, particularly those of historically underrepresented groups of color.
2. All curriculum materials shall be examined for racial bias. Where materials reflect racial bias, teachers utilizing the materials will acknowledge the bias and communicate it to students and parents.
3. The Board and District shall investigate an Ethnic Studies curriculum for future implementation.
4. Student in-class and extra-curricular programs and activities shall be designed to provide opportunities for cross-cultural and cross-racial interactions to foster respect for cultural and racial diversity.

D. Policy Enforcement

1. The Superintendent shall collect, review, and provide an annual report to the School Board on data regarding racial disparities in areas including, but not limited to, student achievement, enrollment, suspension/discipline, graduation rates, and gifted identification. The report shall also include evidence of growth in each area outlined by the anti-racism policy (i.e., communication, leadership, administration, discipline, curriculum and instruction). The written reports shall also be made available to the public, to the student diversity committee, and to school equity teams.

2. The District shall ensure there are various, including anonymous, means for students and staff to report racism and other forms of discrimination.

DEFINITIONS

A. Racism: A belief or doctrine that inherent differences among the various human racial groups determine cultural or individual achievement, usually involving the idea that one's own race is superior and has the right to dominate others or that a particular racial group is inferior to the others - (Dictionary).

B. Anti-Racism:

- "Anti-Racism is the active process of identifying and eliminating racism by changing systems, organizational structures, policies and attitudes, so that power is redistributed and shared equitably." - (NAC International Perspectives: Women and Global Solidarity."
- "Anti-Racism is an active conscious effort to work against multidimensional aspects of racism." (Robert J. Patterson, professor of African American Studies at Georgetown University)
- To be anti-racist is to think nothing is behaviorally wrong or right - inferior or superior - with any of the racial groups. Whenever the anti-racist sees individuals behaving positively or negatively. the anti-racist sees exactly that: individuals behaving positively or negatively, not representatives of whole races. To be anti-racist is to deracialize behavior, to remove the tattooed stereotype from every racialized body. Behavior is something humans do, not races do." (Ibram Kendi, author of *How to be an Anti-Racist*.)
- "No one is born racist or anti-racist; these result from the choices we make. Being anti-racist results from the conscious decision to make frequent, consistent, equitable choices daily. These choices require ongoing self-awareness. and self-reflection as we move through life. IN the absence of making anti-racist choices, we (un)consciously uphold aspects of white supremacy, white-dominant culture, and unequal institutions and society. Being racist or anti-racist is not about who you *are*, it is about what you *do*." (National Museum of African American History & Culture)

Legal Reference:
EDUCATION CODE
200-262.4 Educational equity
52077 Local control and accountability plan
60040 Selection of instructional materials
GOVERNMENT CODE
11000 Definitions
11135 Nondiscrimination in programs or activities funded by state
PENAL CODE
422.55 Definition of hate crime
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
2301-2415 Carl D. Perkins Vocational and Applied Technology Act
6311 State plans
6312 Local education agency plans
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services
CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:
CSBA PUBLICATIONS
Meeting California's Challenge: Access, Opportunity, and Achievement: Key Ingredients for Student Success, 2017
The School Board Role in Creating the Conditions for Student Achievement, 2017
African-American Students in Focus: Closing Opportunity and Achievement Gaps for African-American Students, 2016
African-American Students in Focus: Demographics and Achievement of California's African-American Students, 2016
Latino Students in California's K-12 Public Schools, 2016
Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, 2016
Climate for Achievement Governance Brief Series, 2015
Math Misplacement, 2015
CENTER FOR URBAN EDUCATION PUBLICATIONS
Protocol for Assessing Equity-Mindedness in State Policy, 2017
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Center for Urban Education: https://cue.usc.edu
Safe Schools Coalition: http://www.casafeschools.org

Policy BURBANK UNIFIED SCHOOL DISTRICT
adopted: October 18, 2018 Burbank, California

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	July 16, 2020
SUBJECT:	Adoption of Resolution 1 Approving Support for Funding for Schools and Communities Act

Background:
The California Schools and Local Communities Funding Act of 2020 increases funding for K-12 public schools, community colleges, and local governments by requiring that commercial and industrial real property be taxed based on current market value. Exempts from this change: residential properties; agricultural properties; and owners of commercial and industrial properties with combined value of $3 million or less.

Discussion/Issues:
Schools and Communities First measure, will be on the November ballot and would raise billions of dollars annually for California schools by requiring that commercial and industrial properties (valued at 3 million or more) be taxed based on current market value. No residential properties would be reassessed, whether rental residential (apartments and rental homes), homeowner or condominium owner, or mobile home. Attached is the measure summary.

With the current budget crisis the District is facing, this measure would ensure much needed funding.

Fiscal Impact:
The measure would provide for at least $4.8 billion annually for schools K-14.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 1 Approving Support for Funding for Schools and Communities Act, as presented.

RESOLUTION 1

**RESOLUTION OF THE BOARD OF EDUCATION
OF THE BURBANK UNIFIED SCHOOL DISTRICT
APPROVAL OF SUPPORT FOR FUNDING FOR
SCHOOL AND COMMUNITIES ACT**

Whereas, since the passage of Proposition 13 in 1978, school funding in California has experienced severe limitations in what was once the main source of funding for schools, the property tax; and

Whereas, while the intent of Proposition 13 is to help homeowners, loopholes in the system have permitted major commercial and industrial properties to avoid reassessment, a windfall to commercial property owners at the expense of vital school funding, and

Whereas, the property tax has shifted away from commercial property and toward residential property throughout the state and in virtually every county; and

Whereas, per-pupil support, relying on state funding, has declined from the top 10 in the nation to the bottom 10 and

Whereas, school funding is $3400 per pupil under the national average, while California's cost of living is among the highest in the nation,

Whereas, public schools in California face challenges in providing an equitable and fair education for a student population with vast differences in language, poverty, parental education level, and other social, educational, and economic factors; and

Whereas, research has proven that investments in high needs students raises achievement levels, lowers poverty, and increases the productivity of the workforce,

Whereas, estimates by academic researchers at USC have identified that reassessing commercial property will bring $11.4 billion in property taxes to cities, counties, special districts, and schools; and

Whereas, USC has identified that nearly 80% of the revenue will come from just 6% of large properties, owned by corporations and wealthy investors, many of them out-of-state; and

Whereas, USC research shows that a majority of commercial owners already pay close to market value, making the current system inequitable among businesses, benefitting large owners who have held land for a long period; and

Whereas, the current failure to close the commercial property loophole has led to poor land use and inflated land values, particularly limiting the ability to provide adequate high-density housing and land use; and

Whereas, signatures are currently being gathered to qualify Schools and Local Communities Funding Act for the November ballot; and

Whereas, the measure provides for at least $4.8 billion annually for schools K-14, and

Whereas, the measure will provide funding to all districts, over and above Prop. 98 funding and following the local control funding formula to all students in need in all districts, and

Whereas, school district bonds will be retired faster or rates lowered,

Whereas, the Act will also provide billions in funding yearly for cities, counties, and special districts in locally controlled revenues for parks, public safety, housing, infrastructure, health and human services, libraries and the environment,

Whereas, the Act will improve land use, provides tax relief to small businesses, and level the playing field among businesses;

Therefore be it resolved, Burbank Unified School District endorses the Schools and Local Communities Funding Act.

PASSED AND ADOPTED by the Board of Education of the Burbank Unified School District on this July 16, 2020, by the following vote:

AYES: ___

NOES: ___

ABSENT: ___

ATTEST: ___

_____
Clerk of the Board of Education
Burbank Unified School District

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 16, 2020
SUBJECT:	Adoption of Resolution 2 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 4 ¼ hr/day Instructional Assistant-Children's Center position at Horace Mann being recommended for elimination due to lack of work. This position is funded through the following appropriation number, 12.0-90601.0-00010-10000-2110-5080000. The elimination of this position may involve bumping.
- There is one 3 ½ hr/day Instructional Assistant-Children's Center position at Horace Mann being recommended for elimination due to lack of work. This position is funded through the following appropriation number, 12.0-90601.0-00010-10000-2110-5080000. The elimination of this position may involve bumping.
- There is one 3 ¾ hr/day Instructional Assistant-Children's Center position at Horace Mann being recommended for elimination due to lack of work. This position is funded through the following appropriation number, 12.0-90601.0-00010-10000-2110-5080000. 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 2 for the Elimination or Reduction of Services for Classified positions, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
July 16, 2020

In the Matter of Layoff of
Classified Employees **RESOLUTION 2**

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:

	FTE
Eliminate one Instructional Assistant - Children's Center	.5313
Eliminate one Instructional Assistant - Children's Center	.4688
Eliminate one Instructional Assistant - Children's Center	.4375

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 16th day of July 2020, by the Governing Board of the Burbank Unified School District.

_____
Clerk

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 16, 2020
SUBJECT:	Adoption of Resolution No. 3 for the Elimination or Reduction of Services for Certificated Children's Center Positions

Background
When it becomes necessary to eliminate or reduce certificated Children's Center positions, the Board of Education must approve such reductions and/or eliminations. Subsequent to the Board's approval, employees are notified not less than 60 days prior to the effective date of the reduction or elimination of their positions.

Discussion/Issues

There is one position being recommended for elimination:

- There is one 8 hr/day Children's Center Teacher position at Horace Mann being recommended for elimination due to lack of work. This position is funded through the following appropriation number, 12.0-90601.0-00010-10000-1110-5080000 The elimination of this position may involve bumping.

There is one position being recommended for a reduction:

- There is an 8 hr/day Children's Center Teacher position at Horace Mann being recommended for a reduction to 4 ½ hr/day due to lack of work. This position is funded through the following appropriation number, 12.0-90601.0-00010-10000-1110-5080000. The reduction of this position may involve bumping.

Recommendation
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 3 for the Elimination or Reduction of Services of Certificated Children's Center positions, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
July 16, 2020

In the Matter of Layoff of
Certificated Children's Center 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 certificated Children's Center positions pursuant to provisions in California Education Code 8366 to the following extent:

	FTE
Eliminate one Children's Center Teacher	1.0
Reduce one Children's Center Teacher	.4375

BE IT FURTHER RESOLVED, That the Superintendent is hereby authorized and directed to investigate any bumping or displacement rights of affected certificated employees and to give appropriate layoff notices to the affected employees pursuant to provisions in the California Education Code and not less than 60 days prior to the effective date of layoff

ADOPTED, the 16h day of July 2020, by the Governing Board of the Burbank Unified School District.

_____
Clerk

Burbank Unified School District
Instructional Services Department

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Director, Elementary Education

PREPARED BY: Stephanie Fields, Coordinator, Child Development Programs

SUBMITTED BY: Gabriella Platten, Administrative Secretary

DATE: July 16, 2020

SUBJECT: Approval of Holding Fees for Horace Mann, Monterey Infant Center and Around the Bell Child Care Programs

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Background:

Due to CODVID-19, families that are currently enrolled in a program and choose not return to childcare will be provided with the option of having their child's spot held for the 2020-2021 school year.

District-wide Goals 2020-2021:

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

Discussion/Issues:

Staff is proposing charging new and continuing families a monthly holding fee if they choose not to have their child return to the childcare program for the 2020-2021 school year. This new holding fee will be implemented effective August 17, 2020.

The holding fee rates would be as follows:

FULL COST FAMILIES (New Families)

AGE GROUP	WEEKLY FEE CHARGED	PROPOSED MONTHLY HOLDING FEE
Infants	$438	$350
Toddlers	$376	$300
Pre-K	$ 335	$268

CONTINUING FAMILIES

AGE GROUP	WEEKLY FEE CHARGED	PROPOSED MONTHLY HOLDING FEE
Infants	$394	$315
Toddlers	$363	$290
Pre-K	$285	$228

BUSD EMPLOYEES

AGE GROUP	WEEKLY FEE CHARGED	PROPOSED MONTHLY

		HOLDING FEE
Infant	$325	$260
Toddlers	$307	$245
Pre-K	$236	$189

The proposed fee for Around the Bell would be a one-time fee to hold their child's spot in the program.

Age Group	Proposed Holding Fee Rate
Extended Kindergarten through Kindergarten	$ 100
Grades 1 – 5	$ 100

Fiscal Impact:
Charging a holding fee at Horace Mann Children's Center, Monterey Infant Center as well as the Around the Bell program would help reduce the deficits for these programs.

Recommendation:
Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the proposed holding fee, as indicated in the Board action item above for the Horace Mann Children's Center, Monterey Infant Center, and the Around the Bell Program effective August 17, 2020, 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 16, 2020
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 960006598 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 960006598 concerning services and/or school placement, a formal settlement agreement was offered on July 6, 2020 to the Parents. 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 cost not to exceed $70,938.75.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960006598, not to exceed $70,938.75 (01.0-65000.0-50010-36000-5813-7440000), effective June 1, 2020 through August 31, 2021 school year, 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 16, 2020
SUBJECT:	Amended Final Settlement Agreement (Special Education)

Background:
The Board of Education is being asked to amend the Final Settlement Agreement for the Special Education Student 960027543 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:
In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960027543 concerning services and/or school placement, a formal settlement agreement was offered on December 6, 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 amend Final Settlement Agreement for Special Education Student 960027543, with no fiscal impact to the District (01.0-65000.0-50010-36000-5813-7440000), effective December 6, 2019 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Settlement Agreement was approved on January 16, 2020 at no cost to the District. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment extends the date to access services from June 30, 2020 to December 30, 2020, at no cost to the District.

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 16, 2020
SUBJECT:	Amended Final Settlement Agreement (Special Education)

Background:
The Board of Education is being asked to amend the Final Settlement Agreement for the Special Education Student 950100828 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 950100828 concerning services and/or school placement, a formal settlement agreement was offered on December 9, 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 amend Final Settlement Agreement for Special Education Student 950100828, with no fiscal impact to the District (01.0-65000.0-50010-36000-5813-7440000), effective December 9, 2019 through May 21, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Settlement Agreement was approved on January 16, 2020 at no cost to the District. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment extends the date to access services from June 30, 2020 to October 30, 2020, at no cost to the District.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

June 17, 2020

Virtual (Online) Meeting
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Steve Frintner
Charlene Tabet
Steve Ferguson
Roberta Reynolds

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

1. CALL TO ORDER

The Closed Session was called to order at 6:09 p.m. by Board President Aghakhanian.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications – All comments were read during item 7a.

2.b Staff Responses

2.c Board Members' Comments and Responses

The Board adjourned to Closed Session at 6:10 p.m.

3. CLOSED SESSION

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

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

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

4. RECONVENE IN PUBLIC SESSION / PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:00 p.m. Board of Education Clerk Charlene Tabet, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Aghakhanian reported that Closed Session items 3a through 3c, were for discussion only, with no action taken.

6. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

7. REQUESTS TO ADDRESS THE BOARD

7.a Public Communications

Kimberley Clark, Executive Assistant to the Superintendent read the following written messages:

Maxwell Sinovoi,Parent [Grading for Distant Learning Students], Rosemary Morrison, Resident, [Virtual Meetings and Budget Cuts], Randall Davis, Parent, [Horace Mann], Kristen Dworkin, Parent, [Horace Mann], Libby Minarik, Parent, [Horace Mann].

The following voice mail and written messages were submitted regarding possible budget cuts to programs, such as [Dual Immersion, GATE, and Drama] and positions (ELD Specialists, Intervention Specialists, and Media Technician:

Elisa Hemingway, Parent, Darla Gerharter, Resource Specialist, Chandra Collins, Special Education Teacher, Brooke Glassman Schwartz, Parent and Employee, Hilde Garcia, Teacher, Guy Myers, Teacher, Denise King, Teacher, Deborah Armes, Teacher, Mary Faber, Parent, Katie Ward, Brendan Jennings, Teacher, Seda Manukyan, Parent,Elizabeth Frederiksen, Teacher, Erin Marino, Teacher, Claudio Moglia, Parent, Nancy Sanchez, Parent, Linda Liu, Teacher, Amy Walker, Teacher, Edelmira Contreras, Celina Gomez, Parent, Nicole VanGorder, Teacher, Castillo Family, Gricelda Pelayo, Teacher, Ann Ouellette, Terri Daou, Teacher, Kelly Ohrt, Teacher, Susan Smith, Teacher, LaToya Everett, Teacher, Kristina Lincoln, Teacher, Jennie Ford on behalf of the Disney Parent Engagement Committee, and Amanda Biers-Melcher & Steve Melcher.

7.b Staff Responses

Superintendent Hill thanked Kimberley Clark for reading the Public Comments and the speakers for submitting their written and voice mail statements. He responded to Rosemary Morrison regarding the virtual meeting format and noted that he and staff are trying to find ways to allow Public Comment to be more interactive. He also addressed Maxwell Sinovoi's question regarding grading for distance learning in the fall. Superintendent Hill said that everyone was eager to know about the reopening of schools in the fall and reported that the Reopening Committee is currently working together by reviewing research and guidelines and that an update will be provided during the summer and the framework discussed by July 2, 2020, as well as a survey to be sent to all parents to receive feedback. He also addressed parent Steve Sykes and noted that he wished to challenge him to submit his personal feedback to the Governor because

it is essential and it matters when parents, staff, and community members advocate to all local and state legislators. He heard all the compelling comments and shared his personal reflection as he read a book with his son dealing with survival, which help him to understand, as he continues to look at resources to try to address the budget deficit. He is frustrated, as he sees the devastating cuts for public education. Legislators have look at different tools to try to protect public education and the Governor has chosen to overlook the Legislative Plan and asked that the community continue to send their personal comments to the Governor. He and the Board do not want to cuts programs or staff. He will continue to advocate and look at as many possible solutions during this difficult time to balance the budget.

7.c Board Members' Comments and Responses

Member Ferguson thanked everyone who submitted their written comments and noted that hearing their comments makes the process much harder. He agreed with Superintendent Hill and reinforced the comment made by Mr. Sykes regarding contacting the Governor. He noted that a simple $20,000 dollars could make a difference between cutting a program or a staff member and that every letter sent to local and state legislators makes a significant impact. The Governor is sitting on the recently approved Legislative Plan and is willing to undue the financial progress that has taken place within the last ten years. The Board, staff, and community is trying to continue to make this District great, but we have to realize that the Governor's Office is receptive and the more letters are received from our community those collective actions will mean everything. This is the moment to stand up for students and asked the community to continue to advocate to the Governor. He then thanked all the families for their support and said that it was critical to continue to send their compelling emails to the Governor. He, the Board, and staff hear you and it is time for the Governor to make students his priority.

Member Reynolds thanked Member Ferguson for his compelling comments. She agreed that the Board and staff do not want to make any cuts and that everyone want a different solution. She thanked everyone who submitted their comments and to those who wrote and continue to write to the Governor because he needs to hear about Burbank’s budget situation. She asked for support, as they continue to talk about creating a plan b and c during the upcoming Study Session.

Clerk Tabet thanked everyone for their comments and her colleagues for their passionate comments, as this is an emotional time, but even harder when decisions have to be made the negatively impact students.

Vice President Frintner thanked everyone who submitted their written comments and for the constant emails and agreed with Superintendent Hill and Member Ferguson that one letter can make a difference when trying to advocate to the Governor for more funding. He encouraged everyone to continue to write to the Governor because currently there are no good solutions to the budget deficit. He understands that the frustrations with the current virtual meetings, as no one is used to operating this way and asked for patience as staff continues to look for alternative formats. He also noted that the Board is paying attention, however, working from home is a challenge and sometimes it is easier to turn off the video to deal with specific situations.

President Aghakhanian encouraged everyone to continue to write to the Board and thanked the audience for caring and for being involved. He also agreed that letters and emails to local and state legislators do matter. The more we write the Governor the more the Governor will take a notice that we all agree that all children matter.

8. STUDY SESSION

8.a Budget Discussion 2020-2021 School Year

Matt Hill, Superintendent, facilitated a discussion of options to address the upcoming 2020-2021 fiscal year budget deficit, as presented.

06172020 budget discussion PP v3 MH.pdf (OF 28,227)

Superintendent Hill introduced Alysa Low, who used a PowerPoint to provide an updated regarding the 2020-2021 Legislature Budget Proposal, which was agreed by the Senate and Assembly on June 3, 2020. The Legislative Plan now sits on Governor Newsom's hands for approval and if approved, it will be officially adopted by the Senate and Assembly by June 15, 2020. She reviewed the savings and the expenses for COVID-19 estimated at $45,382 for the 2019-2020 school year and the May Revise Broad Estimates, which list an overview of the potential reductions to be fiscally solvent should the Governor adopts the May revise estimates.

Superintendent Hill noted that this was a follow-up from the previous Study Session on May 26, 2020, where the Board requested a deeper explanation regarding the impact on programs, services, and staff so the audience has an understanding on the impacts to students and programs. He then introduced Sharon Cuseo, who reviewed the impact explanations as requested by the Board to the potential position reductions for the GATE Coordinator, the CTE and Arts Coordinator, and the Assessment and Accountability Technician and noted that due to state testing changes, it would probably be OK not to hire a technician for the upcoming year, however, this position supports the Coordinator, Instructional Technology.

Member Reynolds asked for clarification regarding District positions that deal with instructional technology. Ms. Cuseo explained that currently we have the Coordinator, Instructional Technology, a TOSA, and the Assessment and Accountability Technician.

John Paramo reviewed the impact to the potential cuts to World Language at Jordan MS and the Dual Immersion Program. California Ed Code requires world Language, if eliminating the District would work with the Sate to request a waiver, as this is a requirement starting in grade 7. Luther has already been affected by not replacing an Assistant Principal position, if approved; one Assistant Principal at each site would be reduced. The K-12 Intervention Specialists will be reduced by hours in half (50%), which will impact foster youth and homeless students and the culture of the school through PBIS. The Counselor ratios were amended to include ELD and Special Education students and noted that Muir typically uses Title I to pay for a .5 FTE counselor that would drop ratios for Muir to 546 to 1 if continue to pay out of Title I. He then reviewed the possible middle and high school class size increase ranging from 34 to 40 students and noted that it is going to be a challenge as some regular classes include clusters of ELD and special education students.

Member Ferguson asked for clarification regarding the ratios for the Intervention Counselors ratios and requested that the number of IEP's be broken down for future discussions. The average teacher salary included benefits, $95,108.

Peter Knapik reviewed the potential impacts to the Library Coordinators, Media Technicians, English Language Development Teacher on Special Assignment, Music Teachers, Physical Education Assistants, and the Curriculum Specialist.

8.b Board and Staff Comments

Superintendent Hill noted that at this time he and staff would be happy to answer questions from the Board. The remaining slides include the potential reductions to the LCAP Supplemental and the Base Grant.

Member Reynolds asked for clarification regarding GATE testing to use a screener to identify GATE students. Ms. Cuseo explained that the screener test is a shorter test administered in the third grade and depending on the score; a full comprehensive test is then administered.

Member Ferguson asked regarding the reimbursement process for COVID-19, such as Personal Protective Equipment (PPE) and Supplies. Ms. Kukta explained that many sources of federal funding for PPE were

available such as CARE Funding and FEMA, and she and staff continue to monitor the situation to obtain the best possible savings. She and staff continue to monitor the situation, as she is aware that this is a concern.

Superintendent Hill has also advocated with the State to use their purchasing power and that an announcement was made to allow LACOE to purchase masks, face shields and sanitizer for students and staff. As of today, the purchase of thermometers is pending. The goal is that LACOE will purchase a sixty-day supply and allocate to Districts based on enrollment. In addition to the LACOE Plan, the District is purchasing an additional 30-day supply for the beginning of the 2020-2021 school year, using current federal funds.

Member Ferguson thanked all staff for the additional detailed work presented by staff. We need to be creative and need to prepare for the worst budget situation. He then requested that staff come back with additional budget scenarios to include a 5% and 10% salary decrease for all staff, including the Board, Step and column, and furlough days cost savings. He is aware that most of these items need to be negotiated and planned, but would like to look at numbers with the consent of his colleagues, as he feels that we are all one family.

Clerk Tabet agreed with Member Ferguson request that a budget analysis across the Board is needed to continue to support students.

Member Reynolds thanked Member Ferguson for his request, as it was important to look at those possible items. Her goal is not to eliminate any programs completely to continue to maintain a framework to be able to grow these in the future as a temporary solution.

Vice President Frintner thanked Member Ferguson for his request as agreed on the need to be prepared for any situation. He also agreed with Member Reynolds that he rather see reductions of programs than complete eliminations. He hoped to find a way to look at things working in partnership with our union and hopefully with Federal Government and the legislators. He then asked Superintendent Hill regarding the Textbook upcoming Social Science adoption and asked if the lifting of the funding restrictions had taken place. Superintendent Hill informed the Board that a decision regarding textbook flexibility has not been made. The Board then asked that the adoption be placed on hold until further notice.

Clerk Tabet reported that she has learned that the cost for online textbooks is significantly higher than hard copy materials.

Member Ferguson asked Superintendent Hill that the purchase of textbooks be added to the goals, to be able to move forward, as teachers have been waiting for new textbooks.

President Aghakhanian agreed with most of the comments made by his colleagues as they continue to struggling with the budget situation. He agreed with the suggestions to look at salary reductions to save jobs and programs. He then noted that Districts like Burbank are not getting a fair share and asked that the conversation continue. He then thanked the public for their continued emails and hoped that together a solution will be found.

Superintendent Hill echoed the Board's comments and asked for continued advocacy as the Legislative Plan seats with the Governor and cannot stop now. The Governor has until June 30 to approve the Legislator budget not the May Revise. He needs to stay focus on the education budget. The District's budget will be approved at the Special Meeting on June 25, 2020. Conversations with BTA, CSEA, and BASA have taken place and we will come back with different scenarios. He thanked the union leadership for the collaboration and hoped that the Governor adopts the Legislative Plan. If not, the District will be forced to move to Plan B and layoff notices to begin in July 2020. He will continue to keep the community informed and solicited their support and advocacy.

President Aghakhanian announced that the Budget PowerPoint presented tonight was available at the District's website and thanked staff for their presentations.

9. ADJOURNMENT

The meeting adjourned at 9:12 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

7/16/2020
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

June 18, 2020

Virtual (Online) Meeting
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Steve Frintner
Charlene Tabet
Steve Ferguson
Roberta Reynolds

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

1. CALL TO ORDER

The Closed Session was called to order at 6:03 p.m. by Board President Aghakhanian.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications – All public comments were read during item 8a.

2.b Staff Responses

2.c Board Members' Comments and Responses

The Board adjourned to Closed Session at 6:04 p.m.

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 Students 960031132, 960002080, 130003043, 960031518 and 960027515

Confidential Exhibit (OF 28,229)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:00 p.m. Board of Education Member Roberta Reynolds, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Aghakhanian reported that items 3a through 3e were for discussion only, with no action taken.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the Agenda.

7. ITEMS FOR FUTURE AGENDAS

Vice President Frintner requested a diversity and equity report regarding the current District curriculum.

Member Ferguson requested a Schools and Community First resolution as listed in the November Ballot, which impacts funding.

Roberta Reynolds requested a joint Board of Education and City Council meeting in the near future.

Superintendent Hill agreed that that the equity and diversity curriculum report and the resolution would be placed on the July 16 meeting.

8 REQUESTS TO ADDRESS THE BOARD

8.a Public Communications

Kimberley Clark, Executive Assistant to the Superintendent read the following written messages:

Silvia Solares, Teacher, RE: ELD Specialist, Amana Silver, JBHS Student, RE: Drama Budget Cuts, Katie Apice, Parent & Volunteer, RE: GATE Program, Juliana Medina, Parent, RE: ELD Specialists, Melissa Pamperin, Teacher, RE: Budget Crisis, Gustavo Herrera, Executive Director, Arts for LA, RE: LCAP Base Grant Reductions, Kristin V. Taylor, Assistant Professor, Art Education, California State University, Northridge, William Loya, Visual Arts Teacher, RE: Support for the Arts, Michele Nelson, RE: Visual Arts, Peggy Flynn, Arts and CTE Coordinator.

8.b Staff Responses

Superintendent Hill thanked all speakers for their comments and noted that the difficult conversations have been taking place since the Governor released the May Revise. He reminded the audience that the Governor is sitting on the budget proposal that can potentially help with any possible cuts to the District. The advocacy must continue, as the Governor needs to know that he cannot cut education. If the cuts are

made then discussions with the community will need to take place, The Board has asked that he come up with other option such as, salary reductions, furloughs, and to eliminate as many positions as possible. Many of the comments tonight focused on reducing instead of eliminating programs. He asked for community support to continue to advocate at the state level and he will continue with the positive negotiations with the District's bargaining groups. He then thanked the audience for the passion and support during these difficult and challenging times.

8.c Board Members' Comments and Responses

Member Reynolds thanked Superintendent Hill for his comments, as she echoed everything he said. Every position being discussed would be devastating to eliminate and a loss to all students. She encouraged keeping the pressure on the Governor to approve the Legislative Plan. She thanked staff who continue to work on the Reopening of School Committees from facilities to curriculum. She looked forward to the recommendations, as this was a huge task and thanked all the staff for their work.

Member Ferguson thanked all the speakers for their comments, as this is a short and painful process and appreciated community engagement. He asked that the audience continue to email the Governor, to post and inform other parents or members who are not aware of the budget crisis to do the same and thanked everyone for their support.

Clerk Tabet thanked Superintendent Hill for his comments. The Board does not want to make any cuts instead they wish to continue the amazing programs that are currently in place, as well as all the amazing staff. She shared good news regarding an Honors English class for grade 11 that will be offered in the fall 2020 because of student and parent interest. She thanked Sharon Cuseo, John Paramo, and site staff for making the new class a reality for students. It is good for our kids and she is happy that it will happen.

Vice President Frintner echoed the comments made by his colleagues and ask that the audience continue to email the Governor to keep pushing and advocating for the Legislative Plan. He appreciated all the speakers who submitted their written comments, as this is a passionate topic. He also thanked the Burbank City Council who recently passed a resolution advocating for education funding and said that he appreciated the Council's advocacy.

President Aghakhanian also echoed all the comments made by his colleagues and thanked all the speakers for their comments. He then thanked Mayor Springer and the rest of the City Council Members for advocating for education. We noted that the Burbank Community is a family and asked that the community continue to pressure the Governor.

9. REPORTS TO THE BOARD

9.a Superintendent's Comments

Superintend Hill provided a brief update regarding the Reopening of School, which is based on LA County health orders, which must be followed by all districts. The State provides guidelines and the County provides health orders, which must be followed. The District is using the guidelines from the state to create the plan; however, the District's plan cannot be finalized until the County health orders are released. In addition, the health order cannot be less than the state guideline. Rules and guidelines continue to change. The Reopening Committee is working together and reviewing feedback from parents and employees to develop the best instructional models for the fall. The 100% distance learning option will be a revised model and will not be the same as the spring. A robust and rigorous curriculum will be offered to the degree possible and this will include assessments and letter grades. For those families who want to select the in-person option, we realize that many want a full-time model. The current Los Angeles County Department of Health Order does not make it feasible for us to offer a full-time model. That is why we are developing a hybrid model where students will go to school half-day and the other half-day will be learning from home. He understand this model creates childcare challenges and he and staff are working with City and non-profit partners to identify ways to mitigate child care needs. More information

will be forthcoming. Current information is available on the District's website, and encourage the audience to continue to email comments regarding the draft models and to complete the survey to help with planning. He also reported that decisions regarding athletics and sports would be based on Health guidelines and the California Interscholastic Federation (CIF) League. He stressed that feedback is important and asked for patience.

9.b Budget Discussion

Debbie Kukta, Assistant Superintendent, Administrative Services, reported on recent developments at the federal and state levels and their impacts on the Burbank Unified School District, as presented.

Debbie Kukta provided a brief update and reported that the Californian Legislature adopted the Plan on June 15, 2020 meeting the constitutional deadline to act on a state spending plan for the 2020-2021 fiscal year. The Legislature's Budget rejected the Governor's cuts restoring the 2.3% cost of living adjustment for the LCFF and funding K-12 Categorical Programs at 2019-2020 levels, including CTE and ASES programs. The Governor, the Senate president, and the Assembly Speaker are negotiating on the final budget. The Governor can choose to veto the Legislative proposals, negotiate on various components, or choose to approve the entire proposal. This is why it is critical to keep the pressure on the Governor. LACOE recently announced that a rumor was circulating that a deal including compromises was closed. However, an announcement has not been made and she hoped to receive an announcement by June 19. In addition, LACOE instructed district to adopt the budget based on the Governor's May Revise, which included the 10% LCFF reduction, as well as the necessary cuts that need to be made in order to balance the District's budget. She also hoped to have better news in the coming days.

Member Ferguson thanked the budget staff, Debbie Kukta, Alyssa Low, and all staff who have been working on budget changes day and night to be able to update the audience during these challenging times.

Member Reynolds also thanked Debbie Kukta for being responsive to questions, ideas, and considerations, as she is aware of hard work and dedication.

10. NEW AND/OR UNFINISHED BUSINESS

10.a Adoption of Resolution 52 Certifying Approval to Enter into a Contract 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 2020-2021 for Contract Number CSPP-0165.

That the Board of Education Adopt the Resolution 52 certifying approval to enter into a contract with the California Department of Education for Funding of Child Development Programs, effective July 1, 2020 through June 30, 2021, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

CSPP Resolution_2020-2021.pdf (OF 28,230)

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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

10.b Adoption of Resolution 53 Concerning Funding of Child Development Programs for Fiscal Year 2020-2021, Contract Number CCTR-0070

That the Board of Education Adopt Resolution 53 certifying approval by the Board of Education to enter into a contract with the California Department of Education for Funding of Child Development Programs, effective July 1, 2020 through June 30, 2021, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

CCTR Resolution_2020-2021.pdf (OF 28,231)

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

10.c Approval of School Site and Department Software Licenses and Memberships for 2020 - 2021

That the Board of Education approve the District Software Licenses and Memberships for the 2020-2021 school year, as presented.

Approval_School Site and Department Software Licenses and Memberships for 2020-2021_061820.pdf (OF 28,232)

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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

10.d Appointment of Alternate Member(s) and Reappointment of Member to the School Facilities Oversight Committee (SFOC)

That the Board of Education appoint up to six (6) Alternate Members and reappoint member Raymond Juarez to a two-year term to the School Facilities Oversight Committee, effective June 19, 2020, as presented.

SFOC Appointment of Alternate Members_Reappointment_061820.pdf (OF 28,233)

Superintendent Hill reported that during the June 4 meeting, the Board requested confirmation regarding the guidelines for a two or three-year term. He noted that in order to prevent member terms expiring simultaneously. According to the Bond Oversight Committee Bylaws, the term of appointment should be two or three-year terms, and he was recommending that Raymond Juarez received a two-year term. The second Board request was regarding the selection of the Alternative Member vacancies. Kimberley Clark then reviewed the applicant names, who wished to be considered as Alternate Members. The selection took place with a show of hands. The selected Alternate Members included: Michelle Wolloff, Serj Eyvazian, Shaun Hasas, Goovanna Waters, Chantal Sampongna, and Carolyn Bisson.

Vice President Frintner noted that appointing six alternative members was a good idea since not all members attend the meetings on a regular basis.

It was moved by Charlene Tabet, 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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

10.e Second Reading and Approval of Proposed Revision of Selected Board Policies and Administrative Regulations

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

Policy Updates_2nd Read_March 2020_061820.pdf (OF 28,234)

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

10.f Adoption of Resolution 54 for the Elimination or Reduction of Services for Classified Positions

That the Board of Education adopt Resolution 54 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 54 - Reduction in Force.pdf (OF 28,235)

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

10.g 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_061820.pdf (OF 28,236)

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

11. CONSENT AGENDA

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960031132, not to exceed $5,500 (01.0-65000.0-50010-36000-5813-7440000), effective May 8, 2020 through June 30, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031132_Settlement Agreement.pdf CE (OF 28,229)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960031518, not to exceed $5,000 (01.0-65000.0-50010-36000-5813-7440000), effective June 18, 2020 through June 30, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031518_Settlement Agreement.pdf CE (OF 28,229)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 130003043, not to exceed $8,000 (01.0-65000.0-50010-36000-5813-7440000),

effective May 28, 2020 through December 31, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 130003043_Settlement Agreement.pdf CE (OF 28,229)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960027515, not to exceed $1,955 (01.0-65000.0-50010-36000-5813-7440000), effective July 1, 2019 through May 27, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027515_Settlement Agreement.pdf CE (OF 28,229)

11.e Amended Final Settlement Agreement (Special Education)

That the Board of Education amend Final Settlement Agreement for Special Education Student 960002080, at no expense to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 12, 2019 through December 31, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Settlement Agreement was approved on August 15, 2019 at no cost to the District. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment extends the original end date of May 21, 2020 to December 31, 2020, at no cost to the District.

SPED Student 960002080_Amended Settlement Agreement.pdf CE (OF 28,229)

11.f Approval of Minutes

That the Board of Education approve the minutes of the Special Meeting of May 26, 2020, as presented.

Minutes.05.26.20.SP.pdf (OF 28,237)

11.g Approval of Minutes

That the Board of Education approve the minutes of the Regular Meeting of June 4, 2020, as presented.

Minutes.06.04.20.pdf (OF 28,238)

11.h Approval of Personnel Report Number 19-20-19

That the Board of Education approve Personnel Report number 19-20-19, covering Certificated and Classified personnel, and consisting of Pages 1 to 20 inclusive, as presented.

Personnel Report 6-18-20.pdf (OF 28,239)

11.i 2019-2020 Purchase Order Report

That the Board of Education approve Purchase Orders for 2019-2020 as listed through May 18, 2020, as presented.

2019-2020 Purchase Order Report.pdf (OF 28,240)

11.j Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $866,694.27 commercial warrants in the total amount of $1,154,794.36 as presented.

Warrants.pdf (OF 28,241)

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

That the Board of Education amend an agreement between the Burbank Unified School District and Rita Eichenstein, Ph.D., to provide an Independent Neuro-Psychological Evaluation (IEE) and attend an IEP meeting for Special Education Student 960018286, not to exceed $7,200 (01.0-65000.0-57700-11900-5850-7440000), effective April 20, 2020 through October 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was April 16, 2020. The effective date was from April 20, 2020 through October 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of October 30, 2020 to December 30, 2020 at no additional cost to the District.

SPED Student 960018286_Eichenstein_IEE_Amended.pdf (OF 28,242)

11.l 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 effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Kids Physical Therapy.pdf (OF 28,243)

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

That the Board of Education amend an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Psychological-Educational Evaluation (IEE) and a Speech and Language IEE and attend an IEP meeting for Special Education Student 960029921, not to exceed $6,800 (01.0-65000.0-57700-11900-5850-7440000), effective February 6, 2020 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was February 6, 2020. The effective date was from February 6, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to March 30, 2021. The assessor has also agreed to provide a Speech and Language IEE, which will increase the fiscal impact.

SPED Student 960029921_Epport_IEE_Amended.pdf (OF 28,244)

11.n Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Psychological-Educational Evaluation (IEE) and a Speech and Language IEE and attend an IEP meeting for Special Education Student 130003043, not to exceed $6,800 (01.0-65000.0-57700-11900-5850-7440000), effective June 19, 2020 through March 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 130003043_Epport_IEE.pdf (OF 28,245)

11.o 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 mental health services for Burbank special education students, not to exceed $195,405 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Hathaway-Sycamores.pdf (OF 28,246)

11.p Approval of Agreement for Professional Services (Special Education)

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, 2020, through June 30, 2021, 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 Transit Management.pdf (OF 28,247)

11.q 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, 2020, through June 30, 2021, 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.pdf (OF 28,248)

11.r 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, 2020 through June 30, 2021, not to exceed $1,050 (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.docx.pdf (OF 28,249)

11.s Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an 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, 2020 through June 30, 2021, not to exceed $330,000 (01.0-651200.0-57500-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

SPED Family Service Agency.pdf (OF 28,250)

11.t Amended Agreement for Parent Reimbursement (Special Education)

That the Board of Education amend parent reimbursement for travel for Special Education Student 160003888, per IEP, not to exceed $1,988.88, effective February 21, 2020 through June 30, 2021, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original agreement was approved on February 20, 2020 in the amount of $1,500. The Board of Education approved an amendment on April 16, 2020 to add an additional $488.88 to cover travel expenses. Due to COVID 19, student was unable to travel. This amendment extends the original end date of July 30, 2020 to June 30, 2021 at no additional cost to the District.

SPED Student 16003888_Parent Reimbursement_Amended.docx.pdf (OF 28,251)

11.u Approval of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, approve 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 $8,063, effective July 1, 2020 through June 30, 2021, (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 96004298_Parent Reimbursement.docx.pdf (OF 28,252)

11.v Approval of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, approve 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 $2,300, effective July 1, 2020 through June 30, 2021, (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 96001537_Parent Reimbursement.docx.pdf (OF 28,253)

11.w Approval of the Teacher Assignments for 2020-2021

That the Board of Education approve the Teacher Assignments for 2020-2021, as described per Education Codes §44258.2, 44258.3(a), 44258.7(b), (c) & (d), 44263, and 44865, as presented.

Ed Code Authorizations.pdf (OF 28,254)

11.x 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 19, 2020 through June 30, 2021, 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.

Approval Bertrand's Renewal.pdf (OF 28,255)

President Aghakhanian announced the retirement of teacher Frank Childress, Burbank High School and Food Service Supervisor Kimberly Williams and thanked them for their service to the District.

It was moved by Roberta Reynolds, 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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

12. REQUESTS TO ADDRESS THE BOARD

12.a Public Communications – Public Comments were read during item 8a.

12.b Staff Responses

12.c Board Members' Comments and Responses

13. ADJOURNMENT

The meeting adjourned at 7:59 p.m. with a reminder from the Board to contact the Governor to request that he approves the Legislative Plan, as submitted.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

7/16/2020
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

June 25, 2020

Virtual (Online) Meeting
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian (arrived at 7:11 p.m.)
Steve Frintner
Charlene Tabet
Steve Ferguson
Roberta Reynolds

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

1. CALL TO ORDER

The meeting was called to order by Vice President Frintner at 6:06 p.m.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications – There were no public comments for item 8a.

2.b Staff Responses

2.c Board Members' Comments and Responses

The Board adjourned to Closed Session at 6:07 p.m.

3. CLOSED SESSION

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

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

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

4. RECONVENE IN PUBLIC SESSION / PLEDGE OF ALLEGIANCE

The meeting reconvened in Public Session at 7:00 p.m., by Vice President Steve Frintner. Board Clerk Charlene Tabet, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

Vice President Frintner reported that items 3a through 3c, were for discussion only with no action taken.

6. ITEMS FOR FUTURE AGENDAS

Member Reynolds requested ongoing standing reports regarding Diversity and Inclusion.

7. REQUESTS TO ADDRESS THE BOARD

7.a Public Communications

Public Comments were not received for the June 25, 2020 meeting.

7.b Staff Responses

There were no staff responses at this time.

7.c Board Members' Comments and Responses

Member Ferguson noted that he would comment during the budget discussion.

Member Reynolds thanked the community for the advocacy and for successfully making a difference with the recently approved budget.

Clerk Tabet also thanked the community and staff for the advocacy, and others who are currently working on the Reopening Committee to ensure that schools are safe and to plan on the best solutions under the circumstances.

Vice President Frintner echoed the comments made by his colleagues and thanked the community for their advocacy and the various committees for their work and dedication to students.

8. PUBLIC HEARING

8.a Public Hearing on the 2020-2021 Budget

The Board of Education conducted a public hearing to receive input from any interested parties on the District's 2020-2021 Budget, which was made available for public review prior to the Board meeting per Education Code Section 42103 and 52062, as presented.

Proposed Budget 2020-21 Public Hearing.pdf (OF 28,257)

The Public Hearing opened at 7:08 p.m.

There were no Public Comments submitted for the Public Hearing, item 8a.

Debbie Kukta felt that community advocacy was successful having the Governor work with the legislative branches to approve the Legislative Plan. Due to the approved budget, the District is looking at flat funding, which changes the potential scenarios presented to the Board in previous meetings. Ms. Kukta then used a PowerPoint to guide her presentation and noted that she would point out the changes from the May Revise. She also pointed out that a 45-day window is available and that revisions would be made to the First Interim Report to document a more accurate report. She then reviewed the State Budget proposals for 2020-20201, the LCFF Calculations for Burbank USD, the Proposed Budget Assumptions (including Step and Column Increases, Election Costs, COVID-19 Operations, STRS/ PERS decreases and increases), the Proposed Adopted Revenues and Expenditure, the Contributions to the General Fund Unrestricted and Restricted Programs (such as Special Education and Child Development contribution increases). She noted that 86% of the General fund budget was for employee salaries and benefits.

Superintendent Hill reported on the Scenarios of Potential Reductions slides and noted that these scenarios were based on the Governor's May Revise, which included 10% in cuts. Since the funding has changed, he will continue to monitor the non-labor expenses, as well as vacancies, and ongoing conversations regarding Horace Mann's fees and/or proposals to operate Horace Mann. He will also continue thoughtful conversations to engage with employees and union leaders, as well as parents. The potential reductions of staff on page 14 will not eliminate any positions that are not vacant as the District needs to look at where it is now as the District receives additional financial information. He noted that future financial planning was extremely challenging and thanked Senator Portantino and Assemblymenber Friedman for advocating on behalf of the District. Now is the time to plan and to continue to advocate trying to pass the pending federal stimulus package to be able to reopen schools.

Debbie Kukta also noted that positions listed under the Potential Reductions list could not be cut because new law protected positions such as nutrition, custodial, and transportation. In addition, when the State Budget reflects the changes by August 15, the Board may then see a budget revision. The First Interim may be a completely new different budget. It going to be an interesting year with ups and downs, as things continue to change.

Member Reynolds asked for clarification regarding the lottery money and the textbook adoption being flexible funding. She believed that the answer was no and proposed that textbook purchases be placed on hold and not to move forward with the current pending Social Science adoption, as materials and curriculum will continue to change, as publishers will need to continue to address the current state in the nation and for teachers to review what needs to be included and to make greater choices moving forward. Superintendent Hill agreed and noted that teachers would have more time to review supplemental materials to represent all students. He understands that teachers have been waiting for a long time, but noted that the delay would allow the best textbooks to represent students of color, especially black students.

Member Ferguson thanked budget staff and all the members of the public for their comments and suggestions. He also thanked community leadership, such as PTA, the Foundation Partners, Senator Portantino, Assemblymember Friedman, and the delegation who worked hard for a better budget. He suggested delegation monthly meetings to continue to advocate for the pending stimulus funding, not only at the congressional or state level, but also at the senate level. Legislative leaders need to hear the consequences of their actions to be able to advocate for more education funding. He agreed with Superintendent Hill's comments regarding advocacy and with Ms. Kukta regarding the uncertainties of the budget and he was relieved that he did not have to vote for any layoffs or reductions this evening. President Aghakhanian also thanked everyone for advocating, especially Senator Portantino and Assemblymember Friedman. He reported that that LA County is currently dealing with a one billion dollar deficit. He asked if a budget comparison had been done regarding the inequity of the LCFF and how other districts are dealing with similar situations.

Superintendent Hill said that other districts were facing similar challenges and pointed out that in addition to those challenges, BUSD had to reduce staff as noted at the Second Interim due to the failure of the Parcel Tax (Measure I). Those positions totaling $3.8M will not be restored.

Superintendent Hill reported that the Board had increase fee rates for Horace Mann, effective July 1, 2020. After several budget conversations, he recommended that the District stay at the market rate until the final budget is received and to come up with other proposals to allow more time to analyze and to be thoughtful, as plans continue. He will provide an update and a timeframe to the Board in July 2020.

Ms. Kukta then noted that the Scenario of Negotiated Cost Estimates for freeze and step column, one furlough day, and a 1% reduction pay will not take place now and that these items will need to be negotiated with District unions.

8.b Report on Excess Reserves

Debbie Kukta, 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 (OF 28,258)

Debbie Kukta reported that per Ed Code, districts must provide information at a public hearing prior to the budget adoption on all balances assigned and unassigned in excess of the minimum recommended reserve for economic uncertainties (REU).

8.c Report on the Education Protection Account (EPA) 2020-2021

Debbie Kukta, Assistant Superintendent, Administrative Services, reported on the Education Protection Account (EPA) 2020-2021, as presented.

EPA Report 2020-2021.pdf (OF 28,259)

Ms. Kukta reported that the EPA Spending Plan was an accumulation of new revenues generated by Proposition 30. The District must approve the Resolution for LACOE outlining the spending plan. The EPA funds are part of the LCFF, estimated at $24,217,896 for 2020-2021. The District plans to spend 100% on certificated salaries and benefits. This was one of the budget challenges because the District did not receive the funds this year and we do not know when the funds will be received, and she will continue to monitor the situation.

Member Ferguson then thanked the City Council for their advocacy during this difficult time and he was looking forward to an upcoming joint meeting.

President Aghakhanian asked if there is a possibility that the State could withhold additional funding from the District. Ms. Kukta noted that unfortunately, this is the nature of education funding and that districts do not have control of the revenue, which is a challenge and we always have to plan for the worst. He also asked regarding the pending resolution and the possibility of receiving additional funding. Ms. Kukta said that there is always a possibility that the State will grant funding and then take it away.

Member Ferguson asked if the TRANs problem should be advocated as a statewide problem and is borrowing the best method. Ms. Kukta noted that the borrowing is done at minimal interest rates and that the pool advocated by LACOE continues to increase. In addition, the District did experience an increase in funding. Superintendent Hill noted that conversations with Congressman Adam Schiff had taken place regarding federal funding and encouraged that conversations continue to take place, especially for Special Education and encouraged continued advocacy.

Member Ferguson asked for a quarterly advocacy item list to streamline the process and to share with all District stakeholders to not duplicate the efforts.

The Public Hearing closed at 7:55 p.m.

9. NEW AND/OR UNFINISHED BUSINESS

9.a Adoption of Proposed 2020-2021 Budget

That the Board of Education adopt the 2020-2021 budget, as presented.

Proposed Budget 2020-2021_rg.pdf (OF 28,260)

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

9.b Adoption of Resolution 55 Regarding the Education Protection Account 2020-2021

That the Board of Education adopt Resolution 55 Regarding the Education Protection Account 2020-2021 for the portion of the state aid (Local Control Funding Formula (LCFF) funds) identified as the Education Protection Act (EPA) funding, which is 19% of the Districts total state funding, and proposes the funds be spent on the current costs of certificated teacher salaries and benefits, as presented.

Resolution 55 - EPA 2020-21.pdf (OF 28,261)

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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

9.c Adoption of Resolution 56 Requesting the Issuance of Tax and Revenue Anticipation Notes (TRANs)

That the Board of Education adopt Resolution 56 Requesting the Issuance of the 2020-2021 Tax and Revenue Anticipation Notes for the District by the Board of Supervisors of the County of Los Angeles, not to exceed $30,000,000, as presented.

Resolution 56 - TRANS.pdf (OF 28,262)

It was moved by Roberta Reynolds, 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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

9.d Adoption of Resolution 57 Authorizing Temporary Inter-fund Cash Borrowing 2020-2021

That the Board of Education adopt Resolution 57 Authorizing Temporary Inter-fund Cash Borrowing transfers up to 75% of the fund balances of the District for 2020-2021 payment obligations as permitted in Education Code 42603, as presented.

Resolution 57 - Temporary Interfund Cash Borrowing_rg.pdf (OF 28,263)

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

9.e Adoption of Resolution 58 Approving the Development of a Budget Balancing Plan and Implementation Timeline for Fiscal Year 2020-2021

That the Board of Education adopt Resolution 58 Approving the Development of a Budget Balancing Plan and Implementation Timeline for Fiscal Year 2020-2021, as presented.

Resolution 58 - Fiscal Solvency.pdf (OF 28,264)

It was moved by Roberta Reynolds, 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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

9.f Adoption of Operations Written Report to the Community Required by Executive Order N-56-20.

That the Board of Education adopt the Operations Written Report to the Community, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

Operations Written Report 062520.pdf (OF 28,265)

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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

9.g Approval of Amended Instructional Calendar for 2020-2021 for Monterey High School

That the Board of Education approve the amended Monterey Instructional Calendar for 2020-2021, as presented.

Amended Instructional Calendar MHS.pdf (OF 28,266)

Vice President Frintner asked if the amended calendar was a one-year temporary change due to the pandemic related causes and requested a report to ensure that the calendar best serves students, as Monterey is an alternative school and a deeper conversation needs to take place.

Superintendent Hill said that the amended calendar was temporary and the calendar will be revisited in the second semester to see if this is an ongoing calendar change.

Member Ferguson agreed with Vice President Frintner request that follow-up conversation take place.

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

9.h Approval of Acceptance of the K-12 Strong Workforce Grant

That the Board of Education accept the K-12 Strong Workforce Grant, to support career pathways and dual enrollment opportunities, effective July 1, 2020 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Strong Workforce Grant_SWG_K-12.pdf (OF 28,267)

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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

9.i Approval of the Sub-Agreement Between Burbank Unified School District and Rancho Santiago Community College District

That the Board of Education approve the Sub-Agreement between the Burbank Unified School District and Rancho Santiago Community College District, effective July 1, 2020 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Sub Agmt Rancho Santiago with Agmt.pdf (OF 28,268)

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

9.j Adoption of Resolution 59 – Specifying Method of Payment and Word Limitation for Candidate Statements

That the Board of Education adopt Resolution 59 – Specifying Method of Payment and Word Limitation for Candidate Statements, as presented.

Resolution 59_Candidate Statements_F_062520.pdf (OF 28,269)

It was moved by Steve Frintner, 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 – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

10. ADJOURNMENT

The meeting adjourned at 8:05 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

7/16/2020
_____
DATE

_____
CHARLENE TABET, CLERK

TO: Board of Education / Superintendent Consent 7/16/2020

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

SUBJECT: Certificated Personnel - Report Number 20-21-1. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

ELECTION: ADULT SCHOOL SUB	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
ORSINI, MARIANA Adult School	Adult Ed Sub Teacher Substitute Teacher	11.0-63910.0-41106-10000-1160-5330000	100			8/10/2020

RETIRING	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
STEELE, BARBARA Harte Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	RA:006 - ST:24 STP: $1345	Began Service 9/1/1987	6/1/2020
ELLIOTT, GINA Special Education	Speech Therapist - FTE:100%	01.0-65000.0-57700-11901-1110-7440000	100	RA:VI - ST:24 STP: $4034	Began Service 11/06/1995	8/1/2020

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MARSHALL, ELAINE Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months -	12.0-90602.0-11100-10000-1110-2090000	100	STP: $81	Began Service 11/09/1993	7/1/2020
MELCHOR, LESLI Disney Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2010000	100		Began Service 8/26/1999	6/30/2020
AMADO, GENNA Health Services	Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100		began Service 10/24/2017	6/9/2020
HERNANDEZ, JAIR Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100		Began Service 12/02/2019	6/15/2020
SMITH, AARON Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100		Began Service 12/19/2018	6/18/2020

REASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
ZONSHINE, RACHEL Thomas Edison Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	STP: $1345	Resolution 26 on 2/6/2020	8/10/2020
POZOS, ADRIANA Washington Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2160000	100		Resolution 26 on 2/6/2020	8/10/2020
PERRY, BARBARA Burbank High School	Special Ed Teacher - FTE:100%	01.0-65000.0-57700-11200-1110-4310000	100	STP: $2690	Resolution 26 on 2/6/2020	8/10/2020
VAIL, MEGAN Stevenson Elementary School	Special Ed Teacher Mod/Severe - FTE:100%	01.0-65000.0-57500-11100-1110-2150000	100	STP: $2690	Resolution 26 on 2/6/2020	8/10/2020
CAVANAUGH, ANNIE Burbank High School	Teacher Music - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100		Resolution 26 on 2/6/2020	8/10/2020
MASTERS, LAUREN Burbank High School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100		Resolution 26 on 2/6/2020	8/10/2020
MURPHY, ALLISON Burbank High School	Teacher Social Science - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	STP: $1345	Resolution 26 on 2/6/2020	8/10/2020
KESHISHIAN, ARAZ Burroughs High School	Teacher English - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	STP: $1345	Resolution 26 on 2/6/2020	8/10/2020
LAWRENCE, CHRISTOPHER John Muir Middle School	Teacher Music - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100		Resolution 26 on 2/6/2020	8/10/2020
CARR, MICHAEL Jordan Middle School	Teacher PE - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100	STP: $1345	Resolution 26 on 2/6/2020	8/10/2020
DRABECKI, NICOLE Jordan Middle School	Teacher PE - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100		Resolution 26 on 2/6/2020	8/10/2020
MARGVE, DOROTHY Luther Middle School	Teacher PE - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100		Resolution 26 on 2/6/2020	8/10/2020
REINKING, ANNE Luther Middle School	Teacher Music - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100		Resolution 26 on 2/6/2020	8/10/2020

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
RAVID, LOIDA Health Services	School Nurse - FTE:100%	01.0-00000.0-00000-31400-1216-7720025 01.0-00000.0-00000-31400-1216-7720000	60 40	RA:001 - ST:01		8/10/2020
LARSON, SARAH Emerson Elementary School	Special Ed Elementary RSP - FTE:100%	01.0-65000.0-57602-11100-1110-2030000	100	RA:006 - ST:04 STP: $1345		8/10/2020
FAREWELL, REBECCA Special Education	Speech Therapist - FTE:100%	01.0-65000.0-57700-11901-1110-7440000	100	RA:VI - ST:02 STP: $2690		8/10/2020
TROUTMAN, RACHEL Special Education	Speech Therapist - FTE:100%	01.0-65000.0-57700-11901-1110-7440000	100	RA:IV - ST:04 STP: $2690		8/10/2020

ELECTION: TEMPORARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MICHELMAN, SETAPORN (ANN)	Elementary Teacher	01.0-00000.0-11100-10000-1110-2010000	100	RA:006 - ST:17		8/10/2020
Disney Elementary School	Elementary Teacher-temporary -			STP: $1345		5/28/2021
CAROLEO, SARAH	Elementary Teacher	01.0-00000.0-11100-10000-1110-2050000	100	RA:005 - ST:07		8/10/2020
Harte Elementary School	Elementary Teacher - FTE:100%					5/28/2021
CLARK, KATHERINE	Elementary Teacher	01.0-00000.0-11100-10000-1110-2050000	100	RA:VI - ST:04		8/10/2020
Harte Elementary School	Elementary Teacher - FTE:100%			STP: $1345		5/28/2021
GARCIA, RAMON	Elementary Teacher	01.0-00000.0-11100-10000-1110-2050000	100	RA:005 - ST:05		8/10/2020
Harte Elementary School	Elementary Teacher - FTE:100%			STP: $1345		5/28/2021
RIVAS, JENNIFER	Elementary Teacher	01.0-00000.0-11100-10000-1110-2050000	100	RA:003 - ST:14		8/10/2020
Harte Elementary School	Elementary Teacher - FTE:100%					5/28/2021
BOCK, GINA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2100000	100	RA:IV - ST:05		8/10/2020
J Miller Elementary School	Primary Elementary Tchr -			STP: $1345		5/28/2021
ESHLEMAN, LAURA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:15		8/10/2020
J Miller Elementary School	Elementary Teacher - FTE:100%			STP: $1345		5/28/2021
MACHO, JENNA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2100000	100	RA:005 - ST:10		8/10/2020
J Miller Elementary School	Elementary Teacher - FTE:100%			STP: $1345		5/28/2021
SIMMER-WINFIELD, DYLAN	Elementary Teacher	01.0-00000.0-11100-10000-1110-2060000	100	RA:004 - ST:16		8/10/2020
Jefferson Elementary School	Elementary Teacher - FTE:100%					5/28/2021
WELLS, TIMOTHY	Elementary Teacher	01.0-00000.0-11100-10000-1110-2060000	100	RA:006 - ST:03		8/10/2020
Jefferson Elementary School	Elementary Teacher - FTE:100%			STP: $1331		5/28/2021
EDWARDS, AMBER	Elementary Teacher	01.0-00000.0-11100-10000-1110-2090000	100	RA:001 - ST:09		8/10/2020
Mc Kinley Elementary School	Elementary Teacher - 2nd grade -					5/28/2021
PALERMO, KASEY	Elementary Teacher	01.0-00000.0-11100-10000-1110-2090000	100	RA:IV - ST:05		8/10/2020
Mc Kinley Elementary School	Elementary Teacher - FTE:100%			STP: $1345		5/28/2021
GOLEMAN, KIMBERLY	Elementary Teacher	01.0-00000.0-11100-10000-1110-2130000	100	RA:001 - ST:04		8/10/2020
Providencia Elementary School	Elementary Teacher - First grade -					5/28/2021
BELIVEAU, ALYSSA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2150000	100	RA:005 - ST:10		8/10/2020
Stevenson Elementary School	Elementary Teacher - FTE:100%					5/28/2021
CORTES, VERONICA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2150000	100	RA:006 - ST:02		8/10/2020
Stevenson Elementary School	Elementary Teacher - FTE:100%			STP: $1345		5/28/2021
NILSSON, CARRIE	Elementary Teacher	01.0-00000.0-11100-10000-1110-2150000	100	RA:005 - ST:03		8/10/2020
Stevenson Elementary School	Elementary Teacher - FTE:100%					5/28/2021
ORTIZ, SINAI	Elementary Teacher	01.0-00000.0-11100-10000-1110-2150000	100	RA:03 - ST:03		8/10/2020
Stevenson Elementary School	Elementary Teacher - FTE:100%					5/28/2021
ROBERTSON, LISA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2150000	100	RA:004 - ST:04	1 semester Junior Kindergarten	8/10/2020
Stevenson Elementary School	Elementary Teacher - FTE:100%					5/28/2021

FLORES, JENNIFER Thomas Edison Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	RA:006 - ST:18		8/10/2020 5/28/2021
SCOLARI, GIANNA Thomas Edison Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	RA:003 - ST:06		8/10/2020 5/28/2021
ALBARIAN, KRISTINA Washington Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2160000	100	RA:004 - ST:03		8/10/2020 5/28/2021
PUMILIA, AMANDA Disney Elementary School	Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2010000	100	RA:003 - ST:07 STP: $1345		8/10/2020 5/28/2021

CHANGE OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
HELDT, THERESA Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:006 - ST:23 STP: $1345	Moving from Spec Ed to Gen Ed.	8/10/2020

CHANGE OF LOCATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
PANSINI, KRISTA Thomas Edison Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	STP: $1345	Voluntary Transfer	8/10/2020

CHANGE OF SALARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
STARLEAF, DEREK John Muir Middle School	Counselor	01.0-01500.0-00000-31100-1211-3220000	100	Salary Rate: $6243.09 STP: $1345	Was on Change of Class 8/2019	8/1/2019
VORACHAK, SONALY Jordan Middle School	Counselor	01.0-01500.0-00000-31100-1211-3210000	100	Salary Rate: $6620.92 STP: $1345	Was on Change of Class 8/2019	8/1/2019

CHANGE OF FTE %	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GROGAN-COLLAZOS, TRACEY Burbank High School	High School Teacher French/Spanish - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	STP: $1043.2	Changing FTE from .8 to 1.0	8/10/2020

LEAVE OF ABSENCE (PAID)	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GARFIAZ, JOCELYN Human Resources	Cc Teacher: Preschool Age	12.0-90601.0-00010-10000-1110-5080000	100	RA:005 - ST:06	EFMLA	5/27/2020 8/19/2020

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CARANTO, NATICIA-DEI Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100	Salary Rate: $135/140		8/10/2020
TATE, DERWIN Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100	Salary Rate: $135/140		8/10/2020

PTR CANCELLED	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
WHITENER, JOHN Jordan Middle School	Middle School Teacher Music - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100	STP: $2689	To Cancel LOA	8/10/2020
OSBORNE, SAMUEL Adult School	Teacher: Adult School HiSet Prep - FTE:Hourly%	11.0-39130.0-41106-10000-1130-5330000 11.0-63910.0-41106-10000-1130-5330000 11.0-00639.0-41106-10000-1130-5330000	50 25 25		Employee not moving	5/29/2020

ELECTION: SUMMER SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MARTINEZ, ALLISON Human Resources	Ss Sub Tchr/ss Spec Ed SS Sped Substitute Teacher	01.0-65000.0-57700-11100-1130-5480000	100			06/29/2020

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 20-21-01

July 16, 2020
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Abrams, Sarah	Spec. Ed	Induction Mentor	Stipend	$2866	1	June
Abrams, Sarah	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Aguilera, Lenora	Health Services	Nurse Additional Duties	Hourly	$97.55	8	June
Almeida, Cynthia	Stevenson	Intervention Planning	Hourly	$33.77	12	June
Almer, Jennifer	Inst. Services	Intervention Planning	Hourly	$33.77	10	June
Aleman, Richere	Health Services	Nurse Additional Duties	Hourly	$50.79	8	June
Arenal, Shannon	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Armes, Deborah	Providencia	Intervention Planning	Hourly	$33.77	7	June
Bailey, Erin	Providencia	Intervention Planning	Hourly	$33.77	7	June
Bartok, Kristen	Providencia	Intervention Planning	Hourly	$33.77	7	June
Binda, Lucien	JBHS	Certificated Athletic Coach	Stipend	$2033	1	June
Blisten, Aimee	McKinley	Intervention Planning	Hourly	$33.77	6	June
Bowers, Lucia	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Brinton, Cristy	Spec. Ed	Induction Mentor	Stipend	$2866	1	June
Brinton, Joel	JBHS	Certificated Athletic Coach	Stipend	$4608	1	June
Brown, Susannah	Providencia	Intervention Planning	Hourly	$33.77	10	June
Card, David	BHS	Certificated Athletic Coach	Stipend	$4608	1	June
Carlton, Lee	Inst. Services	Induction Mentor	Stipend	$573.30	1	June
Casper, Jennifer	Inst. Services	Induction Mentor	Stipend	$1910.50	1	June
Chakerian, Lucy	BHS	Master Teacher	Stipend	$84.00	1	June
Cheatum, Amelia	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Choi, Woore	Health Services	Nurse Additional Duties	Hourly	$52.23	8	June
Cody, Nicole	Inst. Services	Intervention Planning	Hourly	$33.77	10	June
Cook, Jacob	JBHS	Certificated Athletic Coach	Hourly	$2688.09	79.6	June
Cook, Jacob	JBHS	Certificated Athletic Coach	Stipend	$4608	1	June
Cooper, Rebecca	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Cortez, Kimberly	Health Services	Nurse Additional Duties	Hourly	$46.60	8	June
Coyne, Emilie	Providencia	Intervention Planning	Hourly	$33.77	7	June
Coyne, Marie	Providencia	Intervention Planning	Hourly	$33.77	7	June
Colvin Marvin, Katherine	Providencia	Intervention Planning	Hourly	$33.77	7	June
Curran, Emily	Spec. Ed.	Teacher Add Duties	Hourly	$83.80	3	June

Danielson, Dennis	McKinley	Intervention Planning	Hourly	$33.77	6	June
Davidson, Britta	Inst. Services	Induction Mentor	Stipend	$955.50	1	June
Delanater, Maygan	Health Services	Nurse Additional Duties	Hourly	$53.87	8	June
De Luna, Humberto	Spec. Ed.	Intervention Teaching	Hourly	$45.52	24	June
De Luna, Humberto	Spec. Ed.	Intervention Planning	Hourly	$33.77	15	June
De Luna, Humberto	Spec. Ed.	Intervention Teaching	Hourly	$33.77	15	June
De Luna, Humberto	Spec. Ed.	Intervention Planning	Hourly	$33.77	10	June
De Luna, Humberto	Spec. Ed.	Intervention Teaching	Hourly	$33.77	10	June
Ditty, Barbara	Providencia	Intervention Teaching	Hourly	$45.52	10	June
Ditty, Barbara	Providencia	Intervention Planning	Hourly	$33.77	7	June
Earwood, Jerry	Providencia	Intervention Planning	Hourly	$33.77	7	June
Eaton, Stacy	Health Services	Nurse Additional Duties	Hourly	$49.08	8	June
Edwards, Amber	McKinley	Intervention Planning	Hourly	$33.77	12	June
Eidem, Jennifer	Providencia	Intervention Planning	Hourly	$33.77	10	June
Eldridge, Erica	Providencia	Intervention Planning	Hourly	$33.77	7	June
Elliot, Gina	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Esquivel, Maria	McKinley	Intervention Planning	Hourly	$33.77	6	June
Everhart, Gregory	JBHS	Certificated Athletic Coach	Stipend	$4943	1	June
Everhart, Gregory	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Fernando, Gajan	JBHS	Certificated Athletic Coach	Stipend	$4066	1	June
Ferrat, Priscilla	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Fitzgerald, Kyle	JBHS	Certificated Athletic Coach	Stipend	$4570	1	June
Fogelson, Janie	Spec. Ed.	SLP Retention Bonus	Stipend	$6181.20	1	June
Frederiksen, Elizabeth	Disney	Intervention Planning	Hourly	$33.77	6	June
Fuentez, Lisa	McKinley	Intervention Planning	Hourly	$33.77	18	June
Fuhr, Amy	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Gallagher, Clarissa	Stevenson	Intervention Planning	Hourly	$33.77	12	June
Gattuso, Lucas	Luther	Extra Curricular Activities	Stipend	$1768	1	June
Gattuso, Lucas	Luther	Extra Curricular Activities	Stipend	$1768	1	June
Ghazarian, Joan	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Goldenberg, Jennifer	Inst. Services	Intervention Planning	Hourly	$33.77	83	June
Goleman, Kimberly	Providencia	Intervention Planning	Hourly	$33.77	7	June
Gomez, Jennifer	Spec. Ed	Induction Mentor	Stipend	$1910.50	1	June
Gray, Gretchen	Inst. Services	Intervention Planning	Hourly	$33.77	10	June
Gresham, Janice	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Griffin, Jamie	Jordan	Department Chair	Stipend	$1477	1	June
Grimshaw, Douglas	BHS	Certificated Athletic Coach	Stipend	$4271	1	June
Gutierrez, Dugaldo	McKinley	Intervention Planning	Hourly	$33.77	6	June
Hadden, Rory	McKinley	Intervention Planning	Hourly	$33.77	12	June
Hammell, Robert	BHS	Master Teacher	Stipend	$42.00	1	June

Harney, Dina	Luther	Extra Curricular Activities	Stipend	$2336	1	June
Harney, Dina	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Harrison, Lisa	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Hodgins, Kathy	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Howard, Corey	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Hunter, Lisa	Jordan	Department Chair	Stipend	$738.50	1	June
King, Denise	Providencia	Intervention Planning	Hourly	$33.77	7	June
Klebba, Michelle	Jordan	Department Chair	Stipend	$738.50	1	June
Klotzle, Justin	BHS	Certificated Athletic Coach	Stipend	$3769	1	June
Koontz, James	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Kuester, Danielle	McKinley	Intervention Planning	Hourly	$33.77	60	June
Kuester, Danielle	Inst. Services	Intervention Planning	Hourly	$33.77	10	June
Kurihara, Peggy	Health Services	Nurse Additional Duties	Hourly	$83.80	8	June
Lamere, Lisa	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Lam-Ziegler, Janet	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Liddell-Johnson, Marla	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Lorenz, Linda	Providencia	Intervention Planning	Hourly	$33.77	7	June
Maddern, Geralyn	Harte	Intervention Teaching	Hourly	$45.52	32	June
Magallon, Matthew	JBHS	Certificated Athletic Coach	Stipend	$3769	1	June
Marcy, Cathy	McKinley	Intervention Planning	Hourly	$33.77	6	June
Martinez, Lisa	Luther	Extra Curricular Activities	Stipend	$1456	1	June
Martinez, Lisa	Luther	Extra Curricular Activities	Stipend	$1768	1	June
Massey, Bailey	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Mayes, Jessica	Inst. Services	Other Hourly	Hourly	$33.77	10	June
McKain, Allison	Inst. Services	Other Hourly	Hourly	$33.77	10	June
McMahon, Amanda	Adult	Summer ASE assignment	Hourly	$40.08	10	June
McHorney, Suzanne	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Meinardus, Stephanie	Health Services	Nurse Additional Duties	Hourly	$46.60	8	June
Messian, Laura	Inst. Services	Induction Mentor	Stipend	$955.50	1	June
Messian, Laura	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Meza, Abraham	Adult	Summer ASE assignment	Hourly	$40.08	10	June
Michalopoulos, Anjanette	Spec. Ed.	Assessments of new students	Hourly	$87.38	50	June
Michalopoulos, Anjanette	Spec. Ed.	Assessments of new students	Hourly	$87.38	20	June
Mieliwocki, Rebecca	Inst. Services	Other Hourly	Hourly	$33.77	20	June
Miller, Wendy	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Minasyan, Maria	BHS	Master Teacher	Stipend	$84.00	1	June
Mindel, Brittany	McKinley	Intervention Planning	Hourly	$33.77	12	June
Mixon, Laura	McKinley	Intervention Planning	Hourly	$33.77	12	June
Morgan, Kalissa	Health Services	Nurse Additional Duties	Hourly	$54.31	75	June
Morgan, Kalissa	Health Services	Nurse Additional Duties	Hourly	$54.31	8	June

Movessian, Armenia	BHS	Certificated Athletic Coach	Stipend	$4235	1	June
Mulloy, Shawn	McKinley	Intervention Planning	Hourly	$33.77	12	June
Munoz, Angela	McKinley	Intervention Planning	Hourly	$33.77	6	June
Nelson, Elizabeth	BHS	Certificated Athletic Coach	Stipend	$1950	1	June
Norberg, Mark	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Ohrt, Kelly	Providencia	Intervention Planning	Hourly	$33.77	7	June
Pacino, Lori	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Pacino, Lori	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Pacino, Lori	Jordan	Department Chair	Stipend	$1477	1	June
Palermo, Kasey	McKinley	Intervention Planning	Hourly	$33.77	6	June
Peebles, John	JBHS	Certificated Athletic Coach	Stipend	$5617	1	June
Phan, John	BHS	Certificated Athletic Coach	Stipend	$5617	1	June
Pohlman, Amanda	McKinley	Intervention Planning	Hourly	$33.77	18	June
Pozos, Adriana	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Pumilia, Amanda	Disney	Intervention Planning	Hourly	$33.77	6	June
Redman, Anthony	Luther	Extra Curricular Activities	Stipend	$2336	1	June
Redman, Anthony	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Reeves, Jamie	Inst. Services	Induction Mentor	Stipend	$573.30	1	June
Riner, Justin	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Riven, Jezelle	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Rivera, Ryan	BHS	Master Teacher	Stipend	$84.00	1	June
Rivera, Stephen	Providencia	Intervention Planning	Hourly	$33.77	7	June
Rog, Christine	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Rousseau, Cara	Stevenson	Intervention Planning	Hourly	$33.77	12	June
Russon, Robyn	Inst. Services	Induction Mentor	Stipend	$955.50	1	June
Russon, Robyn	Inst. Services	Induction Mentor	Stipend	$955.50	1	June
Sanchez, Juliana	Disney	Intervention Planning	Hourly	$33.77	6	June
Scharf, Roxanne	McKinley	Intervention Planning	Hourly	$33.77	12	June
Shalts, Rachel	Spec. Ed.	SLP Retention Bonus	Stipend	$8241.60	1	June
Snowden-Frost, Dawn	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Spangler, Bridget	Health Services	Nurse Additional Duties	Hourly	$46.60	8	June
Suhr, Ashley	Luther	Extra Curricular Activities	Stipend	$2336	1	June
Timoney, Jennifer	McKinley	Intervention Planning	Hourly	$33.77	12	June
Tobin, Jill	Inst. Services	Induction Mentor	Stipend	$955.50	1	June
Topalian, Talar	Providencia	Intervention Planning	Hourly	$33.77	32	June
Toscano, Judith	McKinley	Intervention Planning	Hourly	$33.77	12	June
Vargas, Theresa	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Vats, Monika	Spec. Ed.	SLP Retention Bonus	Stipend	$10302	1	June
Vehuni, Lilit	Adult	Summer ASE assignment	Hourly	$40.08	10	June
Walker, Amy	Providencia	Intervention Planning	Hourly	$33.77	7	June

Walker, Amy	Providencia	Intervention Teaching	Hourly	$45.52	10	June
Walker, Kathy	McKinley	Intervention Planning	Hourly	$33.77	12	June
Webb, Roseann	McKinley	Intervention Planning	Hourly	$33.77	6	June
Wertlieb, Jessica	Inst. Services	Other Hourly	Hourly	$33.77	1	June
Wertlieb, Jessica	Inst. Services	Other Hourly	Hourly	$33.77	10	June
Wollerton, Alicia	Providencia	Intervention Planning	Hourly	$33.77	7	June
Wollerton, Alicia	Providencia	Intervention Teaching	Hourly	$45.52	10	June
Yeghiazaryan, Lusik	MHS	Tech Stipend	Stipend	$1081	1	June

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
DE AVILA, Jenny	Serving Kitchen Operator	13.0-53100.0-37000-2210-2130000	.6875	32-VI	D	01-25-20		Providencia Elementary employed since 02-13-98
GRONICH, Louise	At Risk Intervention Specialist	01.0-01500.0-00000-31100-2210-5300000	1.0	53-VI	D	08-14-20		Monterey High School employed since 05-06-08
HYMAN, Mary	Guidance Program Technician II	01.0-00000.0-00000-31100-2210-3210000	1.0	42-VI	B	08-18-20		Jordan Middle School employed since 09-08-92
Resignation								
KYUTUNYAN, Karine	Senior School Finance Clerk	01.0-00000.0-00000-27000-2410-4310000	1.0	40-VI	A	06-12-20		Burbank High School
PEREZ, Marina	Intervention Specialist For At-Risk Students	01.0-01500.0-00000-31100-2210-7420000	1.0	53-VI	D	06-20-20		Miller Elementary
Layoff								
RIOJAS, Regina	Instructional Assistant-Children's Center	12.0-90601.0-00010-10000-2110-5080000	1.00	32-IV	C	06-30-20		Horace Mann Children's Center
Leave								
AGUILAR, Patricia	Custodian	01.0-00100.0-00000-82100-2210-4320000	1.0	35-VI	A	06-19-20	07-03-20	Burroughs High School EPSLA
CLARK, Shane	Warehouse Worker	01.0-00100.0-00000-75400-2210-7520000	.625	37-IV	A	04-28-20		Facilities Services EPSLA
KLEIN, John	Vehicle & Equipment Mechanic	01.0-81500.0-00000-81100-2210-7523000	1.0	52-VI	A	05-27-20		Facilities Services EPSLA
LOPEZ SANCHEZ, Celestino	Custodian	01.0-00100.0-00000-82100-2210-2100000	1.0	35-VI	A	04-16-20	06-22-20	Miller Elementary School EPSLA
PAIGE, Della	Custodian	01.0-00100.0-00000-82100-2210-4310000	1.0	35-VI	A	05-27-20	06-08-20	Burbank High School EPSLA
Additional Compensation for Longevity								
BAKHOS, Ghada	Instructional Assistant-Children's Center	01.0-90601.0-00010-10000-2110-5080000	.5938 .4063	32-VI	A	06-01-20		Horace Mann Children's Center 20 yrs., $197/mo.

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Longevity (Continued)								
BROWN, Ken	Facilities Services Lead	01.0-81500.0-00000-81100-2210-7523000	1.0	61-VI	A	06-01-20		Facilities Services 30 yrs., $277/mo.
KAJIMOTO, Vilma	Elementary School Aide	01.0-00000.0-11100-10009-2910-2162000	.2813	27-VI	D	06-01-20		Washington Elementary
	Instructional Assistant-Primary Language Support	01.0-01500.0-47601-10000-2110-2010000	.375	31-VI	D	06-01-20		20 yrs., $129.53/mo.
LINARES, Edgar	Custodian	01.0-00100.0-00000-82100-2210-2150000	1.0	35-VI	A	06-01-20		Stevenson Elementary 15 yrs., $148/mo.
MAGANA, Rafael	Custodian	01.0-00100.0-00000-82100-2210-2140000	1.0	35-VI	A	06-01-20		Roosevelt Elementary 15 yrs., $148/mo.
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2210-3200000	1.0	35-VI	A	06-01-20		Luther Middle School 10 yrs., $115/mo.
TEUSCHER, Sydney	ELD/Office Specialist I	01.0-01501.0-47600-27000-2410-7420000	.500	35-VI	D	06-01-20		Instructional Services
	Instructional Assistant-English Language Development	01.0-01501.0-47600-10000-2110-2090000	.3125	32-VI	D	06-01-20		McKinley Elementary 10 yrs., $115/mo.
Change of Assignment – Classification/Location/FTE								
ARANSKY, Desiree	Instructional Assistant-Severely Impaired	01.0-33100.0-57700-11100-2110-2033000	.750	35-I	D	08-17-20		Emerson Elementary
ATWAL, Harbinder	Instructional Assistant-Severely Impaired	01.0-65000.0-57500-11100-2110-2093000	.8125	35-IV	D	08-17-20		McKinley Elementary
CAFFERTY, Roni	Instructional Assistant-Severe Behavior II	01.0-65000.0-57500-11100-2110-2063000	.500	45-I	D	08-17-20		Jefferson Elementary
		01.0-65000.0-57500-11100-2110-2063000	.6875	45-I	D	08-17-20		
FERRER, Tirza	Instructional Assistant-Special Education	01.0-33100.0-57700-11000-2110-4310000	1.0	32-VI	D	08-17-20		Burbank High School
GONZALEZ, Maria I	Instructional Assistant-Special Education	01.0-33100.0-57700-11100-2110-2033000	.750	32-III	D	08-17-20		Emerson Elementary
JONES, Cheukwa	Instructional Assistant-Special Education	01.0-65000.0-57700-11100-2110-2140000	.6875	32-II	D	08-17-20		Roosevelt Elementary
LEE, Daly	Healthcare Instructional Assistant-Severely Impaired	01.0-65000.0-57500-11908-2110-2133000	.750	37-III	D	08-17-20		Providencia Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
MIRABAL, Anna	Instructional Assistant-Severely Impaired	01.0-65000.0-57500-11100-2110-2093000	.8125	35-IV	D	08-17-20		McKinley Elementary
PYLES, Vanessa	Instructional Assistant-English Language Development	01.0-01501.0-47600-10000-2110-4320000	.50	32-IV	D	08-17-20		Burroughs High School
VARTOOMIAN, Arlet	Instructional Assistant-Special Education	01.0-33100.0-57700-11100-2110-2033000	.750	32-III	D	08-17-20		Emerson Elementary
Change of Assignment – Classification/Location/FTE in Lieu of Layoff								
DUMANSKY, Lisa	Instructional Assistant-Children's Center	12.0-61050.0-00010-10000-2110-2160000	1.00	32-VI	A	07-01-20		Washington Children's Center
RIOS, Lydia	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2110-2050000	.6875	32-VI	C	07-01-20		Bret Harte Around the Bell
RIVAS, Yvonne	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2110-2140000	.4063	32-VI	D	07-01-20		Roosevelt Around the Bell
ZINALVAND, Ayda	Instructional Assistant-Children's Center	12.0-90601.0-00010-10000-2110-5080000	1.00	32-VI	C	07-01-20		Horace Mann Children's Center
Election – Hourly								
ACEVEDO, Sylvia	Intervention Specialist For At-Risk Students	01.0-30100.0-47600-27000-2440-2099000		53-V	D	06-01-20	06-30-20	McKinley Elementary
AGHAKHANIAN, Armond	School Board Member	01.0-00000.0-00000-71100-2390-7560000		507.00	F	07-01-20	06-30-21	Superintendent's Office
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	G	06-08-20	06-10-20	Emerson Elementary
AVAKIAN, Jacqueline	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		34-I	G	05-26-20	06-30-20	Roosevelt Day Care Center
BUSTOS, Adriana	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		16.24	G	06-01-20	06-30-20	Special Education
CHAMBERS, Laura	Library Coordinator-Elementary	01.0-30100.0-00000-24200-2230-2099000		36-VI	D	06-01-20	06-30-20	McKinley Elementary
	Instructional Assistant-Resource Lab	01.0-30100.0-00000-24200-2240-2099000		31-VI	D	06-01-20	06-30-20	
FALLAHI, Edwin	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-20	07-31-20	Burbank Adult School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
FANAEI, Linet	Elementary School Aide	01.0-00000.0-11100-10009-2960-7552000		27-I	G	02-07-20	02-07-20	Joaquin Miller Elementary
FERGUSON, Steven	School Board Member	01.0-00000.0-00000-71100-2390-7560000		507.00	F	07-01-20	06-30-21	Superintendent's Office
FRIEDMAN, Brenda	Instructional Assistant-Children's Canter	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	05-26-20	06-30-20	Roosevelt Around the Bell
FRINTNER, Steven	School Board Member	01.0-00000.0-00000-71100-2390-7560000		507.00	F	07-01-20	06-30-21	Superintendent's Office
GIUMELLI, Silvia	Adult School Learning Center Technician	11.0-63910.0-41106-10000-2130-5331000		35-VI	E	06-01-20	07-31-20	Burbank Adult School
GUTIERREZ, Pedro	Custodian	01.0.00000.0-11100-10009-2960-7552000		35-I	G	03-05-20	03-06-20	Facilities Services
HARTOUN MARDIRSAN, Odet	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-V	D	05-26-20	06-30-20	Bret Harte Around the Bell
HERNANDEZ, Laura	Educational Interpreter IV	01.0-65000.0-57700-11104-2130-7440000		61-VI	D	05-27-20	08-14-20	Special Education
HYRAPATIAN, Siranoosh	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-II	D	05-26-20	06-05-20	Bret Harte Children's Center
KRUEGER, Joseph	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	D	05-26-20	06-30-20	Roosevelt Around the Bell
LARA, Armida	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	05-26-20	06-30-20	Roosevelt Around the Bell
LEVITT, Edward	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-20	07-31-20	Burbank Adult School
LOMBARDI, Giovanni	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-20	07-31-20	Burbank Adult School
MORGAN, Margaret	Senior Secretary	01.0-00000.0-00000-27000-2430-4321000		40-VI	B	06-22-20	06-30-20	Burroughs High School
MORNEO, Virginia	Community Resource Assistant	01.0-30100,0-47600-27000-2430-2099000		31-4	D	06-01-20	06-30-20	McKinley Elementary
NGUYEN-MAI, Yen	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	D	05-26-20	06-30-20	Edison Children's Center
NICOLAOU, Theresa	Student Information Systems Analyst	01.0-00000.0-00000-77000-2440-7421000		57-V	A	06-01-20	06-30-20	Instructional Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
PAREDES, Xiomara	Educational Interpreter IV	01.0-65000.0-57700-11104-2130-7440000		61-VI	D	05-27-20	08-14-20	Special Education
RAMOS, Mabel	Elementary School Aide	01.0-00000.0-11100-10009-2960-7552000		27-I	G	03-01-20	03-31-20	McKinley Elementary
REINSMA, Madison	Educational Interpreter III	01.0-65000.0-57700-11104-2130-7440000		54-II	D	05-27-20	08-14-20	Special Education
REYNOLDS, Roberta	School Board Member	01.0-00000.0-00000-71100-2390-7560000		507.00	F	07-01-20	06-30-21	Superintendent's Office
RIVAS, Fredi	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-20	07-31-20	Burbank Adult School
SAA, Eric	Custodian	01.0-00000.0-11100-10009-2960-7552000		35-I	G	06-17-20		Facilities Services
SHAPERO, Wendy	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-20	06-30-20	Burbank Adult School
SHEETZ, Carol	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-20	07-31-20	Burbank Adult School
SHIRVANI, Araks	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-IV	D	05-26-20	06-30-20	Bret Harte Children's Center
SMITH, Teri	Student Information Systems Analyst	01.0-00000.0-00000-77000-2440-7421000		57-II	A	06-01-20	06-30-20	Instructional Services
TABET, Charlene	School Board Member	01.0-00000.0-00000-71100-2390-7560000		507.00	F	07-01-20	06-30-21	Superintendent's Office
THAMASIAN, Anahid	Elementary School Aide	01.0-00000.0-11100-10009-2960-7552000		27-I	G	02-01-20	05-07-20	Emerson Elementary
WHITNEY, Marilyn	Career Vocational Assistant	01.0-65200.0-50010-31101-2230-7440000 01.0-58100.0-50010-31101-2230-7440000		40-IV	D	06-01-20	06-30-20	Special Education
WILLIAMS, Randall	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	06-01-20	07-31-20	Burbank Adult School
WILLIAMS-BAER, Maureen	Office Assistant-Elementary	01.0-00000.0-00000-72000-2430-7450000		34-VI	C	06-16-20	06-30-20	Student Services
Election – Summer School								
BARBINIS, Nicholas	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-II	D	06-01-20	06-16-20	Stevenson Elementary Change of end date
GUERRA, Kristen	Instructional Assistant-Special Education	01.0-65000.0-57700-11100-2130-5480000		32-II	D	06-01-20	06-16-20	Stevenson Elementary Change of end date

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Election – Summer School (Continued)								
NANEZ ARCIVA, Brenda	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-7498000		32-VI	D	07-06-20	08-10-20	Luther Middle School
SABAS-DUARTE, Aura	Food Service Utility Driver	13.0-53100.0-00000-37000-2230-7498000		33-V	C	07-06-20	08-03-20	Luther Middle School
Election – Walk on Coach								
BRIGGS, James	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	05-01-20	05-31-20	Burroughs High School
ELLIS, Allan	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		13.09	F	04-01-20	06-30-20	Burroughs High School
ESTRADA, Blake	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	05-01-20	05-31-20	Burroughs High School
FREEMAN, Andee	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	05-01-20	05-31-20	Burroughs High School
KOULOUVARIS, Scott	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		13.09	F	11-01-19	06-30-20	Burroughs High School
LEE, Timothy	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	05-01-20	05-31-20	Burroughs High School
VILLEGAS, Sandra	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	05-01-20	05-31-20	Burroughs High School

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 05/19/2020 & 06/15/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
20000437	SPICERS PAPER CO	C/O 4: INCREASE BY $10,000.00; 2019-20 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$72,000.00
20000440	ULINE - Attn: ACCOUNTS RECEIVABLES	C/O 3: INCREASE BY $1,000.00; 2019-20 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$7,000.00
20000442	MOBILE DEFENDERS LLC	C/O 1: INCREASE BY $682.00; 2019-20 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$4,682.00
20000657	G & S TRANSIT MANAGEMENT, INC	C/O1: INCREASE BY $103,514.00 - BD 7/16/20; AGREEMENT FOR PROFESSIONAL SERVICES; STUDENT TRANSPORTATION; SPECIAL EDUCATION; BOARD APPROVED 6/20/19	SPECIAL EDUCATION	010	$203,514.00
20000667	DRIFTWOOD DAIRY	C/O 1: INCREASE BY $54.00; 2019-20 BLANKET ORDER; DAIRY PRODUCTS; CHILD DEVELOPMENT FUNDS	HORACE MANN CHILDREN´S CENTER	120	$554.00
20000825	SPECIAL EDUCATION PARENT	C/O 1: CANCEL ORDER; REIMBURSEMENT TO PARENT FOR EDUCATIONAL SERVICES; SPECIAL EDUCATION; BOARD APPROVED 10/18/18	SPECIAL EDUCATION	010	$6,000.00
20001616	2 GUYS TERMITE, INC.	C/O 1: CANCEL ORDER; PEST CONTROL SERVICE @ DISTRICT OFFICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$325.00
20001806	MELARAGNO, M.D., ALBERT J.	C/O 1: REDUCE BY $350.00; CONSULTANT AGREEMENT; OT SERVICES; SPECIAL EDUCATION; BOARD APPROVED 6/20/19	SPECIAL EDUCATION	010	$175.00
20002199	PROFESSIONAL TUTORS OF AMERICA, INC	C/O 1: REDUCE BY $2,080.00; CONSULTANT AGREEMENT; COMPREHENSIVE SUPPORT & SERVICES; READING, WRITING & MATH; SPECIAL EDUCATION; BOARD APPROVED 11/21/19	SPECIAL EDUCATION	010	$3,920.00
20002501	MARBLE & BRONZE ART INC	C/O 1: REDUCE BY $2,108.75; SCULPTURE PEDESTAL; ARTS FOR ALL FUNDS	MUIR MIDDLE SCHOOL	010	$1,750.00
20002507	4A CRANE SERVICE CO.	CONTRACTED SERVICES	FACILITIES SERVICES	010	$450.00
20002613	ICS SERVICE CO.	FACILITY REPAIR BY VENDOR	FACILITIES SERVICES	010	$98.00
20002867	AMTECH ELEVATOR SERVICES	C/O 1: CANCEL ORDER; FURNISH AND INSTALL DOOR PROTECTION SYSTEM ON ELEVATOR @ EMERSON ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	EMERSON ELEMENTARY	010	$3,872.00
20002894	FLINN SCIENTIFIC INC	C/O 1: CANCEL BACKORDER; INSTRUCTIONAL SUPPLIES	BURBANK HIGH SCHOOL	010	$609.46

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
20002978	MECHANIC'S TRAILER & LIFT GATE REPAIRS, INC.	NON-INSTRUCTIONAL EQUIPMENT REPAIR BY VENDOR	FACILITIES SERVICES	010	$1,159.71
20003145	SCHOOL SPECIALTY, INC	C/O 1: CHANGE SPECS; PLAYGROUND SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$126.14
20003203	COSCO FIRE PROTECTION INC	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$321.65
20003271	PACIFIC COACHWAYS CHARTER SERVICES INC	C/O 1: CANCEL ORDER; STUDENT TRANSPORTATION; OSS; GIFT FUNDS	DISNEY ELEMENTARY	010	$3,682.00
20003277	MARTIN, SUSAN	C/O 1: REDUCE ORDER BY $1,056.00; CONSULTANT AGREEMENT; INDIVIDUALIZED EDUCATION PLANS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/20/20	SPECIAL EDUCATION	010	$5,984.00
20003282	AMAZON CAPITAL SERVICES	C/O 1: REORDER RETURNED ITEMS; CLASSROOM FURNITURE AND INSTRUCTIONAL SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$419.99
20003304	UME FEDERAL CREDIT UNION	C/O 1: CANCEL ORDER; FUNDRAISING SUPPLIES; GIFT FUNDS	HORACE MANN CHILDREN´S CENTER	010	$1,941.04
20003354	BLACKBOARD INC	C/O 1: REDUCE BY $11,250.00; SOFTWARE LICENSES; BOARD APPROVED 4/16/20	TECHNOLOGY SERVICES	010	$500.00
20003355	THE HOME DEPOT F/K/A SUPPLYWORKS	C/O 1: REVISE SPECS; CUSTODIAL SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES SERVICES	010	$15,794.25
20003360	AMAZON CAPITAL SERVICES	C/O 1: REVISE PRICE; BOOKS; CONTINUATION EDUCATION-MONTEREY FUNDS	MONTEREY HIGH SCHOOL	010	$105.76
20003383	GREAT LAKES SPORTS	C/O 1: REDUCE BY $6.70; PHYSICAL EDUCATION EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$265.61
20003388	DALIAN, SUSAN	C/O 1: REDUCE BY $2,025.00; CONSULTANT AGREEMENT; THEATRE ARTS INSTRUCTION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/5/20	MAGNOLIA PARK	010	$775.00
20003517	UME FEDERAL CREDIT UNION	C/O 1: RE-ORDER & CHANGE DELIVERY ADDRESS; CLASSROOM SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$105.40
20003552	THE HOME DEPOT F/K/A SUPPLYWORKS	C/O 1: REVISE SPECS; CUSTODIAL SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES SERVICES	010	$14,235.81
20003601	DICK BLICK CO	C/O 1: CANCEL BACKORDER; ART SUPPLIES	BURBANK HIGH SCHOOL	010	$1,140.50
20003814	UME FEDERAL CREDIT UNION	CO1: REDUCE BY $52.77; BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$781.17
20003817	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; TITLE I FUNDS	DISNEY ELEMENTARY	010	$999.00
20003820	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$299.63
20003821	ULINE - Attn: ACCOUNTS RECEIVABLES	OFFICE SUPPLIES	JORDAN MIDDLE SCHOOL	010	$131.56
20003822	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE SUPPLIES	JORDAN MIDDLE SCHOOL	010	$22.97

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20003823	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$309.24
20003824	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$1,179.97
20003825	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$430.60
20003826	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES & EQUIPMENT; PERKINS GRANT	BURBANK HIGH SCHOOL	010	$951.26
20003827	UME FEDERAL CREDIT UNION	INSTRUCTIONAL EQUIPMENT; PERKINS GRANT	BURBANK HIGH SCHOOL	010	$1,774.96
20003828	SHALTS, RACHEL	REIMBURSEMENT TO SPEECH THERAPIST FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$174.41
20003829	DISCOUNT SCHOOL SUPPLY	OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$91.86
20003830	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES AND EQUIPMENT; PERKINS GRANT	BURBANK HIGH SCHOOL	010	$522.59
20003831	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT & PHYSICAL EDUCATION SUPPLIES; ACCOUNTS RECEIVABLE & UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,443.28
20003832	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$28.63
20003833	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; MAA FUNDS	EDISON ELEMENTARY	010	$999.00
20003834	SOUTH COAST MECHANICAL INC	CUPCCAA 1920-026 REPAIR COOLER AND FREEZER EVAPORATOR COILS AND CONDENSING UNITS @ JBHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$46,000.00
20003835	B & H PHOTO-VIDEO	INSTRUCTIONAL EQUIPMENT; PERKINS GRANT	BURBANK HIGH SCHOOL	010	$4,527.72
20003836	THE HOME DEPOT F/K/A SUPPLYWORKS	SAFETY SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES SERVICES	010	$663.10
20003837	GOPHER SPORT	PHYSICAL EDUCATION SUPPLIES	BURBANK HIGH SCHOOL	010	$329.89
20003838	SUREWAY TRANSPORTATION	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$900.00
20003839	BERTRAND'S MUSIC	MUSICAL INSTRUMENT RENTALS; ACCOUNTS RECEIVABLE FUNDS	BURBANK HIGH SCHOOL	010	$181.60
20003840	BIDDLE CONSULTING GROUP INC	SOFTWARE SUBSCRIPTION; ONLINE TESTING SYSTEM; BOARD APPROVED 6/18/20	PERSONNEL SERVICES	010	$3,014.00
20003841	PARRILL, AIMEE	REIMBURSEMENT TO PARENT FOR PARTY SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$120.00
20003842	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$189.67
20003843	UME FEDERAL CREDIT UNION	SOFTWARE SUBSCRIPTION	SPECIAL EDUCATION	010	$225.00
20003844	SHEARER, SANDRA	REIMBURSEMENT TO ADMINISTRATIVE SECRETARY FOR OFFICE SUPPLIES	SPECIAL EDUCATION	010	$205.18

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20003845	SCHOOL ZONE TRANSPORTATION	STUDENT TRANSPORTATION; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$380.00
20003846	AMS.NET INC	FURNISH AND INSTALL SECURITY CAMERA SYSTEM @ LUTHER MS; BOND FUNDS; BOARD APPROVED 4/16/20	TECHNOLOGY SERVICES	213	$9,235.09
20003847	AMS.NET INC	FURNISH AND INSTALL SECURITY CAMERA SYSTEM @ JORDAN MS; BOND FUNDS; BOARD APPROVED 4/16/20	TECHNOLOGY SERVICES	213	$6,239.63
20003848	PALOS SPORTS	PHYSICAL EDUCATION EQUIPMENT	BURBANK HIGH SCHOOL	010	$1,750.10
20003849	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	SAFETY SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES PLANNING SERVICES	010	$3,559.45
20003851	AMAZON CAPITAL SERVICES	ART SUPPLIES; PERKINS GRANT	JORDAN MIDDLE SCHOOL	010	$398.67
20003852	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$2,351.48
20003853	REFRIGERATION HARDWARE SUPPLY CORP	FOOD SERVICES REPAIR MATERIAL	FACILITIES PLANNING SERVICES	130	$120.02
20003854	DAY, ABIGAYLE	VIDEOGRAPHY SERVICES	BURBANK HIGH SCHOOL	010	$1,200.00
20003855	WOODARD, NEELA	REIMBURSEMENT TO FUNDRAISING COMMITTEE PRESIDENT FOR SOFTWARE SUBSCRIPTION; GIFT FUNDS	STEVENSON ELEMENTARY	010	$24.99
20003856	SKIRBALL CULTURAL CENTER	FIELD TRIP ADMISSION; GIFT FUNDS	MILLER ELEMENTARY	010	$130.00
20003857	SHOGUN MULTI SERVICES & PROMOTIONAL PRODUCTS	FOOD DISTRIBUTION SUPPLIES; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$527.00
20003858	GRAYBAR	TECHNOLOGY EQUIPMENT	TECHNOLOGY SERVICES	010	$11,243.82
20003859	MARINO, MILAGROS	CSEA CLAIM FOR DAMAGE TO PERSONAL VEHICLE	BUSINESS OFFICE	010	$1,597.69
20003860	MECHANIC'S TRAILER & LIFT GATE REPAIRS, INC.	EQUIPMENT MAINTENANCE AND REPAIR; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$4,076.76
20003862	CALIFORNIA DEPARTMENT OF EDUCATION	PLAN REVIEW FOR EMERSON ES; BOND FUNDS	FISCAL SERVICES	210	$980.00
20003863	MCGARRAH, SHANE	GRADUATION VIDEO; ACCOUNTS RECEIVABLE FUNDS	BURBANK HIGH SCHOOL	010	$3,000.00
20003864	BOOSTER ENTERPRISES INC.	FUN RUN FUNDRAISING EVENT; GIFT FUNDS	EDISON ELEMENTARY	010	$28,370.32
20003865	BERTRAND'S MUSIC	MUSICAL INSTRUMENT SUPPLIES: ARTS FOR ALL FUNDS	INSTRUCTIONAL SERVICES	010	$277.53
20003866	CURRICULUM ASSOCIATES INC	SOFTWARE LICENSE & PROFESSIONAL DEVELOPMENT; I-READY READING; BOARD APPROVED 6/18/20	BRET HARTE ELEMENTARY	010	$12,820.00

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20003867	SEGURA, GINA	REIMBURSEMENT TO SPECIAL EDUCATION TECHNICIAN FOR OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$49.26
20003868	JAMES, BRIAN	REIMBURSEMENT TO ACTIVITIES AND ATHLETICS PRINCIPAL FOR GRADUATION CONSULTANT FEES	BURBANK HIGH SCHOOL	010	$99.00
20003869	CINTAS CORPORATION	SAFETY SUPPLIES; COVID-19 LEA REPONSE FUNDS	FACILITIES SERVICES	010	$17,640.00
20003870	APEX LEARNING	SOFTWARE LICENSES; SUMMER SCHOOL; LOTTERY FUNDS; BOARD APPROVED 6/20/19	INSTRUCTIONAL SERVICES	010	$1,000.00
20003871	AMTECH ELEVATOR SERVICES	SERVICE CALL ON ELEVATOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$222.50
20003872	WAXIE SANITARY SUPPLY	SAFETY SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES PLANNING SERVICES	010	$6,810.25
20003873	AMAZON CAPITAL SERVICES	SAFETY SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES SERVICES	010	$16,601.67
		PO Count:	**83**	**Total:**	**$549,707.84**

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BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	75	$525,623.86
120	Child Development Fund	2	$2,905.48
130	Cafeteria Fund	3	$4,723.78
210	Building Fund	1	$980.00
213	Building Fund - 3rd Issuance	2	$15,474.72
		Total:	**$549,707.84**

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PO Number	Vendor	Description	Site	Fund	Total Amount
21000001	ADEMCO INC DBA ADI	2020-21 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$7,500.00
21000002	ALL PHASE ELECTRIC SUPPLY CO	2020-21 BLANKET ORDER; LAMPS & BULBS; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$3,000.00
21000003	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; CAPITAL FACILITIES FUNDS	SPECIAL EDUCATION	250	$1,150.22
21000004	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION	JEFFERSON ELEMENTARY	010	$999.00
21000005	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION	ROOSEVELT ELEMENTARY	010	$999.00
21000006	SCHOOL OUTFITTERS	CLASSROOM FURNITURE; CAPITAL FACILITIES FUNDS	BRET HARTE ELEMENTARY	250	$1,919.09
21000007	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$5,000.00
21000008	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$5,000.00
21000009	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; TITLE I FUNDS	MILLER ELEMENTARY	010	$999.00
21000010	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$556.08
21000011	VIRCO MFG CO.	CLASSROOM FURNITURE; CAPITAL FACILITIES FUNDS	BRET HARTE ELEMENTARY	250	$1,231.10
21000012	VIRCO MFG CO.	CLASSROOM FURNITURE; CAPITAL FACILITIES FUNDS	STEVENSON ELEMENTARY	250	$3,713.58
21000013	ALL PHASE ELECTRIC SUPPLY CO	2020-21 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$50,000.00
21000014	ANIXTER INC	2020-21 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$15,000.00
21000015	BATTERY SYSTEMS, INC.	2020-21 BLANKET ORDER; FACILITIES REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,500.00
21000016	BMC WEST LLC	2020-21 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$2,000.00
21000017	BURBANK PAINT COMPANY	2020-21 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$7,500.00
21000018	CARTER FENCE COMPANY INC	2020-21 BLANKET ORDER; FENCING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$2,000.00
21000019	CITY OF BURBANK	2020-21 BLANKET ORDER; GASOLINE FOR MAINTENANCE VEHICLES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$45,000.00
21000020	CITY OF BURBANK	2020-21 BLANKET ORDER; GASOLINE FOR OPERATIONS VEHICLES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$47,000.00

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21000021	COMMUNITY CHEVROLET COMPANY	2020-21 BLANKET ORDER; DISTRICT VEHICLE REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,000.00
21000022	CONTROLLED MOTION SOLUTIONS, INC.	2020-21 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$500.00
21000023	DIY HOME CENTER-BURBANK	2020-21 BLANKET ORDER; MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$14,500.00
21000024	DUNN EDWARDS CORPORATION/LA	2020-21 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$14,000.00
21000025	EWING IRRIGATION PRODUCTS	2020-21 BLANKET ORDER; IRRIGATION REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,700.00
21000026	FERGUSON ENTERPRISES, INC.	2020-21 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$7,000.00
21000027	FRY'S ELECTRONICS INC	2020-21 BLANKET ORDER; ELECTRONIC REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$2,000.00
21000028	GRAINGER INC	2020-21 BLANKET ORDER; FACILITY AND EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$73,500.00
21000029	H & H AUTO PARTS WHOLESALE	2020-21 BLANKET ORDER; VEHICLE REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$5,000.00
21000030	HYDRAULIC INDUSTRIAL PLUMBING SUPPLY	2020-21 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$58,500.00
21000031	INDUSTRIAL METAL SUPPLY	2020-21 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$5,000.00
21000032	INTERMOUNTAIN LOCK & SUPPLY CO	2020-21 BLANKET; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$38,000.00
21000033	JOHNSTONE SUPPLY	2020-21 BLANKET ORDER; REPAIR AND MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$11,000.00
21000034	LOWE'S HOME IMPROVEMENT	2020-21 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$5,000.00
21000035	NAPA AUTO PARTS	2020-21 BLANKET ORDER; VEHICLE REPAIR & MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$5,500.00

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21000036	PLUMBING WHOLESALE OUTLET INC	2020-21 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,000.00
21000037	PRAXAIR	2020-21 BLANKET ORDER; REPAIR MATERIALS AND SERVICE FOR FACILITIES EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,750.00
21000038	PREMIUM QUALITY LIGHTING	2020-21 BLANKET ORDER; LAMPS, BULBS & ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,000.00
21000039	REFRIGERATION SUPPLIES DIST	2020-21 BLANKET ORDER; HVAC REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$24,500.00
21000040	RUSSELL SIGLER INC	2020-21 BLANKET ORDER; HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$30,000.00
21000041	SMARDAN SUPPLY BURBANK	2020-21 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,000.00
21000042	STUMBAUGH & ASSOCIATES INC	2020-21 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$4,000.00
21000043	T-MOBILE	2020-21 BLANKET ORDER; FACILITIES SERVICES STAFF CELL PHONE AGREEMENT; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,275.00
21000044	TOOL TIME	2020-21 BLANKET ORDER; TOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$5,000.00
21000045	TRI SIGNAL INTEGRATION INC.	2020-21 BLANKET ORDER; EQUIPMENT REPAIR & MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,000.00
21000046	US AIR CONDITIONING DISTRIBUTORS	2020-21 BLANKET ORDER; HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$11,500.00
21000047	WESTERN TIRE OF BURBANK INC	2020-21 BLANKET ORDER; DISTRICT VEHICLE REPAIRS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,500.00
21000048	WRIGHT'S SUPPLY INC	2020-21 BLANKET ORDER; EQUIPMENT MAINTENANCE AND REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$6,500.00
21000049	DIY HOME CENTER-BURBANK	2020-21 BLANKET ORDER; GROUNDS AND CUSTODIAL SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,000.00
21000050	HASA INC	2020-21 BLANKET ORDER; POOL SUPPLIES	FACILITIES SERVICES	010	$26,000.00
21000051	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$6,500.00

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21000052	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$4,000.00
21000053	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	DISNEY ELEMENTARY	010	$2,500.00
21000054	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$3,000.00
21000055	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$2,000.00
21000056	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$4,000.00
21000057	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$6,000.00
21000058	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	ROOSEVELT ELEMENTARY	010	$8,000.00
21000059	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,500.00
21000060	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$6,000.00
21000061	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$2,800.00
21000062	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	DISNEY ELEMENTARY	010	$2,500.00
21000063	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$3,000.00
21000064	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$7,000.00
21000065	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$3,000.00
21000066	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$5,000.00
21000067	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORER; OFFICE SUPPLIES	INSTRUCTIONAL SERVICES	010	$2,000.00
21000068	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00
21000069	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$6,000.00
21000070	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE SUPPLIES	FISCAL SERVICES	010	$7,000.00
21000071	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	$700.00
21000072	AMAZON CAPITAL SERVICES	2020-21 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	$200.00
21000073	PRIORITY NEOPOST	2020-21 BLANKET ORDER; HASLER MAIL MACHINE SUPPLIES	PERSONNEL SERVICES	010	$5,000.00
21000074	FEDERAL EXPRESS	2020-21 BLANKET ORDER; FEDERAL EXPRESS SHIPPING	PERSONNEL SERVICES	010	$6,000.00
21000075	UNITED BUSINESS MAIL	2020-21 BLANKET ORDER; POSTAGE FOR FULL SERVICE MAIL PICK-UP	PERSONNEL SERVICES	010	$7,000.00
21000076	CITY OF BURBANK	2020-21 BLANKET ORDER; LANDFILL FACILITY USE; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$16,500.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 05/19/2020 & 06/15/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
21000077	GLENDALE BUILDER'S SUPPLIES	2020-21 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,500.00
21000078	GRAINGER INC	2020-21 BLANKET ORDER; GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUND	FACILITIES SERVICES	010	$2,500.00
21000079	L A GRINDING CO	2020-21 BLANKET ORDER; SAW BLADE SHARPENING AND REPLACEMENTS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,000.00
21000080	LESLIE'S POOLMART, INC.	2020-21 BLANKET ORDER; POOL SUPPLIES	FACILITIES SERVICES	010	$3,000.00
21000081	SPICERS PAPER CO	2020-21 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$30,000.00
21000082	ULINE - Attn: ACCOUNTS RECEIVABLES	2020-21 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$4,000.00
21000083	KELLY PAPER	2020-21 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$30,000.00
21000084	J.W. PEPPER & SONS, INC	2020-21 BLANKET ORDER; INSTRUCTIONAL MATERIALS; MUSIC	BURBANK HIGH SCHOOL	010	$500.00
21000085	UNITED PARCEL SERVICE	2020-21 BLANKET ORDER; UPS PICK-UPS; DISTRICTWIDE FUNDS	WAREHOUSE	010	$300.00
21000086	SMART & FINAL STORES CORP	2020-21 BLANKET ORDER; MEETING SUPPLIES	INSTRUCTIONAL SERVICES	010	$250.00
21000087	SMART & FINAL STORES CORP	2020-21 BLANKET ORDER; CULINARY ARTS CLASS SUPPLIES	MUIR MIDDLE SCHOOL	010	$5,000.00
21000088	EPPORT, KAREN LYNN	CONSULTANT AGREEMENT; PSYCHOLOGICAL SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/7/20	SPECIAL EDUCATION	010	$1,300.00
21000089	DICK BLICK CO	2020-21 BLANKET ORDER; ART SUPPLIES	BURBANK HIGH SCHOOL	010	$1,000.00
21000090	STAPLES BUSINESS ADVANTAGE	2020-21 BLANKET ORDER; OFFICE SUPPLIES	FISCAL SERVICES	010	$500.00
21000091	SOUTHWEST SCHOOL & OFFICE SUPPLY	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,000.00
21000092	Q PRESS	2020-21 BLANKET ORDER; PRINTING AND BULK MAIL PROCESSING; ADULT EDUCATION FUNDS	BURBANK ADULT SCHOOL	110	$26,000.00
21000093	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2020-21 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$3,000.00
21000094	LOS ANGELES TIMES MEDIA GROUP	2020-21 BLANKET ORDER; NEWSPAPER ADVERTISING	INSTRUCTIONAL SERVICES	010	$500.00
21000095	STAPLES BUSINESS ADVANTAGE	2020-21 BLANKET ORDER; PRINT SHOP SUPPLIES	FACILITIES SERVICES	010	$800.00
21000096	STAPLES BUSINESS ADVANTAGE	2020-21 BLANKET ORDER; OFFICE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,250.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 05/19/2020 & 06/15/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
21000097	CHON, ESTHER E. PHD. ED. M.	CONSULTANT AGREEMENT; PSYCHOLOGICAL EVALUATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/20	SPECIAL EDUCATION	010	$6,000.00
21000098	U.S. POSTAL SERVICE	POSTAGE FOR BULK MAILINGS; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$14,000.00
21000099	DORIAN BUSINESS SYSTEMS LLC	SOFTWARE LICENSES; MUSICAL INSTRUMENT INVENTORY; BOARD APPROVED 6/18/20	VARIOUS SITES	010	$1,779.90
21000100	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR MILEAGE COSTS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/20	SPECIAL EDUCATION	010	$15,653.80

PO Count: **100** **Total:** **$865,825.77**

Printed between 05/19/2020 & 06/15/2020

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	92	$812,811.78
110	Adult Education Fund	4	$45,000.00
250	Capital Facilities Fund	4	$8,013.99
		Total:	**$865,825.77**

Burbank Unified School District
Business Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education
PREPARED BY:	Terri Harvey, Buyer
SUBMITTED BY:	Terri Harvey, Buyer
DATE:	July 16, 2020
SUBJECT:	Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Background:

The Special Education Department requests the following Master Contract be amended by the Board of Education. Because the Burbank Unified School District has not contracted with this Nonpublic Agency in the past, it was not included on the list of Master Contract Renewals that were approved by the Board on June 4, 2020, effective July 1, 2020 through June 30, 2021.

Discussion/Issues:

The following Master Contract for special education services to be provided by a Nonpublic Agency (NPA).

Fiscal Impact:

Costs are included under the blanket order for service agreements for Nonpublic, Nonsectarian Schools and Agencies that was approved by the Board of Education on June 4, 2020.

School	Master Contract	Contract Period
In Touch Behavioral Services	PS261	7/17/20-6/30/21

Recommendation:

Tamara Schiern, Director, Special Education, recommends that the Board of Education amend the Master Contract for special education students, to be provided by In Touch Behavioral Services, Nonpublic, Nonsectarian Agency effective July 17, 2020 through June 30, 2021 (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000,01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2020 through June 30, 2021, was approved by the Board of Education June 4, 2020.

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: Laura Erisman, Administrative Secretary

DATE: July 16, 2020

SUBJECT: Approval of 2020-21 Adult School Course Offerings

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 workplace from preschool through adult education.

Discussion/Issues

Prior to 2009-10, 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 2020-21 Adult School course offerings, as presented.

California Department of Education

Date: June 24, 2020

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 2020-21

Your request for approval of the following 63 courses have been received, recorded, and approved for the 2020 - 2021 school year.

Number	Name	Course Outline Year	Study Date
9987	Academic ESL	2016	
4600	Accounting	2017	2020
9980	Advanced ESL	2016	
2403	Algebra 1	2014	
2404	Algebra II	2014	
2816	Art Appreciation	2014	
2803	Art History	2014	
2102	Basic English	2014	
2402	Basic Mathematics	2014	
9982	Beginning ESL	2016	
4123	Business Career Exploration	2018	2020
5755	Commercial Photography	2014	2020
9997	Community Access Skills and Functional Academics	2012	
2450	Computer Literacy	2014	
4633	Computer Repair and Support	2019	2020
2401	Consumer Mathematics	2014	
5812	Cosmetology	2015	2020
4119	Customer Service Representative	2018	2020
5757	Desktop Publishing	2015	2020
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	
9986	ESL MultiLevel	2016	
4471	Food Science, Dietetics, and Nutrition	2018	2020
9983	General ESL	2016	
2400	General Mathematics	2014	
2413	Geometry	2014	
9972	Government	2014	
9981	Intermediate ESL	2016	
5622	Intermediate Graphics Technology	2015	2020
5732	Intermediate Stage Technology	2013	2020
5712	Internet Publishing	2015	2020
5702	Introduction to Animation	2015	2020
4260	Introduction to Pharmacy	2014	2020
5527	Introduction to Stage Technology	2013	2020
2621	Life Science	2014	
9998	Life Skills and functional Academics	2012	
4431	Makeup Artistry	2015	2020
4274	Medical Insurance Billing and Coding	2017	2020
4275	Medical Office	2017	2020
4273	Medical Terminology	2017	2020
2307	Music Appreciation	2014	
4604	Network Engineering	2015	2020
4279	Nursing Service	2019	2020
5769	Other Arts, Media, and Entertainment	2015	2020
5760	Photographic Laboratory and Darkroom	2014	2020
2610	Physical Science	2014	
2424	Pre-Algebra	2014	
2206	Spanish	2014	
2207	Spanish Advanced	2014	
9984	Special ESL	2016	
9969	Test Preparation	2014	
4284	Therapeutic Services	2015	2020
2709	United States History	2014	
9985	VESL (Vocational ESL)	2016	
4605	Web Site Development	2015	2020
9977	Work Readiness	2017	
9996	Workplace Skills and Functional Academics	2012	
2711	World History: Survey	2014	

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.

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
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 16, 2020
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to conduct an Independent Psycho-Educational Evaluation (IEE) for the Special Education Student 960013929, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $5,500.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Cynthia E. Munoz, Ph.D., to provide an Independent Psychological-Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960013929, not to exceed $5,500 (01.0-65000.0-57700-11900-5850-7440000), effective February 7, 2020 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 6, 2020. The effective date was from February 7, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

BURBANK UNIFIED SCHOOL DISTRICT

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

AMENDED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 7th day of February 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and : Cynthia E. Munoz, Ph.D. hereinafter referred to as "Consultant."

Cynthia E. Munoz, Ph.D.	cestherm1@yahoo.com		323-449-8360
Payee's Name (Person or Company)	Email		Daytime Phone Number
Mailing Address: 166 East Foothill Blvd.	Arcadia	CA	91006
	City	State	Zip

Sponsoring Administrator: Matt Hill Superintendent Special Education

Print Name Title Signature Location

Board Approval Date: ~~02/06/2020~~ 07/16/2020 Account Code: 01.0-65000.0-57700-11900-5850-7440000

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $_____ per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $ 5,500.
2. The term of the Agreement shall be the period commencing on 02/07/2020 and terminating on ~~06/30/2020~~ 12/30/2020.
3. Consultant will provide the following services:

   Consultant will provide a Psychological-Educational Evaluation (IEE) for Special Education Student 960013929. This cost includes the following: review of all educational documents, interviews with educational staff, observations, direct assessment of the student (this usually involves multiple assessment sessions), scoring/interpretation of data, report writing and attendance at the IEP meeting to review the report/discuss findings.

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

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

Tamara Schiern, Director of Special Education Date Consultant Date

Ins

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

Burbank Unified School
District Special Education
Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	July 16, 2020
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to conduct a Vocational and Academic Independent Educational Evaluation (IEE) for Special Education Student 160003888, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $587.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Perkins School for the Blind, to provide a Vocational and Academic Independent Educational Evaluation (IEE), not to exceed $587 (01.0-65000.0-57700-11900-5850-7440000), effective February 21, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 20, 2020. The effective date was from February 21, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to June 30, 2021.

BURBANK UNIFIED SCHOOL DISTRICT

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

AMENDED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 21st day of February 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Perkins School for the Blind hereinafter referred to as "Consultant."

Payee's Name: Perkins School for the Blind Daytime Phone Number 617-972-7571 Email Address: susan.symons@perkins.org

Mailing Address: 175 North Beacon Street (Address) Watertown (City) MA (State) 02472 (Zip Code)

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

Board Approval: ~~02/20/2020~~ 07/16/2020

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 $ per hour☐/ per day ☐/ per session ▪ for a total not to exceed $587 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 02/21/2020 and terminating on ~~06/30/2020~~ 06/30/2021.
3. Payment Terms: Net 45 Days

   Consultant to provide an Education and Prevocational assessment for Special Education Student 16000388.

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

Burbank Unified School District of Los Angeles County

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

Tamara Schiern, Director of Special Education Date Consultant Date

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

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 16, 2020
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement for professional services to provide compensatory education for Special Education Student 950100828, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEP's require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $5,600.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 950100828, not to exceed $5,600, (01.0-65000.0-57700-11900-5850-7440000), effective December 9, 2019 through October 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was January 16, 2020. The effective date was from December 9, 2019 through May 21, 2020. Due to COVID 19, the unable to access services for over a month resulting in the loss of time offered. The amendment extends the original end date of May 21, 2020 to October 30, 2020. This agreement also adds an additional 16 hours of compensatory education, which increases the not to exceed amount from $4,320 to $5,600.

BURBANK UNIFIED SCHOOL DISTRICT

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

AMEND RATIFIED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 17th day of January 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

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

Mailing Address: 3350 E. Birch Street, Suite 201 Brea, CA 92821

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

Board Approval: ~~01/16/20~~ 07/16/2020

Account Code: 01.0-65000.0-57700-11900-5850-744000

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 $80 per hour▪/ per day □/ per session ▪ for a total not to exceed ~~$4,320~~ $5,600 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 12/09/19 and terminating on: ~~05/21/20~~ 10/30/2020.
3. Payment Terms: Net 45 Days

Consultant will provide ~~54 hour~~ 70 hours of reading tutoring for Student 950100828.

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

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

Tamara Schiern, Director of Special Education Date Consultant Date 6/29/2020

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

Revised 09/18

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	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 16, 2020
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to conduct an Independent Psycho-Educational Evaluation (IEE) for a private school student who resides in the Burbank Unified School District, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $5,500.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Mary Large, Ph.D., to provide an Independent Psycho-Educational Evaluation (IEE) and attend an IEP meeting for a private school student, not to exceed $5,500 (01.0-65000.0-57700-11900-5850-7440000), effective February 21, 2020 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 20, 2020. The effective date was from February 21, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

BURBANK UNIFIED SCHOOL DISTRICT

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

AMENDED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 21st day of February, 2020 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Mary Large, Ph.D. hereinafter referred to as "Consultant."

Mary Large, Ph.D. (Payee's Name (Person or Company)) drmaryl@earthlink.net (Email) 818-215-0863 (Daytime Phone Number)

Mailing Address: 370 N. Westlake Blvd., Ste. 220 Westlake Village, (City) CA (State) 91362 (Zip)

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

Board Approval Date: ~~02/20/2020~~ 07/16/2020 Account Code: 01.0-65000.0-57700-11900-5850-7440000

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $_____ per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $5,500.
2. The term of the Agreement shall be the period commencing on 02/21/2020 and terminating on ~~06/30/2020~~ 12/30/2020.
3. Consultant will provide the following services:
   Consultant will provide an Independent Psychological-Educational Evaluation. The above not to exceed amount includes but is not limited to a full IEE, written report, travel and the attendance at the IEP meeting (phone conference is acceptable) for a private school student who resides in Burbank Unified School District. ****Consultant will provide protocols, if subpoenaed, to the District for due process****
4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
6. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
9. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

Tamara Schiern, Director of Special Education — Date

Consultant — 6/18/2020 — Date

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

Revised 08/10

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 16, 2020
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to conduct an Independent Psycho-Educational Evaluation (IEE) for a private school student who resides in the Burbank Unified School District, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $5,500.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Mary Large, Ph.D., to provide an Independent Psycho-Educational Evaluation (IEE) and attend an IEP meeting for a private school student, not to exceed $5,500 (01.0-65000.0-57700-11900-5850-7440000), effective February 21, 2020 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 20, 2020. The effective date was from February 21, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

BURBANK UNIFIED SCHOOL DISTRICT

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

AMENDED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 7th day of February 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Ashley Taylor, Psy.D. hereinafter referred to as "Consultant."

Ashley Taylor, Psy.D.	dr.taylor@ashleytaylorpsyd.com	626-319-9467
Payee's Name (Person or Company)	Email	Daytime Phone Number

Mailing Address: 181 N. Oak Knoll Ave., Ste. 1 Pasadena, CA 91101
City State Zip

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

Board Approval Date: ~~02/06/2020~~ 07/18/2020 Account Code: 01.0-65000.0-57700-11900-5850-7440000

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $_____ per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $ 5,500.
2. The term of the Agreement shall be the period commencing on 02/06/2020 and terminating on ~~06/30/2020~~ 12/30/2020.
3. Consultant will provide the following services:

   An Independent Psychological-Educational Evaluation and attend IEP meeting for Special Education Student 960002485.
   ****Consultant will provide protocols to the District if needed for due process****
4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
6. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
9. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

Tamara Schiern, Director of Special Education Date Consultant Date

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

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	July 16, 2020
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to conduct an Assistive Technology Assessment for the Special Education Student 960002485, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $3,500.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Deborah E. Neuhoff, to provide an Assistive Technology Assessment and attend an IEP meeting for Special Education Student 960002485, not to exceed $3,500 (01.0-65000.0-57700-11900-5850-7440000), effective February 7, 2020 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 20, 2020. The effective date was from February 7, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

BURBANK UNIFIED SCHOOL DISTRICT

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

AMENDED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 7th day of February 2020 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Deborah E. Neuhoff hereinafter referred to as "Consultant."

Deborah E. Neuhoff	deborahneuhoff@gmail.com	626-390-4083
Payee's Name (Person or Company)	Email	Daytime Phone Number

Mailing Address: 1129 N. Catalina Ave. Pasadena CA 91104
City State Zip

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

Board Approval Date: ~~02/06/20~~ 07/16/2021 Account Code: 01.0-65000.0-57700-11900-5850-7440000

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $_ per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $3,500.
2. The term of the Agreement shall be the period commencing on 02/07/20 and terminating on ~~06/30/20~~ 12/30/2020.
3. Consultant will provide the following services:

Provider will conduct assessments related to curriculum access including organization/management, and all areas of academic curriculum; provide written reports containing the results of the assessments; provide consultation services for the purpose of successful implementation of the tools and/or devices recommended for students; attend the students IEP meeting in order to share the assessment results with the parents and school site team. This is assessment is for Student 960002485.

4. The Consultant shall provide an invoice to the Special Education department of the time spent in providing the services and preparing the products required by this Agreement. Consultant will submit invoices on a monthly basis and will be paid after the invoice has been processed.
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.

Tamara Schiern, Director of Special Education	Date	Consultant	6-19-20 Date

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

Burbank Unified School
District Special Education
Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	July 16, 2020
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 compensatory education for Special Education Student 960031518, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEP's require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $4,400.

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 Professional Tutors of America for Special Education Student 960031518, not to exceed $4,400, (01.0-65000.0-57700-11900-5850-7440000), effective June 18, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

RATIFIED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 17th day of July 2020 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

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

Mailing Address: 3350 E. Birch Street, Suite 201, Brea, CA 92826

Sponsoring Administrator: Matt Hill Superintendent Special Education

Print Name Title Signature Location

Board Approval: 07/16/2020

Account Code: 01.0-65000.0-57700-11900-5850-744000

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 $80 per hour▪/ per day □/ per session ▪ for a total not to exceed $4,400 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 06/18/2020 and terminating on: 06/30/21.
3. Payment Terms: Net 45 Days

Consultant will provide 55 hours of compensatory academic tutoring for Student 960031518..

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

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

Tamara Schiern, Director of Special Education Date Consultant 6/24/2020 Date

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

Revised 09/18

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 16, 2020
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services to provide interpreting and translation services for special education students, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents 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 $80,000.

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 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, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 21st day of June 2019 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Language Resources of America, LRA Interpreters, Inc hereinafter referred to as "Consultant."

Language Resources of America, LRA Interpreters, Inc	org@lrausa.com	818-861-7844
Payee's Name (Person or Company)	Email	Daytime Phone Number

Mailing Address: 1405 North San Fernando Blvd., Suite 202 Burbank, CA 91504
City State Zip

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

Board Approval Date: 07/16/2020 Account Code: 01.0-65000.0-57700-11901-5850-7440000

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $_____ per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $ 80,000.
2. The term of the Agreement shall be the period commencing on 07/01/2020 and terminating on 06/30/2021.
3. Consultant will provide the following services:
   Interpreters/Translators for special education students. Pursuant to LRA's 2020-2021 interpreting and translating fee schedules.
4. The Consultant shall provide an invoice to the Special Education department 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.

			6-12-20
Tamara Schiern, Director of Special Education	Date	Consultant	Date

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

Burbank Unified School
District Special Education
Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	July 16, 2020
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement to escort and transport special education students, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents 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 $10,000.

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 West Shield Adolescent Services, to escort and transport special education students to out of state residential facilities, not to exceed $10,000 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 19th day of June 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and West Shield Adolescent Services hereinafter referred to as "Consultant."

Payee's Name: West Shield Adolescent Services Daytime Phone Number: 800-899-8585 Email Address: contactus@westshield.com

Mailing Address: 16835 Algonquin Street Suite 439, Huntington Beach, CA 92649

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

Board Approval: 06/16/2020
Account Code: 01.0-07240-0-50010-36000-5812-7440000

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 $95 per hour▪/ per day □/ per session□ for a total not to exceed $10,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 07/01/2020 and terminating on 06/30/2021.
3. Payment Terms: Net 45 Days

Escort transportation services to special education students being placed at out of state/in state residential facilities.

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

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

Quint Hall 6/18/2020

Tamara Schiern, Director of Special Education Date Consultant Date

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

Revised 09/1

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 16, 2020
SUBJECT:	Approval 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 2020-2021 school year and the 2020-2021 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 July 17, 2020 through June 30, 2021, (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 and Psychological Services
PREPARED BY:	Tamara Schiern, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	July 16, 2020
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services to provide services and assessments for students with orthopedic impairments, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEPs require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $7,000.

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 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, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 19tht day of June 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Debra Rondeau hereinafter referred to as "Consultant."

Payee's Name: Debra Rondeau Daytime Phone Number: 661-917-7053 Email Address: debrondeau@gmail.com

Mailing Address: 4522 West Ave L13, Lancaster CA 93536

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

Board Approval: 06/16/2020
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 $100 per hour▪/ per day ☐/ per session☐ for a total not to exceed $7,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 07/01/2020 and terminating on: 06/30/2021.
3. Payment Terms: Net 45 Days

   Consultant will provide direct services and assessments for students with orthopedic impairments. Consultant will not to exceed 40 hours. Consultant will also be available to other SELPA Districts who will bill BUSD per use.

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

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

Tamara Schiern, Director of Special Education Date Consultant Date

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

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 16, 2020
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

Special Education is required to provide transportation to students per their Individual Educational Program (IEP).

Discussion/Issues:

On occasion, students are transported by G & S Transit Management, Inc. (DBA: City Cab). The Special Education Department has a long history of working with this company to provide said services.

Fiscal Impact:

Not to exceed $203,514.

Recommendation:

Tamara Schiern, Director of Special Education, recommends that the Board of Education ratify 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 $203,514 (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 approval date was June 20, 2019 in the amount of $100,000. There were students who required special considerations for transportation, which increased the original approved amount by $103,514 making the total not to exceed $203,514.

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 16, 2020
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to provide vision therapy for the Special Education Student 960027543, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose settlements 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 $2,100.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Burbank Optometric Center, to provide vision therapy for Special Education Student 960027543, not to exceed $2,100 (01.0-65000.0-57700-11900-5850-7440000), effective December 6, 2019 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was January 16, 2020. The effective date was from December 6, 2019 through June 30, 2020. Due to COVID 19, the provider is unable to complete vision therapy until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to December 30, 2020 at no additional cost to the District.

BURBANK UNIFIED SCHOOL DISTRICT

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

AMENDED RATIFIED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 17th day of January 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Burbank Optometric Center. hereinafter referred to as "Consultant."

Payee's Name: Burbank Optometric Center Daytime Phone Number 818-845-3549 Email Address: bocappointment@gmail.com

Mailing Address: 1032 North Hollywood Way (Address) Burbank, CA (City and State) 91505 (Zip)

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

Board Approval: ~~01/16/20~~ 7/16/2020

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 $ 2,100 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 12/06/19 and terminating on ~~06/30/20~~ 12/30/2020.
3. Payment Terms: Net 45 Days

Consultant to provide 12 sessions of vision therapy for Special Education Student 960027543.

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

Burbank Unified School District of Los Angeles County

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

Tamara Schiern, Director of Special Education Date Consultant Date

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

Revised 09/18

Burbank Unified School District
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: Laura Erisman, Administrative Secretary

DATE: July 16, 2020

SUBJECT: Approval of Agreement – iHeartMEDIA

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 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

iHeartMEDIA will provide Burbank Adult School with services to market its educational programs and recruit potential students through the use of iHeartMEDIA marketing campaign to involve Location-Based Behavioral, Location-Based Retargeting, Behavioral Targeting, Marketplace Targeting, Keyword Targeting, Retargeting., iHeart Radio Streaming and REAL 92.3 FM Endorsement spots. The marketing campaign will inform, 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 17, 2020 through July 16,

2021, is approximately $30,000, 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 iHeartMEDIA to provide targeted marketing to maximize enrollment in Adult Education programs, effective July 17, 2020 through July 16, 2021, not to exceed $30,000 (11.0-63910.0-41101-27000-5850-5330000) - $7,500, (11.0-63910.0-41102-27000-5850-5330000) - $7,500, (11.0-63910.0-41104-27000-5850-5330000) - $7,500, (11.0-63910.0-41106-27000-5850-5330000) - $7,500 and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented as presented.

MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR CAREER TECHNICAL EDUCATION AND MARKETING SERVICES PROVIDED BY iHeartMEDIA

The Burbank Unified School District (herein "District") and iHeartMEDIA (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 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 2020/2021 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 Campaign 2:

- Provide targeted marketing to maximize enrollment in non-CTE programs including, but not limited to: Location-Based Behavioral, Location-Based Retargeting, Behavioral Targeting, Marketplace Targeting, Keyword Targeting, Retargeting, IHeart Radio Streaming, and REAL 92.3 FM Endorsement Spots
- Campaign 2 will deliver 4,225,000 targeted impressions as follows: July 2020 - 4 weeks, 1,800,000 impressions (600,000 Digital, 1,100,000 Radio); December 2020 – 4 weeks, 1,800,000 impressions; April/May 2021 – 2 weeks, 625,000 impressions (225,000 Digital, 400,000 Radio).

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 2020	July 20, 2020	$12,000
Spring 2021	October 01, 2020	$12,000
Summer 2021	April 01, 2019	$6,000

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, 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. 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.

B. 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 by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

C. 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.

D. 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.

E. 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
iHeartMEDIA	Alan Derwin, Senior Account Director
District Administrator	Emilio Urioste, Director

This Memorandum of Understanding (MOU) is effective beginning July 17, 2020 and effective until July 16, 2021.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of July 17, 2020.

BURBANK UNIFIED SCHOOL DISTRICT

_____ Date _____
Emilio Urioste
Director

_____ Date _____
Dr. Matt Hill
Superintendent

iHeartMEDIA

Alan Derwin Date **6/30/2020**
Alan Derwin
Senior Account Director

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: Laura Erisman, Administrative Secretary

DATE: July 16, 2020

SUBJECT: Approval of Memorandum of Understanding (MOU)

Background

Burbank Adult School (BAS) has received funding through the Workforce Innovation and Opportunity Act of 2014 (WIOA) for 2019-20 and applied for funding for 2020-21. The requirement for the funding stipulates that a memorandum of understanding (MOU) be developed and executed between BAS and the Local Workforce Development Board representing a collaborative partnership that promotes delivery of service to adults. Phase II of the MOU was approved by the Board of Education on August 17, 2017.

District-wide Goals for 2019-2020:

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

Discussion/Issues

The Verdugo Workforce Development Board was notified by the State of California Employment Development Department of new directives regarding MOU requirements. The new directive added the requirement that every America's Job Centers of California (AJCC) must have an access and accommodations line to ensure physical and programmatic access by individuals with disabilities. Additionally, it requires an annual review of infrastructure costs to the AJCC, and in case of significant changes, must be updated annually. The complete MOU (Phase I and II) must be reviewed and updated every three years.

Fiscal Implications

There are no costed associated with Phase II of the agreement.

Recommendations

John Paramo, Assistant Superintendent, Educational Services, recommends 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, 2020 to July 1, 2023, 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.

PHASE II
Second Amendment to

MEMORANDUM OF UNDERSTANDING

Between the
Verdugo Workforce Development Board and Local Partners

2020

Phase II
Memorandum of Understanding

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1. PROCESS AND DEVELOPMENT

This "Phase II Second Amendment to Memorandum of Understanding Between VWDB and Local Partners" (this "Phase II MOU") amends that certain "Phase I Memorandum of Understanding Establishing the Local One-Stop Delivery System and Local Partnership for the America's Job Centers of California of the Verdugo Local Area" executed September 1, 2017, as restated and amended (the "Phase I MOU").

1.1 Phase II Process and Development General Information	
Local Workforce Development Area:	Verdugo
Date Submitted By:	Friday, September 1, 2017 Updated IFA submitted June 30, 2019 Annual Update submitted September 30, 2020
Attachment:	Signed Phase I MOU
Term:	July 1, 2020 to July 1, 2023; however colocated AJCC partners may agree to review and revise the IFA on a yearly basis.
1.2 Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.	
CEOs:	Vrej Agajanian, Mayor City of Glendale
Local Boards:	Ara Aslanian Verdugo Workforce Development Board
AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):	Employment Development Department (Wagner-Peyser), Glendale Youth Alliance (Title I-Youth), Department of Rehabilitation (Title IV) and California Adult Education Program/Glendale Community College
AJCC Partners Participating in the Shared Other System Costs Agreement, once Shared Benefits have been determined	• City of Burbank, Burbank Workforce Connection • State of California, Employment Development Department - Unemployment Insurance • Glendale Community College District • Verdugo Jobs Center • Burbank Unified School District, Burbank Adult School • Glendale Youth Alliance, Inc. • State of California, Department of Rehabilitation • Los Angeles County, Workforce Development, Aging and Community Services • Management and Training Corporation, Job Corps Services • Friends Outside in Los Angeles County • Los Angeles County, Department of Public Social Services • California Adult Education Program (CAEP) / Glendale Community College (GCC) • United American Indian Involvement

1.3 Decision Making by Consensus

A. Steps Taken for Partners to Reach Consensus on State Infrastructure Funding Mechanism

The Verdugo Jobs Center ("VJC"), a proud member of the America's Job Centers of California ("AJCC"), consists of local partners (each a "Partner" and collectively "Partners") dedicated to providing exceptional

services to youth, job seekers, and local business. This unwavering commitment to service, has been and will continue to be the foundation for decision-making across the Verdugo Workforce Development System.

In alignment with the General Decision Making by Consensus Process (Section 1.3B), an all-partner meeting was held on April 25, 2017. The VWDB Executive Director presented an outline of all infrastructure costs that are currently incurred to operate the VJC. In addition, she presented two scenarios for cost-sharing: 1) costs associated with each partner paying an equal amount; and 2) a prorated cost based on co-location and usage of the VJC. Based on scenario 2, for example, a partner that is co-located would be responsible for a greater share of cost than a partner that is not co-located.

All partners present participated in the review of infrastructure cost and discussion. The Executive Director was able to respond to all questions posed by the partners. Following the discussion, the partners selected scenario 2, prorated share of cost method. All partners expressed understanding that their share of cost may change in the future, once the system benefit is determined for non-collocated partners. The benefits cost evaluation method will be reevaluated, presented to the Partners again in an all-partner meeting, and the General Decision Making process (Section 1.3B) will be followed to ensure consensus is reached.

B. General Decision Making by Consensus

1. **Meetings**: The VJC Partners will meet, at a minimum, on a quarterly basis. These meetings will be conducted in compliance with the Ralph M. Brown Act (Gov. Code § 54950 et seq.).

2. **Action Items**: Action items will include a discussion of the issue, relevant regulatory requirements, data and information analyzed for the issue, impact to exceptional service, and alignment to VJC Partner MOU Phase I and II. Decisions will be made by consensus of the Partners present. Partner representatives who are not able to attend can send a designated proxy (who must be an employee or board member of that Partner) to participate in the discussion and decision by consensus.

3. **Consensus**: Consensus will be achieved based on general agreement of the Partners, representing the collective decision of the group. Consensus will represent fair and reasonable decisions, transparency between Partners, and equal access to all information for fact-based decision making. Once a decision by consensus is made, all Partners agree to accept the outcome, deadlines, and abide by the group decision.

C. Process When Consensus Cannot be Reached

When the VJC Partners cannot reach consensus, the VJC Partners will use the following process:

1. Outline the points of disagreement for better understanding;

2. Confirm that no violations occur to: regulatory requirements, policies and procedures (P&P), Partner organizational values or mission;

3. Define what is needed to come to consensus and how those issues can be addressed or resolved;

4. Defer decision until Partners can meet with their own executive leaders for input or guidance;

5. Refer to the Decision Making by Consensus steps outlined above in the answer to question 3 to review expectations and "rules";

6. Define and review the overall benefit to the Verdugo Workforce Development System and customers; and,

7. Consider negotiating compliance to achieve consensus.

Should consensus not be reached after following steps (1) through (7) above, VJC Partners agree to use a majority rule voting process to resolve issues of non-agreement for the duration of this Phase II MOU. The voting process can only be used if the decision is clear of regulatory violations; no decision made by the

Partners can violate the requirements of another Partner. Decisions by a majority vote will only occur if consensus cannot be reached. Decisions will be made by majority vote of the VJC Partners or designated proxy present at the meeting.

1. **Voting Process**: Each VJC Partner shall have one vote. Decisions will be made by majority (51%) of the members present. Should the VJC Partner's designated representative not be able to participate in a meeting, voting by the designated proxy will be accepted as the official vote by that VJC Partner.

    a. All proxies must be designated by a VJC Partner in writing, signed by an authorized representative and submitted to the Verdugo Workforce Development Board (VWDB) prior to or at the meeting at which a decision will be made.

2. **Quorum**: A quorum, representing a majority of the Partners (51%), or designated proxies, must be present at the meeting in order for a vote to occur.

1.4 MOU Review Process

The VJC Partners established the MOU Review Process in alignment with the Employment Development Department Workforce Services Directive (WSD 16-09) as follows:

A. Comprehensive Review Process:

Comprehensive Review of the MOU, including a review of the Infrastructure Funding Agreement ("IFA"), shall be conducted at least once every three years. Revised MOUs will be signed by each VJC Partner. The term "year" refers to a Program Year ("PY") which begins July 1st and ends 11 months later on June 30th.

The IFA budgets include, but are not limited to, all non-personnel costs that are necessary for the physical operation of the AJCC such as: rent, utilities and maintenance, equipment, technology, and non-marketing common identifier expenses. ***Every AJCC infrastructure budget must also have an "Access and Accommodation" line item for ensuring physical and programmatic access to the AJCC by individuals with disabilities.***

B. IFA Review Process:

IFA's will be reviewed on an annual basis. Although federal guidance requires that the entire MOU be reviewed and updated a minimum of every three years, the IFA budgets must be reviewed annually and updated if there are substantial changes. Changes will be negotiated between the VWDB and the VJC Partner. MOUs will be revised and signed at least once every three years and, when so reviewed, will reviewed by the end of May that year, and implemented July 1st of the same year. The IFA shall be signed by the authorized representative(s) of the Local Board, the CEO, and all AJCC partners who signed the Phase I MOU.

C. Annual Partner Review Process:

Each VJC Partner will review the MOU annually in order to determine if any changes in regulatory, and other requirements, or customer needs necessisitate an amendment to or modification of the MOU that is then in place. Such reviews will be conducted by the end of April each year, except during years of Comprehensive Reviews as described above. Revisions will be completed by May 31st of each year and implemented July 1st of the same year.

1. Should VJC Partners determine that no changes are required after performing their annual review, they will submit an email to the VWDB noting "no changes to MOU".

2. Should VJC Partners determine that a substantial change is necessary at any time during the PY, they will notify the VWDB immediately in preparation for any change in MOU required prior to the review month (April of each PY).

D. Shared Infrastructure Costs:

All non-colocated VJC Partners shall provide assurance that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data is available to make such a determination

2. SHARING INFRASTRUCTURE COSTS

2.1 Chosen Option for Developing Infrastructure Cost Budget

When establishing the infrastructure cost budget, Local Boards have two options:

- Option 1: Develop a separate budget for each comprehensive AJCC.
- Option 2: Develop a consolidated system-wide budget for its network of comprehensive AJCC.

The VWDB and AJCC partners have chosen Option 1: to develop a separate budget for each comprehensive AJCC for developing the infrastructure cost budget.

2.2 Comprehensive AJCC and Colocated Partners

One comprehensive AJCC exists within the Local Area:

Verdugo Jobs Center
1255 South Central Avenue
Glendale, CA 91204

All AJCC partners who have a physical presence within the center, either full time or part time are as follows:

- **Employment Development Department**
- **Glendale Youth Alliance**
- **Department of Rehabilitation**
- **CAEP/GCC**

2.3 AJCC Infrastructure Budget For the Comprehensive AJCC: Verdugo Jobs Center

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities	$55924/ month for 23,254 sq ft.	$671,088
	Rental Costs Subtotal:	**$671,088**
Utilities and Maintenance		
Electric (includes water & sewer)	$6,677/month	$80,124
Gas	$162/month	$1,944
Water	-	-
Sewer Connections	-	-
High-Speed Internet		
Telephones (Landlines)	$21.48/month for 61 lines	$15,722
Facility Maintenance & Security Contract	Parking Lot Maintenance	$ 19,980.00

	Andtech Building Alarm Janitorial Supplies Janitorial Staff (salaries & Benefits) Security	$ 503.00 $ 6,816.00 $ 124,961.00 $ 61,274.00
	Utilities and Maintenance Costs Subtotal:	**$311,324**
Equipment		
Assessment-related products	-	-
Assistive technology for individuals with disabilities (Access and Accommodation)	Jaws $1,100 + Zoomtext $400 plus tax	$1,635
Copiers	-	-
Fax Machines	-	-
Computers	70 Computers	$ 170,660
Other tangible equipment used to serve all center customers (not specific to an individual program partner) Specify Other Tangible Equipment	Application systems & Peoplesoft software	$46,696
	Equipment Costs Subtotal:	$ 218,991
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities Specify the Technology	LinkedIn ($60 per month Premium Subscription)	$720
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address: www.verdugoworkforce.com (Does not include data systems or case management systems specific to individual program partners.)	Domain Fees Constant Contact? Funded by AEP	$96 /yr.
	Technology to Facilitate Access Costs Subtotal:	$816

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage	-	-
Updating Templates and Materials	-	-
Updating Electronic Resources	-	-

Common Identifier Subtotal:	$0.00

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	**Total Cost**
Subtotal: Rental Costs	*$671,088*
Subtotal: Utilities and Maintenance Costs	$311,324
Subtotal: Equipment Cost	$218,991
Subtotal: Technology to Facilitate Access Costs	$816
Subtotal: Common Identifier Costs	$0.00
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	$1,202,219

2.4 Chosen Methodology to Share Agreed Upon Infrastructure Costs

The Local Board and colocated partners agree to allocate proportionate share of infrastructure costs by identifying the proportion of a partner program's occupancy percentage of the AJCC compared to the occupancy percentage of all other colocated partner program's within the AJCC (based upon square footage used).

2.5 Initial Proportionate Share of Infrastructure Costs Allocated to Each Colocated Partner

The initial proportionate share of infrastructure costs will be allocated to each partner based on the cost allocation methodology identified above in Section 2.4, each partner's estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner's proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner's proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

2.6 Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole				
Cost Categories	**Total Cost**	**Contributor/s**	**Value**	**Balance to Allocate**
Rent	*$671,088*	0	0	$671,088
Utilities/Maintenance	$311,324	City of Glendale	$ 11,500.00	$299,824
Equipment	$218,991	City of Glendale	$ 179,074.00	$39,917.00
Access Technology	$816	0	0	$816
Common Identifier	0	0	0	0
Total Infrastructure Balance to Be Allocated to Colocated Partners:				**$1,011,645**

2.7 Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	**Shared Infra-structure Costs**	**Application of Methodology**	**Allocated Initial Share**	**Amount: Cash**	**Amount: In-Kind**
Partner 1: **AJCC- Verdugo Jobs Center (VJC) – Title I**	$ 608,372	Proportion of partners program staff	60.14%	$ 608,372	-
Partner 2: **Employment Development Department (EDD)- Workforce Services, Title III***	$ 327,113	Proportion of partners program staff	32.33%	$ 327,133	-
Partner 3: **Glendale Youth Alliance (GYA) – Title I**	$54,792	Proportion of partners program staff	5.42%	$54,792	-
Partner 4: **Department of Rehabilitation (DOR) – Title IV**	$3,718	Proportion of partners program staff	0.37%	$3,718	-
Partner 5: CA Adult Education Program (CAEP) / Glendale Community College (GCC)	$15,450	Proportion of partners program staff	1.53%	$15,450	-

*The costs in chart 2.7 do not include the following EDD infrastructure costs: telephone lines, computers, Facebook ads, domain fees, high-speed internet and facility maintenance fees.

2.8 Colocated Partners Agree to Share AJCC Infrastructure Costs

By signing this Section 2.8, the CEO, VWDB, EDD, GYA, DOR, GCC and VJC agree to the terms prescribed in the IFA.

City of Glendale/Chief Elected Official Signature: _____ Date: _____ Name: Vrej Agajanian Title: Mayor of City of Glendale	**Verdugo Workforce Development Board** Signature: _____ Date: _____ Name: Ara Aslanian Title: Chairperson
Employment Development Department Signature: _____ Date: _____ Name: Cesar A. Valladares Title: Deputy Division Chief, Los Angeles/Coastal Workforce Services Division	**Glendale Youth Alliance** Signature: _____ Date: _____ Name: Karine Grigoryan Title: Executive Director
Department of Rehabilitation Signature: _____ Date: _____ Name: Wan Chun Chang Title: District Administrator	**Verdugo Jobs Center** Signature: _____ Date: _____ Name: Melissa Younesian Title: Manager
Glendale Community College Signature: _____ Date: _____ Name: Dr. David Viar_____ Title: Superintendent/President	

2.9 Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

The State is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, all non-colocated partners will have the opportunity to review the State provided data and once the benefit is agreed upon, they agree to engage in discussions to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing this MOU Phase II, all parties agree that when data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include the agreed upon proportionate share of contributions.

3. SHARING OTHER ONE-STOP SYSTEM COSTS

While only colocated partners share infrastructure costs, the State desires that eventually all One-Stop partners will share in other system costs, including applicable career services. Unless identified in the grid in Section 3.1 below, however, at this time, all of the One-Stop partners are not required to contribute to Other System Costs.

3.1 The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

Title I Adult, Dislocated Worker, and Youth	Title V Older Americans Act	Trade Adjustment Assistance Act
Title II Adult Education and Literacy	Job Corps (Non-Applicable)	Community Services Block Grant
Title IV Vocational Rehabilitation	Second Chance	Housing and Urban Development
Title III Wagner-Peyser	Veterans	
Carl Perkins Career Technical Education	Unemployment Compensation	
TANF/CalWORKS	CAEP	

3.2 Career Services Applicable to Each AJCC Partner

Partners are required to provide the information below for informational purposes only.

Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)							
Basic Career Services	**BWC T-I Adult T-I DW**	**VJC T-I Adult T-I DW**	**GYA T-I Youth Housing**	**BAS T-II AEL**	**EDD T-III WP**	**DOR T-IV VR**	**DPSS TANF**
Title I Program Eligibility	✓	✓	✓	✓		✓	
Outreach, Intake, Orientation		✓	✓	✓	✓	✓	
Initial Assessment	✓	✓	✓	✓	✓	✓	
Labor Exchange/Job Search	✓	✓	✓	✓	✓	✓	
Referrals to Partners	✓	✓	✓	✓	✓	✓	
Labor Market Information (LMI)	✓	✓	✓	✓	✓	✓	
Performance/Cost Info	✓	✓	✓	✓		✓	

Support Service Info		✓	✓		✓	✓	
Unemployment Insurance Info/Assistance		✓	✓		✓		
Financial Aid Info			✓	✓	✓		

Basic Career Services	**GCC – CTE Tech Ed**	**WDACS T-V OAA**	**Job Corps MTC**	**DPSS CSBG**			
Title I Program Eligibility	✓	✓	✓				
Outreach, Intake, Orient	✓	✓	✓	✓			
Initial Assessment	✓	✓	✓	✓			
Labor Exchange/Job Search	✓	✓	✓				
Referrals to Partners	✓	✓	✓	✓			
Labor Market Information (LMI)	✓		✓				
Performance/Cost Info	✓						
Support Service Info	✓	✓	✓	✓			
UI Info/Assistance							
Financial Aid Info	✓		✓				
Basic Career Services	**GCC – ACE T-II AEL**	**Native Am. UAII**	**EDD - UI**	**Friends Outside 2nd Chance**			
Title I Program Eligibility	✓	✓		✓			
Outreach, Intake, Orient	✓	✓		✓			
Initial Assessment	✓	✓		✓			
Labor Exchange/Job Search	✓	✓		✓			
Referrals to Partners	✓	✓					
Labor Market Information (LMI)	✓	✓					
Performance/Cost Info	✓						
Support Service Info	✓	✓		✓			
UI Info/Assistance			✓				
Financial Aid Info	✓	✓					

Individual Career Services	BWC T-I Adult T-I DW	VJC T-I Adult T-I DW	GYA T-I Youth	BAS T-II AEL	EDD T-III WP	DOR T-IV VR	DPSS TANF
Comprehensive Assessment		✓		✓	✓	✓	✓
Individual Employment Plan (IEP)		✓	✓		✓	✓	
Career Plan/Counsel		✓	✓	✓	✓	✓	
Short-Term Prevoc.			✓	✓		✓	
Internships/Work Experience		✓	✓	✓		✓	✓
Out-of-Area Job Search		✓				✓	
Financial Literacy		✓	✓	✓			
IET/ELA		✓		✓		✓	
Workforce Preparation		✓	✓	✓	✓	✓	

Individual Career Services	GCC – CTE Tech Ed	WDACS T-V OAA	Job Corps MTC	EDD TAA	DPSS-CSBG	Nativ Am UAII	
Comprehensive Assessment	✓	✓	✓	✓		✓	
Individual Employment Plan (IEP)	✓	✓		✓		✓	
Career Plan/Counsel	✓	✓	✓	✓		✓	
Short-Term Prevoc.	✓	✓				✓	
Internships/Work Experience	✓	✓	✓			✓	
Out-of-Area Job Search	✓		✓			✓	
Financial Literacy			✓			✓	
IET/ELA	✓						
Workforce Preparation	✓	✓	✓			✓	

Individual Career Services	GCC – ACE T-II AEL	EDD - UI	Friends Outside 2nd Chance	EDD JVSG			
Comprehensive Assessment	✓		✓	✓			
Individual Employment Plan (IEP)	✓			✓			
Career Plan/Counsel	✓			✓			
Short-Term Prevoc	✓						
Internships/Work Experience	✓						
Out-of-Area Job Search	✓						
Financial Literacy	✓						
IET/ELA	✓						
Workforce Preparation	✓			✓			

3.3 Required Consolidated Budget for the Delivery of Applicable Career Services

The other system costs budget must be a consolidated budget for applicable career services. This budget must include each of the partner's costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services.

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Assistance Fin Aid Info	$199,697	$208,878	$121,958	$43,650	$1,173,169	$ 496,986.80	$ 0
Applicable Career Services	**GCC- CTE Tech Ed**	**T-V OAA**	**Job Corps**	**Native Am. UAII**	**Second Chance**	**EDD-TAA**	
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Assistance Fin Aid Info	$9,000	$7,000			$12,000	$139,234	
Applicable Career Services	**DPSS- CSBG**	**HUD**	**EDD - UI**	**EDD-JVSG**	**GCC- ACE T-II AEL**		
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Assistance Fin Aid Info	$70,119	$13,800	$13,888	$0	$22,000		

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Individual Career Services: Comp Assessment IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA WF Prep	$465,961	$487,381	$284,568	$ 101,850	$ 712,698	$ 1,987,947.21	$1,118,285
Applicable Career Services	**GCC- CTE Tech Ed**	**T-V OAA**	**Job Corps**	**Native Am/UAII**	**Second Chance**	**YouthBuild**	**EDD- TAA**
Individual Career Services: Comp Assessment IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA WF Prep	$ 360,000	$95,000			$18,960		$ 139,234
Applicable Career Services	**DPSS- CSBG**	**HUD**	**EDD - UI**	**EDD- JVSG**	**GCC-ACE T-II AEL**		
Individual Career Services: Comp Assessment IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA WF Prep	$0	$32,200	$ 0.00	$245,936	$500,000		
Estimated Consolidated budget total of career services delivered through the One-Stop system: $9,094,115.87							

4. MISCELLANEOUS

4.1 Headings.
The subject headings of the paragraphs of this Phase II MOU are included for purposes of convenience only and shall not affect the construction or interpretation of any of the provisions herein.

4.2 Counterparts.
This Phase II MOU may be signed by the parties in different counterparts, which together shall constitute one Agreement, even though all parties may not have signed the same counterpart.

4.4 Amendments.
No provisions of this Phase II MOU may be amended or modified in any manner whatsoever except by an agreement in writing duly authorized by representatives of the parties.

4.5 Governing Law and Jurisdiction.
A. California's laws govern this Phase II MOU's construction and interpretation. Unless this Phase II MOU provides otherwise, any reference to laws, ordinances, rules, or regulations include their later amendments, modifications, and successor legislation.

B. If Partners or VWDB brings a lawsuit to enforce or interpret one or more provisions of the Phase II MOU, jurisdiction is in the Superior Court of the County of Los Angeles, California, or where otherwise appropriate, in the United States District Court, Central District of California. Partners and VWDB acknowledge that the Phase II MOU was negotiated, entered into, and executed in the City of Glendale, California.

4.6 Waiver of Breach.
The waiver by any party of a breach by another party of any of the provisions of this Phase II MOU shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Phase II MOU.

4.7 Further Assurances.
Upon VWDB's request at any time, each Partner shall promptly:

A. Take further necessary action; and

B. Sign, acknowledge, and deliver all additional documents as may be reasonable, necessary, or appropriate to carry out this Phase II MOU's intent, purpose, and terms.

4.8 Assignment.
A. This Phase II MOU does not give any rights or benefits to anyone, other than to VWDB and the Partners. All duties, obligations, and responsibilities under this Phase II MOU are for the sole and exclusive benefit of VWDB and the Partners, and are not for the benefit of another person, entity, or organization. Without VWDBs prior written authorization, the Partners shall not do any one or more of the following:

i. Assign or transfer a right or interest— whether in whole, in part, temporarily, or otherwise— in this Phase II MOU; or

ii. Delegate a duty or obligation owed— whether in whole, in part, temporarily, or otherwise— under this Phase II MOU.

B. Any actual or attempted assignment of rights or delegation of duties by an Partner, without VWDB's prior written authorization, is wholly void and totally ineffective for all purposes; and does not postpone, delay, alter, extinguish, or terminate the Partner's duties, obligations, or responsibilities under this Phase II MOU.

C. If VWDB consents to an assignment of rights, or a delegation of duties, or both, the Partner's assignee or legal representative shall agree in writing to personally assume, perform, and to be bound unconditionally by the covenants, obligations, terms, and conditions in this Phase II MOU.

4.9 Notices

Any notice required or permitted to be given by any party to this Phase II MOU shall be deemed given upon personal delivery to the other parties or two (2) days after being deposited in the United States mail, postage prepaid, first class mail addressed to the other parties at the following addresses, or to such other address as the parties may provide by written notice given in accordance herewith:

VWDB: City of Glendale
Workforce Development Administration
1255 South Central Avenue
Glendale, CA 91204
Attn: Judith Velasco
Telephone: (818) 548-2053
Fax: (818) 409-0463
Email: Jvelasco@Glendaleca.gov

The Partners: Each Partner's address as identified on the signature page below.

4.10Representations – Authority.

Each Partner represents that:

A. They have read this Phase II MOU, fully understand its contents, and have received a copy of it;
B. They have the full power to enter into and perform this Phase II MOU and to make the grant of rights contained in this Phase II MOU;
C. Through their duly authorized representative, they are authorized to sign this Phase II MOU, and they are bound by its term; and
D. They have executed this Phase II MOU on the date opposite their signature.

4.11 Entire Agreement.

This Phase II MOU, and the Phase I MOU previously executed by the parties, and all items incorporated herein contain all of the agreements of the parties with respect to the matters contained herein, and no prior agreement or understanding pertaining to any such matter shall be effective for any purpose. The parties further warrant and represent that they have not relied on any inducements, promises or representations made by any party or its representative, or any other person, except for those expressly set forth herein.

IN WITNESS WHEREOF, the parties have executed this Phase II MOU as of the day and year last written below.

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures: Chief Elected Official

_____	_____
Signature	Date

Vrej Agajanian
Name (Printed)

Mayor
Title

City of Glendale
Colocated Partner

613 E. Broadway	Glendale	CA	91206
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Ara Aslanian
Name (Printed)

Chairperson
Title

Verdugo Workforce Development Board
Colocated Partner

1255 S. Central Ave.	Glendale	CA	91204
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Cesar A. Valladares
Name (Printed)

Deputy Division Chief, Los Angeles/Coastal Workforce Services Division
Title

Employment Development Department
Colocated Partner

1255 S. Central Ave.	Glendale	CA	91204
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____ _____

Signature Date

Karine Grigoryan
Name (Printed)

Executive Director
Title

Glendale Youth Alliance
Colocated Partner

1255 S. Central Ave.
Street Address City State Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Tom Fitzwater
Name (Printed)

Center Director
Title

Management and Training Corporation-Job Corps
Organization

1031 Hill Street	Los Angles	CA	90015
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Brady Griffin
Name (Printed)

Human Resources Manager
Title

City of Burbank,
Burbank Workforce Connection
Organization

301 E. Olive Avenue	Burbank	CA	91502
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Maria Chuayiuso _____
Name (Printed)

Employment Development Administrator
Title

State of California,
Employment Development Department
Unemployment Insurance
Organization

P.O. Box 1041	Atwood	CA	92811
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Dr. David Viar
Name (Printed)

Superintendent/President
Title

Glendale Community College District
Organization

1500 N. Verdugo Rd.	Glendale	CA	91208
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Melissa Younesian
Name (Printed)

Manager
Title

City of Glendale,
Verdugo Jobs Center
Organization

1255 S. Central Ave.	Glendale	CA	91204
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____ _____

Signature Date

Wan Chun Chang
Name (Printed)

District Administrator
Title

State of California,
Department of Vocational Rehabilitation
Organization

Street Address City State Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Otto Solorzano
Name (Printed)

Director
Title

Los Angeles County,
Workforce Development,
Aging and Community Services
Organization

3175 W. 6th Street	Los Angeles	CA	90020
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Antonia Jiménez
Name (Printed)

Director
Title

Los Angeles County,
Department of Public Social Services
Organization

12820 Crossroads Parkway South,	City of Industry	CA	91746
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Mary Weaver
Name (Printed)

Executive Director
Title

Los Angeles County,
Friends Outside
Organization

261 E. Colorado Blvd. #217	Pasadena	CA	91101
Street Address	City	State	Zip

Signatures:

In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

Luis Cervantes
Name (Printed)

Chief Executive Officer
Title

United American Indian Involvement
Organization

1125 W. 6th Street Suite 205	Los Angeles	CA	90017
Street Address	City	State	Zip

Signatures:
In witness thereof, the Parties execute this Phase II MOU.

Signatures:

_____	_____
Signature	Date

John Paramo
Name (Printed)

Assistant Superintendent Educational Services~~Director of Secondary Education~~
Title

Burbank Unified School District,
Burbank Adult School
Organization

3811 Allan Ave.	Burbank	CA	91505
Street Address	City	State	Zip

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	July 16, 2020
SUBJECT:	Approval of Authorization of Signatures

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.

Fiscal Impact:
None.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services recommends that the Board of Education approve the authorization of signatures, for the period of July 17, 2020 through June 30, 2021, as presented.

Document and/or Transaction	Approved/Authorized by:	
	Name	Title
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	Debbie Kukta	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	Sharon Cuseo	Assistant Superintendent, Instructional Services
authorized to sign instructional services related contracts and invoices	John Paramo	Assistant Superintendent, Educational Services
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	**Title**
Peter Knapik	Director, Elementary Education
Stacy Cashman	Director, Student Services
Tamara Schiern	Director, Special Education
Rick Vonk	Interim Director, Technology Services
Kathy Sessinghaus	Director, Food Services
Stephanie Fields	Children's Center Coordinator

Principals	**School Site**
Molly Hwang	Disney Elementary
Laura Flosi	Edison Elementary
Jennifer Kaitz	Emerson Elementary
Martha Walter	Harte Elementary
Sandra DeBarros	Jefferson Elementary
Liz Costella	McKinley Elementary
Judy Hession	Miller Elementary
Jennifer Culbertson	Providencia Elementary
Matthew Osmond	Roosevelt Elementary
Jill Johnson	Stevenson Elementary
Brandi Young	Washington Elementary
Jennifer Meglemre	Jordan M.S.
Oscar Macias	Luther M.S
Greg Miller	Muir M.S.
Thomas Crowther	Burbank H.S.
Deborah Madrigal	John Burroughs HS
David Guyer	Monterey H.S.
Emilio Urioste	Adult School

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	July 16, 2020
SUBJECT:	Approval of Agreement for Professional Services, Actuarial Study (General Fund)

Background:

The Governmental Accounting Standards Board (GASB) periodically issues standards meant to improve the manner in which financial accounting is carried out and reported. Statements 43 and 45 were issued in 2004 in their final form and require public employers to perform an actuarial valuation to measure and disclose the value of the liability for providing retiree health care benefits. This valuation must be updated for a district the size of Burbank Unified School District every two years.

Discussion/Issues:

The firm of Pacific Crest Actuaries, LLC (PCA) will prepare the current report based on information as of July 1, 2020.

Fiscal Impact:

The flat fee for this service will be $5,500 and is all-inclusive based on the scope of the project outlined above. No other expenses would be charged to the project, except an on-site presentation to the District's Board. PCA would charge an additional $500 for a Board presentation, to be made at the District's option.

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Pacific Crest Actuaries, LLC to perform an actuarial study, not to exceed $6,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund), effective July 17, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

SPECIAL SERVICES AGREEMENT

THIS AGREEMENT is effective July 17, 2020, and is made by and between Pacific Crest Actuaries, LLC, hereinafter referred to as "CONTRACTOR," and the Burbank Unified School District, hereinafter referred to as "District." DISTRICT and CONTRACTOR shall be collectively referred to as the Parties.

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advise in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, DISTRICT is in need of special services and advice in business, financial, economic, accounting, engineering, or administrative matters; and

WHEREAS, CONTRACTOR is specially trained, experienced, and competent to provide the special services and reports required.

NOW, THEREFORE, the parties hereto agree as follows:

1. Scope of Work. CONTRACTOR shall provide the actuarial services in accordance with CONTRACTOR's document entitled "GASB 75 Scope and Fees 2020-22", attached. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement. CONTRACTOR'S services are to be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principals and practices of his/her profession.

   The DISTRICT will prepare and furnish to the CONTRACTOR upon request such information as is reasonably necessary to the performance of the CONTRACTOR to this Agreement.

2. Term. CONTRACTOR will commence providing services under this Agreement upon notification of Board approval, and will diligently perform as required and complete said performance within 6 calendar weeks following receipt of all requested data from the DISTRICT, subject to termination as set forth in this Agreement. CONTRACTOR shall be obligated to perform such duties as would normally extend beyond this term including, but not limited to, obligations with respect to indemnification, audits, reporting, and accounting.

3. Compensation. DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to Section 1 of this Agreement a total fee of exactly six thousand dollars ($6,000). DISTRICT shall pay five thousand, five hundred dollars ($5,500) of this total fee to the CONTRACTOR within thirty (30)

days of the DISTRICT's receipt of a draft actuarial report and invoice from CONTRACTOR, with the balance of five hundred dollars ($500) due within thirty (30) days of the DISTRICT's receipt of an invoice from the CONTRACTOR for a completed on-site presentation, to be made at the DISTRICT's option. If the DISTRICT chooses not to request the on-site presentation, the total fee for all services under this contract will be five thousand, five hundred dollars ($5,500). DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT. DISTRICT may withhold or delay any payment should CONTRACTOR fail to comply with any of the provisions set forth in this Agreement. CONTRACTOR shall have the reasonable expectation of receiving all requested data from the DISTRICT that CONTRACTOR requires in order to perform services hereunder.

4. Independent Contractor. CONTRACTOR, in performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this Agreement. CONTRACTOR assumes full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR'S employees.

5. Duty to Provide Fit Workers. CONTRACTOR shall at all times enforce strict discipline and good order among its employees and shall not employ on work any unfit person or anyone not skilled in work assigned to such person. It shall be the responsibility of CONTRACTOR to ensure compliance with this section. Any person in the employ of the CONTRACTOR whom DISTRICT may deem incompetent, unfit intemperate, troublesome or otherwise undesirable shall be excluded from the work site and shall not again be employed onsite without written consent of DISTRICT.

6. Copyright. CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of DISTRICT and cannot be used without DISTRICT'S express written permission. DISTRICT shall have all right, title, and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT.

7. Hold Harmless. CONTRACTOR agrees to and shall hold harmless and indemnify the DISTRICT, its Governing Board, and its officers, agents, and

employees from every claim or demand made and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage or expense sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR upon or in connection with the services called for in this agreement except for liability for damages referred to above which result from the sole negligence or willful misconduct of the DISTRICT, its Governing Board, and its officers, employees, or agents.

(b) Any injury to or death of persons or damage to property, sustained by any persons, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with the services covered by this Agreement, whether said injury or damage occurs either on or off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT, its officers, employees, or agents.

The CONTRACTOR, at CONTRACTOR'S expense, cost and risk, shall defend any and all actions, suits, or other proceeding that may be brought or instituted against the DISTRICT, its Governing Board, and its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, and its officers, agents, or employees in any action, suit, or other proceedings as a result thereof.

8. Records. CONTRACTOR shall prepare and maintain accurate and complete financial records of its costs as they relate to the services provided by this Agreement. Financial records shall be retained for at least four (4) years from the date of final payment or until audit findings are resolved, whichever is longer. CONTRACTOR will maintain the confidentiality of all records, including billings, in accordance with all applicable County, State, and Federal statutes and regulations. CONTRACTOR shall inform all its officers, employees, and agents of their responsibility for maintaining the confidentiality provisions of this section.

9. Inspection and Audit. DISTRICT shall have access for the purpose of auditing or examining any records of CONTRACTOR pertinent to this Agreement. CONTRACTOR shall maintain records of services provided and financial records for a period of four (4) years, unless such period is waived by DISTRICT.

10. Termination. DISTRICT may, at any time, with or without reason, terminate this Agreement and compensate CONTRACTOR only for services

rendered to the date of termination. Written notice by the DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.

11. Assignment. The obligations of the CONTRACTOR pursuant to this Agreement shall not be assigned by the CONTRACTOR.

12. Compliance with Applicable Laws. The services completed herein must meet approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment and personnel engaged in services covered by this Agreement or accruing out of the performance of such services.

13. Employment with Public Agency. CONTRACTOR, if an employee of another public agency, certifies that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually performed pursuant to this Agreement.

14. Nondiscrimination. CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sect of such persons. SUBCONTRACTOR agrees to employ persons solely on the basis of merit without regard to race, religion, color, gender, national origin, sexual preference, medical condition, marital status, ancestry, age or physical or mental handicap.

15. Insurance.

Prior to commencement of work, CONSULTANT shall purchase and maintain the following types of insurance for minimum limits indicated during the term of this Agreement:

A. Commercial General Liability: $1,000,000 per occurrence and $2,000,000 annual aggregate covering bodily injury, personal injury and property damage.

B. Workers Compensation: Statutory coverage, if and as required according to the California Labor Code, including Employers' Liability limits of $1,000,000 per accident.

C. Professional Liability: $2,000,000 limit per occurrence and $2,000,000 annual aggregate limit covering CONSULTANT'S wrongful acts, errors and omissions.

16. Tobacco Use Policy. In the interest of public health, DISTRICT provides a tobacco-free environment. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted for by the DISTRICT. Failure to abide with conditions of this policy could result in the termination of this Agreement.

17. Notice. All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. As of the date of this Agreement, the addresses of the parties are as follows:

CONTRACTOR: Pacific Crest Actuaries, LLC
21006 Devonshire, Suite 205
Chatsworth, CA 91311
Attn: Louis Filliger, Owner & Actuary

DISTRICT: Burbank Unified School District
1900 West Olive
Burbank, CA 91506
Attn: David Jaynes, Assistant Superintendent

18. Non Waiver. The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

19. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

20. Attorney Fees/Costs. Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorney's fees.

21. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Los Angeles County, California.

22. Entire Agreement/Amendment. This Agreement and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement.

IN WITNESS WHEREOF, the Parties hereto set their hands.

CONTRACTOR:	DISTRICT: Burbank USD
T Louis Filliger	
(Signature, Authorized Representative)	(Signature, Authorized Representative)
T. Louis Filliger	Debbie Kukta
Signer's Name	Name
Owner & Actuary	Assistant Superintendent
Title	Title
81-4642259	
(Taxpayer Identification Number)	
6/10/2020	
(Date)	(Date)

PCA
Pacific Crest Actuaries

Scope of Work

Pacific Crest Actuaries (PCA) will provide Burbank Unified School District with an actuarial report as of July 1, 2020, setting forth all liabilities of the postretirement health benefit program, including a 50-year projection of the District's expenditures under the plan. Our report will contain the following information:

- Disclosure of the Total OPEB Liability, Fiduciary Net Position, Net OPEB Liability, deferred inflow and outflow of resources, sensitivity analysis, and annual OPEB expense in a format that complies with the GASB Other Postemployment Benefits (OPEB) accounting standard (GASB 75), for the fiscal years ending June 30, 2021 and 2022;
- Projected annual pay-as-you-go District expenditures for the next 50 years;
- Recommended level annual funding amounts, to pre-fund the obligations as a flat dollar amount, a constant percent increase each year, or a level percent of unfunded liability;
- Reconciliation of Accrued Liability with prior actuarial report;
- Breakout of valuation results components by classification and by employee or retiree; and
- Summary of plan provisions, actuarial assumptions, and certification.

In addition to the report, and without further charge, we provide ongoing assistance in the preparation or review of GASB 75 footnote disclosures (including required roll-forwards) at the time the District prepares its financial statements, through the June 30, 2022 fiscal year-end.

Fees

Our flat fee for the services listed above (including telephone support to explain and discuss the report and letter) will be $5,500, and is all-inclusive based on the scope of the project outlined above. No other expenses would be charged to the project, except as noted in the next section.

Services not included in basic fee

The $5,500 does not include the cost (including any direct expenses) of an on-site presentation to the District's Board. We would charge an additional $500 for a Board presentation, to be made at the District's option. We do not provide bound printed copies of reports.

Lou Filliger, FSA, MAAA, Actuary
Pacific Crest Actuaries, LLC
E-mail: lfilliger@pcactuaries.com

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 16, 2020
SUBJECT:	Approval of Agreement– Grand Canyon University

Background
The purpose of the Student Teaching Agreement with Grand Canyon University is to provide students with field experience through practice in schools and classes. Qualified students will assume teaching responsibility for their classroom.

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 Grand Canyon University, which expands the pool of qualified teachers. 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 Teaching Agreement between the Burbank Unified School District and Grand Canyon University to provide educational field experience, effective July 17, 2020 through July 17, 2023 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.

Student Teaching Affiliation Agreement Between GCU and Burbank Unified School District

1. **PARTIES:** This agreement is entered into on this 17th day of July by and between Grand Canyon University (GCU) and Burbank Unified School District located at 1900 W. Olive Ave, Burbank, CA 91506. Hereafter referred to as the "District."
2. **PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which students of GCU may participate in Student Teaching Internships, Practicum and Observations at the schools located in the District.
3. **TERM:** The term of this Agreement begins July 17, 2020 and ends July 17, 2023.
4. **COMPLIANCE WITH HANDBOOK AND POLICY:** GCU and GCU's participating students shall comply with all policies of the University and District. Students accepted to the District for clinical training shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of students to the District, GCU will advise students of any specific requirements that must be met to participate in the clinical. These specific requirements are outlined in GCU's student teaching manual. Failure to complete the requirements will result in non-placement of students.
5. **COOPERATING TEACHERS:** The District shall provide qualified Cooperating Teachers to provide oversight, feedback and mentoring to GCU's participating students. Quality standards and service expectations for Cooperating Teachers are outlined in Exhibit A. GCU shall pay a $500 stipend to Cooperating Teachers per each sixteen (16) week session of full-time service. Longer or shorter assignments will be assessed on a pro-rated basis.Compensation will not be provided for practicum courses. The stipends contemplated herein are to be paid directly to the Cooperating Teacher. Should stipends be a lesser amount than those of the district, the participating student shall pay the difference. Stipend will be paid upon the completion of the student teaching semester providing all paperwork has been submitted. The relationship between Cooperating Teachers and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of his/her own state and federal income tax and self-employment tax as applicable.
6. **CONFIDENTIALITY:** GCU shall inform each participating student of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating student of any applicable state law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher that he/she is bound to maintain in confidence, any documents or other confidential information about GCU to which he/she might have access. Any breach of confidentiality by a participating Student or Cooperating Teacher shall be grounds for immediate termination of the clinical experience.
7. **INDEMNIFICATION AND HOLD HARMLESS:** Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide participating students with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.
8. **ASSIGNMENT:** The provisions of this agreement shall insure to the benefit of, and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.
9. **NOTICES:** Notices under this agreement shall be mailed or delivered to the parties as follows:

University
Dr. Kimberly LaPrade
Dean, College of Education
Grand Canyon University
3300 W. Camelback Road
Phoenix, Arizona 85017

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

10. **MODIFICATION OF AGREEMENT:** This agreement may be modified only by written amendment executed by all parties.
11. **TERMINATION:** Either party, upon thirty (30) days written notice to the other party, may terminate this agreement.

12. **PARTNERSHIP/JOINT VENTURE/EMPLOYMENT:** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.

13. **NONDISCRIMINATION:** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

14. **RESPONSIBILITIES OF GCU**

A. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, to take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating student.

B. GCU agrees to comply with all federal, state and local statutes and regulations applicable to the operation of the Agreement, including without limitations, laws relating to the confidentiality of student records.

C. GCU requires that all students who must enter a FIELDWORK SITE provide us with a current and clear copy of a background check. Students will be prohibited to move forward until this document is received.

D. GCU will maintain in full force and effect, at its sole expense and written by carriers acceptable to District:

i. Commercial General Liability (Minimum Requirements):

Limits of Liability:
$1,000,000 Combined Single Limit
$2,000,000 General Aggregate
$1,000,000 Products Aggregate
$1,000,000 Personal Injury
$5,000 Medical Payments

Coverage:
Premises/Operation Liability
Medical Payments Liability
Contractual Liability
Personal Injury Liability
Independent Contractors

ii. Professional Liability, as related to Educational Services

Limits of Liability:
$1,000,000 each wrongful act
$1,000,000 aggregate

iii. Certificates of Insurance:

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

Grand Canyon University

By: Dr. Kimberly LaPrade
(Signature)

Name: Dr. Kimberly LaPrade

Title: Dean, College of Education

Date: 6/15/2020

By: _____
(Signature)

Name: Sarah Niemann, Ed.D.
(Please print or type)

Title: Assistant Superintendent, Human Resources
(Please print or type)

Date: _____

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 16, 2020
SUBJECT:	Ratification of Apex Licensing Agreement for 2020-2021

Background:
The Burbank Unified School District uses APEX Learning in its secondary schools for both initial credit and credit recovery programs. Currently, the District purchases 300 licenses a year. This new agreement enables the District to purchase a District-wide license that covers all of its secondary students. This is a great support for the District as plans are being developed for reopening schools in the fall. The plan will include distance learning, either in a hybrid model (instructional time split between school and home) or a 100% distance learning model. APEX Learning is the primary curriculum for the Independent Learning Academy (ILA) and will continue to be so. For the comprehensive secondary schools, APEX is a full curriculum to draw from in order to support their core programs, but does not replace it.

District Wide Goals for 2019-2020:
1. Improve learning and achievement for targeted subgroups of students.
2. Improve learning and achievement for all students.

Discussion/Issues:
As the District continues to plan for reopening school in the fall, the APEX licenses are a tool that will help to support teachers in either the hybrid or 100% distance learning model. The curriculum is in current use in the District at multiple sites, including the Independent Learning Academy.

Fiscal Impact:
The cost of the licenses is $86,073.00 and will be paid for out of Instructional Lottery and LCAP Supplemental Funds. This is an increase of $41,073 over the prior year, but covers all secondary students,

Recommendation:
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the APEX Learning Licensing Agreement for 2020-2021school year, effective July 1, 2020 through June 30, 2021 and that authority to sign the application be exercised pursuant to BUSD – AR 3314, as presented.

Apex Learning®

1215 Fourth Ave, Suite 1500
Seattle, WA 98161

Quote Number 00006452

6/19/2020

Burbank Unified School District
1900 W Olive Ave
Burbank, CA 91506-2438
United States

Digital Curriculum Solution

Product Description	One-time Discount (%)	Total Price
Courses: Unlimited enrollments for all students district wide	35.00	$86,073.00
	Grand Total	$86,073.00

Order Period

Order Start Date 7/1/2020 Order End Date 6/30/2021

Prices above do not include any applicable sales or other taxes. Prices for the Expand to District Wide promotion are valid through 7/31/2020. Access must begin prior to 10/1/2020. Additional purchases after the order end date may be subject to an annual price increase.

The purchase of the digital curriculum solution in this quote is subject to the Apex Learning Terms & Conditions available at: https://www.apexlearning.com/ClientAT.

Please email the signed quote and a purchase order to salesdocs@apexlearning.com or fax to (206) 381-5601.
Thank you for your consideration of an Apex Learning digital learning solution.

Your Apex Learning Account Executive,

Armine Movsesyan

Quote Acceptance

Signature: Sharon Cuseo Date: 7.1.2020

Printed Name: Sharon Cuseo Title: Asst. Superintendent

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Construction and Operations Secretary
DATE:	July 16, 2020
SUBJECT:	Amendment of Agreement for Professional Services, Amtech Elevator Services, District-Wide Elevator Inspection and Maintenance (Restricted Maintenance)

Background:

In an effort to revise the scope of work and to decrease the cost being spent on Elevator Inspection and Maintenance, the District opened up the bidding process. Bid proposals were due on July 18, 2019.

The bidding results are as follows:
A-Tech Elevator: $4,625/ month; $185/hr regular; $280/hr overtime
Amtech: $4,490 month; $255/hr regular; $510/hr overtime

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:

Amtech Elevator Services has been successfully providing these services to the District for the last ten years. This master agreement combines the previous Master Maintenance Agreement and Oil & Grease Service Agreement into one which will include the examination, adjustments, cleaning, lubrication, load tests, monthly fire service tests (elevators) as set forth in this agreement along with the required support documentation to maintain the District's annual operating permits for said equipment. This agreement will provide service for 24-hydraulic elevators and 15-wheel chair lifts (including 1 stair climber). The bid for Amtech Elevator Services came in $12,632 less than the previous contracted amount and will be renewed on an annual basis.

The original agreement did not include an accurate list of conveyances therefore, four (4) wheelchair lifts are being added to the agreement to cover all the conveyances throughout Burbank Unified School District.

Financial Impact:

$54,329 (Restricted Maintenance)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services recommends that the Board of Education amend the agreement between Burbank Unified School District and Amtech Elevator Services for a District-Wide Master Maintenance Agreement for the inspection and maintenance of all elevators and wheelchairs, not to exceed $54,329 (01.0-81500.0-00000-81100-5631-752-3100) restricted maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The Agreement was amended to add four (4) wheelchair lifts, total of $499, that was not included in the original Board report on August 15, 2019. This amended report changed the not to exceed amount from $53,880 to $54,329.

AMTECH Elevator Services

3041 Roswell Street
Los Angeles, CA 90065
Phone# 323-478-2100
Fax# 323-478-2130
License # 737286

June 22, 2020

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

RE: Elevator Service Contract Extension – Contract Number, DVA07909

Dear Valued Customer:

The purpose of this addendum has two (2) parts, detailed below.

One, to extend the existing elevator and wheel chair lift Service Agreement between Burbank Unified School District and Amtech Elevator for an additional year from July 1, 2020 to June 30, 2021.

Two, add four (4) wheel chair lifts that were left off the original unit list to the Agreement. The pricing for the Service Agreement will increase by $449.00 to cover these additional lifts.

Wheel Chair Lift (1) at 3700 Jeffries Avenue
Wheel Chair Lift (1) at 420 Mariposa Street
Wheel Chair Lift (1) at 1111 Kenneth Road, auditorium
Wheel Chair Lift (1) at 2322 N. Lincoln Avenue, auditorium

All other terms and conditions of the Service Agreement shall remain unchanged.

This addendum will become binding effective the date it is signed, as a modification to the existing contract. All other terms and conditions and obligations in the contract referred to are to remain in full force and effect.

Please sign and fax this letter back to me at 860-622-6331. We will return a fully executed copy for your records.

Please feel free to call me with any questions at (323) 478-2100. We certainly appreciate your business and look forward to continuing our successful business partnership.

Sincerely,

Steve Park

Account Manager

Accepted

Customer Approval by authorized building/contract representative	**Amtech Elevator Services**
6/29/2020 Date	06.29.2020 Date
Signed	Kyle C Addison Signed
Larry Cross Print Name	Kyle Addison Print Name

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:	July16, 2020
SUBJECT:	Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2019-2020

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 2019-2020 school year. There is no incidents 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 2019-2020, Report Summary No. 4, April 1 through June 30, 2020 as presented.

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

Williams Lawsuit Settlement
Quarterly Report on Uniform Complaints 2019-2020

District Name: Burbank Unified School District Date: July 16,2020

Person completing this form: John Paramo Title: Asst. Sup. Ed. Services

Quarter covered by this report (Check One Below):

☐	1st QTR	July 1 to September 30	Due 18-Oct 2019
☐	2nd QTR	October 1 to December 31	Due 17- Jan 2020
☐	3rd QTR	January 1 to March 31	Due 17-Apr 2020
☑	4th QTR	April 1 to June 30	Due 17-Jul 2020

Date for information to be reported publicly at governing board meeting: July 16, 2020

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	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

Print Name of District Superintendent Matt Hill

Signature of District Superintendent _____ Date July 16, 2020

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@lacoe.edu

Rev. 07-30-19