BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

Thursday, April 9, 2026

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

Burbank Unified School District
1900 W. Olive Avenue
Third Floor - Board Room
Burbank, California

AGENDA

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

1. CALL TO ORDER

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/XrYpZ7M2hMb1LJCS7 3pm on Wednesday, April 8th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

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

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

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

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

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

3.b Conference with Legal Counsel - Existing Litigation Pursuant to Government Code Â§54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960010909, 960031112, 960037940 and 960042924

3.c Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Â§54956.9 (d)(2): One potential case

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

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

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. PRESENTATIONS / RECOGNITIONS

8.a Adult School Updates
BAS - Presentation - Board meeting - April 6. Standard.pdf

9. REPORTS FROM THE BOARD AND STAFF

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

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

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

10. REQUESTS TO ADDRESS THE BOARD

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

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

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

11. REPORTS TO THE BOARD

11.a Report on 2026 CAASPP Testing
Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services will report to the Board of Education on 2026 CAASPP Testing.
Report on 2026 CAASPP Testing 040626.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 31 Proclaiming April 24, 2026 as the Burbank Unified School Districts Day of Commemoration of the Armenian Genocide of 1915-1923
Peter Knapik, Assistant Superintendent of Educational Services recommends that the Board of Education adopt Resolution 31 Proclaiming April 24, 2026, as the Burbank Unified School Districts Day of Commemoration of the Armenian Genocide of 1915-1923, as presented.
Armenian_Genocide_Day_Resolution_4_9_26.pdf

12.b Adoption of Resolution 32 Proclaiming May 6, 2026 as Day of the Teacher and May 4, 2026 through May 8, 2026 as Burbank Unified School District Teacher Appreciation Week
Human Resources Services, recommends that the Board of Education adopt Resolution 32 Proclaiming May 6, 2026 as Day of the Teacher and May 4, 2026 through May 8, 2026 as Burbank Unified School District Teacher Appreciation Week, as presented.
Adoption of Resoluton 32 Proclaiming May 6, 2026 as Day of the Teacher and May 4, 2026 through May 8, 2026 as Burbank Unified School District Teacher Appr Week.pdf

12.c Adoption of Resolution 33 Proclaiming May 1, 2026 as School Lunch Hero Day
Human Resources Services, recommends that the Board of Education adopt Resolution 33 Proclaiming May 1, 2026 as School Lunch Hero Day, as presented.
Adoption of Resolution 33 Proclaiming May 1, 2026 as School Lunch Hero Day.pdf

12.d Adoption of Resolution 34 Proclaiming May 6, 2026 as School Nurse Day
Human Resources Services, recommends that the Board of Education adopt Resolution 34 Proclaiming May 6, 2026 as School Nurse Day, as presented.
Adoption of Resolution 34 Proclaiming May 6, 2026 as School Nurse Day.pdf

12.e Adoption of Resolution 35 Proclaiming the Week of May 4, 2026 through May 8, 2026, as Substitute Teacher Appreciation Week
Human Resources Services, recommends that the Board of Education adopt Resolution 35 Proclaiming the Week of May 4, 2026 through May 8, 2026, as Substitute Teacher Appreciation Week, as presented.
Adoption of Resolution 35 Proclaiming the week of May 4, 2026 through May 8, 2026, Substitute Teacher Appreciation Week.pdf

12.f Approval of Agreement with Ecolab Inc. for EcoSure SureSight Food Safety Assessment Services (Cafeteria Fund â€“ Fund 13)
Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Ecolab Inc. for EcoSure SureSight food safety assessment services, effective April 10, 2026, through April 9, 2027, not to exceed $22,644 annually (13.0-53100.0-00000-37000-4410-7490000), with automatic annual renewal unless terminated in accordance with the agreement, and authorize execution of the agreement pursuant to BUSD AR 3314.
Ecosure Agreement 040926.pdf

12.g Approval of Professional Services Contract, Flewelling & Moody, Pool Storage Building and Shade Structure Burbank High School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Flewelling & Moody for the Pool Storage Building and Shade Structure at Burbank High School, effective April 10, 2026 through April 9, 2027, not to exceed $34,800.00, including reimbursables (210-00000.0-81500-85000-6205-431-0000-0000) Measure ABC Bond Fund, and that the authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
PSA_FlewellingMoody_BHS_Pool Storage_Bond.pdf

12.h Amendment of Purchase from The Garland Company Inc., Roofing Material, Summer 2026 Roofing Project, Bret Harte Elementary School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education amends the purchase from The Garland Company, Inc. for roofing materials for the Summer 2026

Roofing Project at Bret Harte Elementary School, not to exceed $755,983.69 (210-00000-0-00000-85000-4310-205-0000-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Note: This amendment is to correct the purchase amount as the quote that was board approved on March 5, 2026, for $546,067.23 was for the alternative roofing option and not the 40-year warranty option on all the roofs. The District decided to move forward with the 40 year warranty instead, bringing the not to exceed amount to $755,983.69.
4-9 Amend_CMAS_Garland_Harte_ABCBond.pdf

12.i Amendment of Purchase from The Garland Company Inc., Roofing Material, Summer 2026 Roofing Project, Providencia Elementary School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education amends the purchase from The Garland Company, Inc. for roofing materials for the Summer 2026 Roofing Project at Providencia Elementary School, not to exceed $566,311.07 (210-00000-0-00000-85000-4310-213-0000-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Note: This amendment is to correct the purchase amount as the quote that was board approved on March 5, 2026, for $406,774.37 was for the alternative roofing option and not the 40-year warranty option on all the roofs. The District decided to move forward with the 40 year warranty instead, bringing the not to exceed amount to $566,311.07.
4-9 Amend_CMAS_Garland_Prov_ABCBond.pdf

12.j First Reading of Revised Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board s first reading of the proposed revision to Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements, as presented
First Reading of BP and AR 6146 High School Graduation Requirements 04.09.26.pdf

12.k Approval of Boys and Girls Club Agreement for Child Care Paid by Expanded Learning Opportunities Program from July 1, 2026 through June 30, 2027
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $1,900,000.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2026 through June 30, 2027, and that authority to sign this agreement be exercised pursuant to BUSD AR 3314, as presented.
Agreement with BGCB for ELOP Funding Child Care 2026-27 4 9 26.pdf

12.l Approval of Revised Job Description, Assistant Superintendent, Human Resources
Oscar Macias, Interim Superintendent, recommends that the Board of Education approve proposed changes to the job description for the position of Assistant Superintendent, Human Resources, as presented.
Approval Revised Job Asst Supt HR 040626.pdf

13. CONSENT AGENDA
All items on the Consent Agenda are considered by the Superintendent to be of a routine nature and are acted on with one motion. Any recommendation may be removed from the Consent

Agenda at the request of any Board member and acted on separately.

13.a Approval of Minutes
Minutes 3.16.26 UNOFFICIAL AM.pdf

13.b Approval of the 2025-2026 Purchase Order Report
Administrative Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through March 16, 2026, as presented.
2025-2026 PURCHASE ORDER REPORT.pdf

13.c Approval of Personnel Report Number 25-26-17
Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-17, covering Certificated and Classified personnel, and consisting of Pages 1 to 5 inclusive, as presented.
Personnel Report 25-26-17.pdf

13.d Ratification of University Agreement- California State University, CalState Teach
Human Resources Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and California State University, CalState Teach, to provide educational field experience for student teachers effective April 1, 2026 through until three (3) years on March 1, 2029, or until terminated by either party, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.
Ratification of University Agreement- California State University, CalState Teach.pdf

13.e Amended Agreement for Professional Services (Human Resources)
Human Resources Services, recommends that the Board of Education amend the Agreement for Professional Services between Burbank Unified School District and Alpha Interpreters, to provide American Sign Language interpreting to employees with an increase of $35,000.00 (010-00000.0-00000-72000-5850-7550000), effective August 1, 2025 through June 30, 2026, and that authority to sign the agreement be pursuant to BUSD-AR 3314, as presented.
Amended Agreement for Professional Services (Human Resources).pdf

13.f Ratification of John Burroughs High School (Overnight) Field Trip
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the John Burroughs High School SkillsUSA Teams (Overnight) Field Trip request to participate in the 59th Annual Skills USA Leadership Conference & Skills Competition Thursday, April 9, 2026, through Sunday, April 12, 2026, as presented
JBHS Skills USA Overnight Field Trip 4 9 26.pdf

13.g John Burroughs High School Construction Design Team (Overnight) Field Trip
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the John Burroughs High School Construction Design Build team (Overnight) Field Trip request to participate in the Construction Industry Education Foundation Competition Tuesday, April 21, 2026 through Thursday, April 23, 2026, as presented.
JBHS Construction design build team Overnight Field Trip 4 9 26.pdf

13.h Burbank High School Football Team (Overnight) Field Trip
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank High School Football Team (Overnight) Field Trip request to participate in an away camp in Hume, CA from Friday, May 8, 2026 through Sunday, May

10, 2026, as presented.
BHS football Team Overnight Field Trip 4 9 26.pdf

13.i Approval of Amended Agreement for Professional Services Provided by Linguabee LLC (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services recommends that the Board of Education amend an agreement between the Burbank Unified School District and Linguabee LLC, to provide interpreting and translation for Burbank students, not to exceed $241,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 18, 2025 for a total not to exceed $175,000. Due to an increase in student need, this amendment adds an additional $66,000 to the agreement for a new not to exceed total of $241,000.
SPED Professional Services Linguabee_Amendment.pdf

13.j Ratification of Agreement for Professional Services Provided by Burbank Optometric Center, Inc. for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Burbank Optometric Center, Inc., to provide a developmental vision evaluation, not to exceed $525 (01.0-65000.0-57602-11900-5850-744000) for special education student 960027543, effective March 17, 2026 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960027543 Burbank Optombetric_Ratification.pdf

13.k Approval of Memorandum of Understanding (MOU) between Burbank Unified School District Burbank Adult School and Kay Dermatology
Peter Knapik, Assistant Superintendent of Education Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District Burbank Adult School and Kay Dermatology as presented.
BAS KayDermatology Agreement 4 9 26.pdf

13.l Approval of Memorandum of Understanding (MOU) between Burbank Unified School District Burbank Adult School and Masrour & Harouni Chiropractic, Inc
Peter Knapik, Assistant Superintendent, Education Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District-Burbank Adult School and Masrour & Harouni Chiropractic, Inc., as presented.
BAS Masrour Harouni Chiro 4 16 26.pdf

13.mApproval of Amended Agreement for Professional Services Provided by Alpha Interpreting Agency, Corp. for Special Education Students
Peter Knapik, Assistant Superintendent of Education Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for deaf and hard of hearing Special Education students, not to exceed $2,075,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 18, 2025 for a total not to exceed $700,000. A second amendment was approved on December 11, 2025 to add $500,000. Due to increased need, this amendment adds an additional $875,000 for a new not to exceed amount of $2,075,000.
SPED Professional Services Alpha Interpreting_Amendment.pdf

13.n Approval of Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960042924, not to exceed $5,000 (01.0-65000.0-50010-36000-5813-7440000), March 20, 2026 through May 31, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960042924 Settlement Agreement.pdf

13.o Approval of Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960037940, at no additional cost to the district, (01.0-65000.0-50010-36000-5813-7440000), March 12, 2026 through May 27, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960037940 Settlement Agreement.pdf

13.p Approval of Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960010909, total not to exceed $26,965.26, (01.0-65000.0-50010-36000-5813-7440000), January 7, 2026 through May 27, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960010909 Settlement Agreement.pdf

13.q Approval of Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960031112, total not to exceed $80,421, (01.0-65000.0-50010-36000-5813-7440000), July 1, 2025 through August 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960031112 Settlement Agreement.pdf

13.r Approval of Instructional Consultant Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Approval of Instructional Consultants 4 9 26 redacted.pdf

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

3314, as presented.
Ratification of Instructional Consultants Consent 4 9 26 redacted.pdf

13.t Approval of Amended Agreement for Professional Services, Lozano Smith, Attorneys at Law, (General, Bond, and Special Education Funds)
Administrative Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2025 through June 30, 2026, not to exceed $503,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund) and (01.0-65000.0-50010-21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSDâ€"AR 3314, as presented.

Note: The agreement was originally ratified on September 4, 2025 for a total not to exceed $403,000. This amendment increases the amount by $100,000 (General Fund), due to the unexpected cost of ongoing cases. The new not to exceed amount is $503,000.
Lozano Smith amended 25-26 040926.pdf

13.u Approval of Award of Contract, Reliable Floor Covering Inc., CUPCCAA Bid 2526-017, Furnish and Install Flooring in Three (3) Rooms, Burbank Adult School (Adult Ed Fund)
The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Reliable Floor Covering Inc., for the CUPCCAA Bid 2526-017 Furnish and Install Flooring in Three (3) Rooms at Burbank Adult School, effective April 10, 2026 through April 9, 2027, not to exceed $28,980.00 (11.0-63910.0-41102-10000-6250-5330000) Adult Ed Fund, and that the authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
4-9 AOC_Reliable Flooring_Adult School.pdf

13.v Approval of Additive Change Order No.1, Sierra School Equipment Co., Furnish and Install New Crusader Chairs, Auditorium, Roosevelt Elementary (Gift Fund)
The Administrative Services Department recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and Sierra School Equipment Co., for the Furnish and Install of New Crusader Chairs in the Auditorium at Roosevelt Elementary, not to exceed $137,092.00 (010-90820-0-11100-10000-6405-214-0000-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The $3,000 increase, bringing the not to exceed to $137,092.00, is to include the additional labor mobilization to offload new auditorium seating product and store on auditorium stage. Sierra School Equipment Co., was notified on March 23, 2026, the site would not be ready for the installation of new seats on the previously agreed upon installation date of March 26, 2026, due to reflooring. The new auditorium seating product was already in transit by the time Sierra School Equipment Co., was informed necessitating an additional labor mobilization to offload product.
4-9 AddCO1_Sierra Equipment_Roosevelt_Gift.pdf

13.w Approval of Renewal of Agreement with NTT for Cisco Flex Licenses (General Fund)
The Technology Services Department recommends that the Board of Education approve the renewal of agreement with NTT for Cisco Flex Licenses, not to exceed $315,658.08 (01.0-00000.0-00000-77000-5840-7730000) (General Fund), effective May 17, 2026 through May

17, 2029, and that authority to sign the agreement be exercised pursuant to BUSD 3314, as presented.
Approval_Renewal Agreement_NTT Flex_040926.pdf

13.x Ratification of Agreement for Professional Services Provided by SoCal Psychology Center for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and SoCal Psychology Center, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960043433, effective March 26, 2026 through December 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960043433 SoCal Psychology Center_Ratification.pdf

13.y Ratification of Reimbursement to Parent for Transportation (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education student 960045365 to visit student who attends a Non Public School (NPS) outside the local area and per their IEP, not to exceed $4,000, effective March 10, 2026 through September 11, 2026, (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 960045365 Parent Reimbursement_Ratification.pdf

13.z Ratification of Agreement for Professional Services Provided by Karen Lynn Epport, Ph.D. (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Karen Lynn Epport, Ph.D., to provide a psychoeducational and speech and language IEE, not to exceed $10,000 (01.0-65000.0-57602-11901-5850-744000) for Special Education student 960039691, effective March 24, 2026 through December 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960039691 Dr. Karen Epport_Ratification.pdf

14. REPORTS FROM BOARD MEMBERS

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

15. ADJOURNMENT

BURBANK ADULT SCHOOL

Shaping The Future Together!

Changing People's Lives!



BURBANK ADULT SCHOOL ON KTLA



Total Enrollment

Academic (HS diploma, GED, HiSET)
Career Technical Education (CTE)
English As a Second Language (ESL)
Family Success Initiative (FSI)

4,327

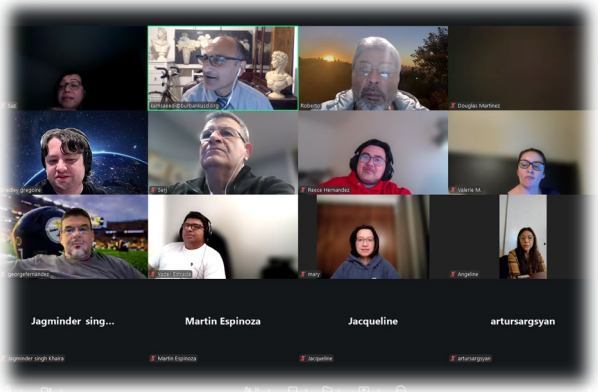






New Career Technical Education Classes

Cybersecurity online – AM and PM



Culinary Arts (I, II and III)



Emergency Medical Responder



Medical Classes – Report

Spring 2024, Fall 2024
Spring 2025, Fall 2025

- Medical Terminology: 130
- Medical Billing and Coding: 100
- Medical Receptionist: 53
- Pharmacy Technician: 120
- Certified Nurse Assistant: 55
- Physical Therapist: 42
- Clinical Medical Assistant: 52 (two semester ONLY)







WHERE DO WE GO FROM HERE?

Embrace Change!
Aiming At Getting Better Every Day!

Expand the healthcare field:

- Vocational Nursing Program
- Surgical Technician





Annex Career Medical Classrooms

The world is shifting and those who adapt and innovate will be the ones to lead the way.



Q & A

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Laura Erisman, Administrative Assistant
DATE:	April 9, 2026
SUBJECT:	Report on 2026 CAASPP Testing

Background:
The Burbank Unified School District administers the CAASPP Assessment annually in the spring semester to students in grades 3-8 and 11th grade. The California Assessment of Student Performance and Progress (CAASPP) was established in 2014 to replace the former STAR testing program, marking a significant shift toward the more rigorous Common Core and Next Generation Science Standards through the use of innovative, computer-adaptive testing. Additionally, this shift also translated to the shift from a school-based API score to the current CA Dashboard – launched in 2017 - for school and district accountability.

To ensure students are equipped to meet these higher expectations, Burbank Unified School District (BUSD) employs a proactive, year-round preparation strategy that seamlessly integrates state interim assessments with local diagnostics and benchmarks, such as STAR Reading and math screeners, into regular classroom instruction. By continuously monitoring academic growth across both elementary and secondary levels, BUSD leverages the spring CAASPP not merely as a state compliance measure, but as a highly valuable, longitudinal data point. Ultimately, these results provide educators and families with crucial insights into student mastery, guide targeted instructional interventions and serve as a cornerstone for measuring long-term educational outcomes and driving continuous school improvement. Since 2020 the SBAC assessment as part of CAASPP has utilized shortened blueprints and assessments to reduce testing time.

District Wide Goals for 2025-2026:
1. Students will be career/college ready via high-quality instruction
2. Students will be physically, emotionally, and mentally healthy
3. Recruit and retain highly qualified employees

Discussion/Issues:
This report provides a comprehensive, accessible overview of the California Assessment of Student Performance and Progress (CAASPP) system for K-12 stakeholders, including educators, administrators, and parents. It is designed to demystify the state testing process by breaking down the different types of assessments, testing formats (like computer-adaptive tests and performance tasks), and available student accommodations. It explains how student results are scored and communicated to families via the Student Score Report (SSR), how the data is utilized for state accountability (such as the California Dashboard and CSI/TSI/ATSI designations), and BUSD uses year-round local and interim assessments to prepare students for success.

Fiscal Impact:
NA

Recommendation:
Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services will report to the Board of Education on 2026 CAASPP Testing.

Understanding the CAASPP

(Smarter Balanced Assessment Consortium)

A Comprehensive Guide to California Assessments of Student Performance and Progress for K-12 Education

The CAASPP Assessment Suite

The CAASPP system includes a variety of assessments designed to give a complete picture of student learning:

- **Smarter Balanced Assessments:** Summative tests for ELA and Mathematics (Grades 3-8 and 11).
- **CAST (Science Test):** Measures science knowledge in grades 5, 8, and once in high school.
- **California Alternate Assessments (CAAs):** Designed for students with the most significant cognitive disabilities.
- **Interim Assessments:** Optional, formative checks (FIABs, IABs, ICAs) used by educators throughout the year to monitor progress.



Estimated Testing Times by Grade

While CAASPP assessments are untimed to allow students to work at their own pace, the state provides estimated testing times to assist schools with scheduling and planning.

Grade Span	English Language Arts (ELA)	Mathematics	California Science Test (CAST)
Grades 3–5	3.5 – 4.0 hours	2.5 – 3.0 hours	~ 2.0 hours (Grade 5 only)
Grades 6–8	3.5 – 4.0 hours	3.0 – 3.5 hours	~ 2.0 hours (Grade 8 only)
Grade 11	4.0 – 4.5 hours	3.5 – 4.0 hours	~ 2.0 hours (Grade 10, 11, or 12)

CAT vs. Performance Tasks & Blueprints

Assessment Blueprints dictate the specific content, claims, and depth of knowledge measured on the tests. They guide the structure of the two primary testing components:

Computer Adaptive Test (CAT)

The CAT adjusts the difficulty of questions in real-time based on student responses. A correct answer leads to a harder question, while an incorrect answer leads to an easier one. This provides a highly accurate, individualized measurement of a student's knowledge across a broad range of standards.

Performance Task (PT)

The PT is a non-adaptive assessment that requires students to apply their knowledge to solve complex, real-world problems. It measures depth of understanding, critical thinking, research, and writing skills, often taking the form of a multi-step project or extended essay response.

Assessment Creation & Continuous Revision



Educator Input

California teachers actively participate in writing, reviewing, and scoring test items, ensuring questions are aligned with state standards, grade-level appropriate, and free from bias or sensitivity issues.



Field Testing

Before items impact a student's score, they are embedded within operational tests as "field items." This gathers vital statistical data on how students interact with the question to ensure fairness.



Psychometric Review

Tests undergo continuous statistical analysis. Psychometricians analyze performance data to confirm validity and reliability, leading to ongoing revisions that reflect updated academic standards.

Accessibility: Supports and Accommodations

The CAASPP system uses a tiered approach to accessibility, ensuring all students can demonstrate what they know.

Universal Tools Available to all students based on student preference and selection. Examples include digital highlighters, zoom features, strikethrough, and digital notepads.

Designated Supports Available to any student with a documented need identified by an educator or team of educators. Examples include translated glossaries, text-to-speech, and color contrast tools.

Accommodations Strictly reserved for students with an active Individualized Education Program (IEP) or Section 504 plan. Examples include braille, closed captioning, and the use of a scribe.

Newcomers & Participation

Testing Requirements

Newcomer English Learners (in US schools under 12 months) are exempt from the ELA assessment but must participate in Math and Science testing. They also take the ELPAC to measure language proficiency.
Federal and state laws require a 95% participation rate across all student subgroups to ensure accountability accuracy on the Dashboard.



Receiving Results: When & How

School districts securely receive CAASPP data from the state to inform instruction and update families on student progress.

When Results Arrive

Rolling Release: Once initial state quality control is complete (typically mid-May), results are released to districts on a rolling, daily basis.

3–4 Week Turnaround: Scores are usually available to districts 3 to 4 weeks after a student completes their test.

Parent Notification: By law, districts must distribute Student Score Reports (SSRs) to parents within 20 working days of receiving the data from the state or the first day of school if results received during a break.

How Districts Access Data

TOMS: The Test Operations Management System is the administrative hub where district coordinators download official Student Score Data Files and electronic SSRs.

CERS: The California Educator Reporting System allows teachers and administrators to dynamically view individual and group results to guide local academic planning.

Local SIS: Districts securely link TOMS to their local Student Information Systems (SIS) to directly populate parent portals with the results.

Accountability: The Dashboard & Growth Model

Moving Beyond Proficiency

The California Dashboard provides a holistic view of school performance across multiple measures. Recently, it introduced the **Growth Model**, a critical shift in accountability.
Instead of merely measuring if students hit a proficiency target in a single year, the Growth Model tracks specific student cohorts over time. It measures actual learning progress from year to year, ensuring schools are recognized for advancing achievement for all students, regardless of their starting point.



Accountability Designations: CSI, TSI & ATSI

The California Dashboard uses CAASPP academic scores alongside other metrics (like absenteeism) to identify schools needing extra support under federal law (ESSA):



CSI: Comprehensive Support & Improvement

Whole-school intervention. Assigned to the lowest-performing 5% of Title I schools overall on the CA Dashboard, or any high school with a graduation rate below 68%.



TSI: Targeted Support & Improvement

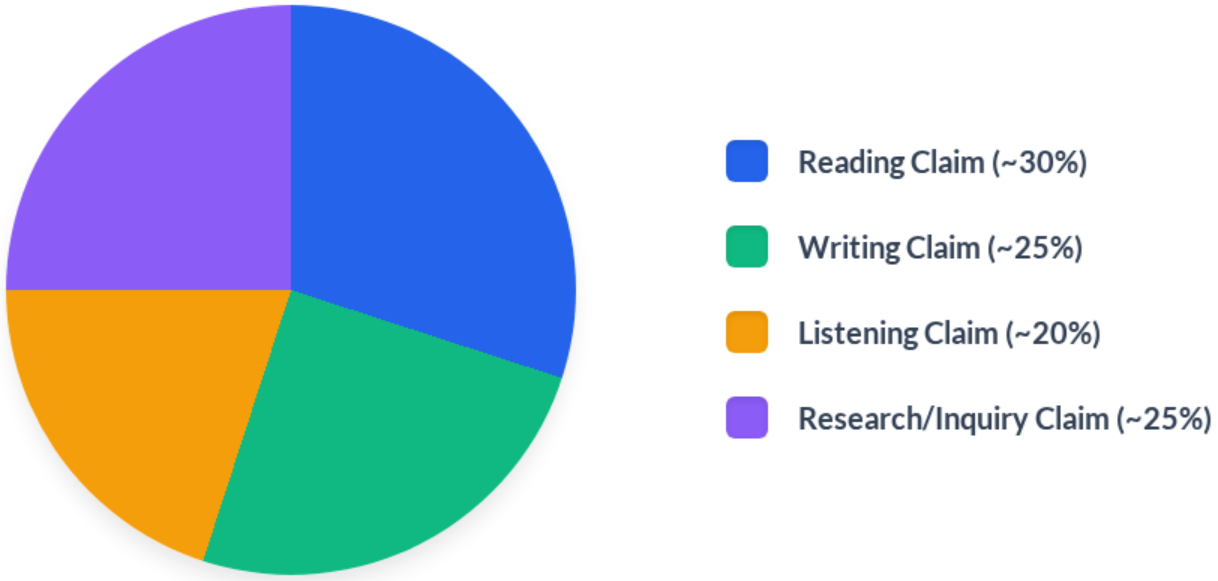
Subgroup focus. Assigned when one or more specific student groups (e.g., English Learners, Students with Disabilities) consistently underperform on Dashboard indicators like the CAASPP.



ATSI: Additional Targeted Support

Severe subgroup focus. Assigned when one or more student groups meet the exact same criteria on the California Dashboard used to identify CSI schools (e.g., all Red indicators, or all Red and one Orange).

Breaking Down Scores: Claims & Targets



Overall scale scores are divided into "Claims" (broad skill areas) and "Targets" (specific standards). Students receive performance indicators (Below, Near, or Above Standard) for each claim, helping educators pinpoint specific learning needs.

Communicating Results: Student Score Reports



Empowering Parents

The Student Score Report (SSR) is the primary tool used to communicate results to families. It provides a clear summary of a student's overall scale score and achievement level (from Standard Not Met to Standard Exceeded).
Crucially, the SSR displays multi-year score histories to track long-term progress. Parents are encouraged to utilize **StartingSmarter.org** alongside their SSR to decode claims, view sample test questions, and discover actionable strategies to support learning at home.

Anatomy of the Student Score Report

The multi-page SSR breaks down a student's performance across ELA, Math, and Science (CAST) into actionable, detailed insights:

Core Performance Data

Overall Achievement
Places the student's scale score into one of four levels: Standard Exceeded, Met, Nearly Met, or Not Met.

Score History
Tracks year-over-year longitudinal growth, showing progress from previous grades.

Performance Areas
Evaluates specific sub-skills (e.g., "Concepts and Procedures" in Math, "Earth Sciences" in CAST) as Above, Near, or Below Standard.

Advanced Insights

Lexile® & Quantile® Measures
Identifies the specific reading text complexity and mathematical concepts the student is ready to tackle next.

Essay Rubric Breakdown
Provides specific, categorical scores (Organization, Elaboration, Conventions) for extended writing tasks.

Contextual Averages
Compares the student's individual score against school and state averages for broader context.

Year-Round CAASPP Preparation

School districts don't just prepare for the CAASPP in the spring; readiness is seamlessly built into instruction throughout the academic year.

Practice & Training

Test Navigation: Districts utilize state-provided Practice and Training Tests to familiarize students with the testing interface, ensuring they are comfortable with digital tools like calculators, highlighters, and drag-and-drop features.

Question Formats: Students practice with technology-enhanced items, performance tasks, and constructed responses so the test format doesn't hinder their ability to demonstrate knowledge.

Instructional Alignment

Everyday Rigor: The most effective preparation is daily instruction that is tightly aligned with the California state standards.

Formative Checks: Teachers use Smarter Balanced Interim Assessment Blocks (IABs) to take quick 'snapshots' of student learning on specific topics, allowing them to adjust instruction well before the summative spring test.

Local Focus: Burbank Unified School District

Burbank Unified School District (BUSD) employs a strategic, multi-tiered assessment plan utilizing both state and local tools to monitor growth and prepare for the CAASPP.

Elementary Preparation



STAR Reading: Tracks reading comprehension and Lexile measure growth.



Math Screeners: Identifies specific needs in foundational numeracy and problem-solving.



Local Benchmark Assessments: Ensures students are mastering grade-level standards pacing.

Secondary Preparation



CAASPP Interim Assessments: Used strategically in core classes to mirror the rigor, format, and performance tasks of the actual spring summative test.



Local Benchmarks & Screeners: Continued use of district-selected assessments (like STAR) to inform targeted interventions.

CAASPP FAQs: Parent Guide



1. What is the CAASPP, and why is my third grader taking it?

CAASPP (California Assessment of Student Performance and Progress) is an annual 'academic checkup' for grades 3-8 and 11. It measures progress in English Language Arts (ELA) and Math against state standards, helping identify strengths.



2. Will these test scores affect my child's grades or keep them from moving to 4th grade?

No. CAASPP scores are not part of report card grades and do not determine grade-level promotion. They are one of several tools to understand a student's learning progress.



3. How long does the test take, and what is the format?

Untimed, computer-based test taken in short sessions over several days. It is 'computer-adaptive' (adjusting difficulty based on answers) and includes both standard questions and real-world 'Performance Tasks'.



4. How can I help my child prepare without stressing them out?

Ensure a calm routine, good sleep, and a healthy breakfast. Encourage them to just try their best. To build confidence with the format, try a practice test at caaspp.org/practice-and-training to become familiar with the digital tools.

Starting Smarter

Thank you for your commitment to student success.

For detailed information, sample questions, and parent resources, visit **startingsmarter.org** and **caaspp-elpac.org**.

Additional Questions?

Learn more at www.cde.ca.gov/ta/tg/ca

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 9, 2026
SUBJECT:	Adoption of Resolution 31 Proclaiming April 24, 2026 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923

Background:
April is recognized as a month of remembrance by many global communities that have been affected by inhumane activities throughout history as they remember the Holocaust; Armenian Genocide; Assyrian Genocide; Cambodian Genocide; Chechen Genocide; Native American Genocide; Rwandan Genocide; Srebrenica Genocide; Biafra; Darfur; the Irish and Ukrainian Famines; the brutal regimes of Mao and Stalin; and the atrocities occurring in Syria, to name just a few.

The term Genocide is defined as the deliberate and systematic extermination of a large group of people based solely on their culture, ethnicity, physical characteristics, political affiliation, race, religion, sexual orientation, and/or tribal identity. Many families residing in the city of Burbank have members, including students enrolled in Burbank schools, who have been affected by these egregious acts.

Discussion/Issues:
The State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of these atrocities. The Burbank Unified School District supports these educational efforts. The formal resolution that follows expresses recognition of these historic events and confirms support for providing educational opportunities for District faculty and students as well as the community at large to increase their understanding.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services recommends that the Board of Education adopt Resolution 31 Proclaiming April 24, 2026, as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923, as presented.

RESOLUTION 31 PROCLAIMING APRIL 24, 2026
AS THE BURBANK UNIFIED SCHOOL DISTRICT'S
DAY OF COMMEMORATION OF THE ARMENIAN GENOCIDE OF 1915-1923

WHEREAS: The Armenian Genocide of 1915-1923 is widely recognized by historians and genocide scholars as the first genocide of the 20th century and, since 1919, April 24th has been designated as the day of remembrance and commemoration of the inhumane atrocities committed by the Ottoman Turks in carrying out the systematic annihilation of more than 1,500,000 Armenian women, children and men during World War I; and

WHEREAS, many countries, including Argentina, Austria, Belgium, Bolivia, Brazil, Canada, Chile, Cyprus, Czech Republic, Denmark, France, Germany, Greece, Italy, Lebanon, Lithuania, Luxembourg, Netherlands, Paraguay, Poland, Russia, Slovakia, Sweden, Switzerland, United States of America, Uruguay, Vatican City, Venezuela, and the entirety of the 50 United States of America, including California, recognize the atrocities perpetrated by the Ottoman Empire during the years of 1915-1923 as genocide; and

WHEREAS, the State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of genocide; and

WHEREAS, the Burbank Unified School District has a significant Armenian student population, many of whom have family members who experienced first-hand the horror and evil of the Armenian Genocide as well as the avoidance of recognition or outright denial by many countries of the Armenian Genocide; and

WHEREAS, the Burbank Unified School District continues to provide teacher-training workshops and educational resources about all historic genocides, including the Armenian Genocide, to all its high school social studies teachers and students;

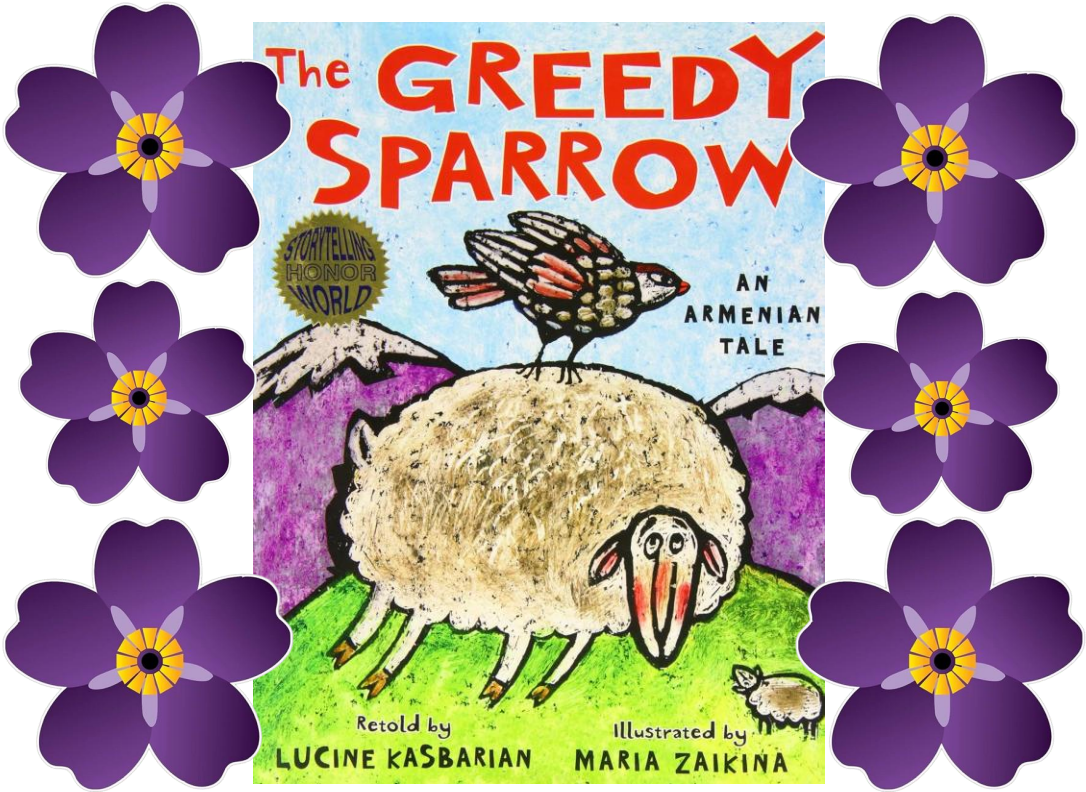
NOW, THEREFORE, BE IT RESOLVED that the Burbank Unified School District Board of Education hereby designates April 24, 2026 as the "Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923" and in doing so will ensure that the Armenian Genocide is properly taught to its faculty, student body, and the community at large;

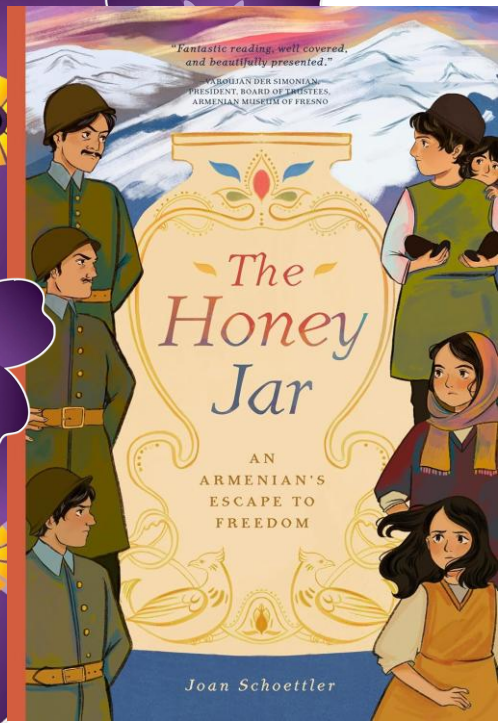
PASSED, APPROVED, AND ADOPTED this 9th day of April, 2026, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

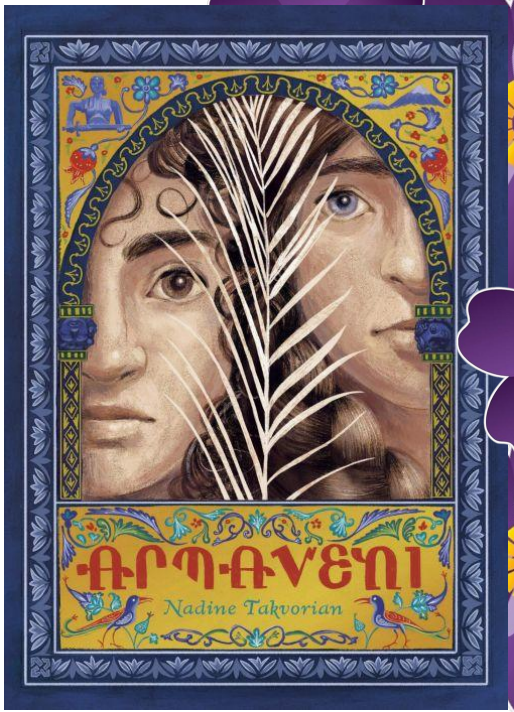
Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education


ARMENIAN
GENOCIDE
REMEMBRANCE DAY


The GREEDY SPARROW
STORYTELLING HONOR WORLD
AN ARMENIAN TALE
Retold by
LUCINE KASBARIAN
Illustrated by
MARIA ZAIKINA


"Fantastic reading, well covered, and beautifully presented."
VAROUJAN DER SIMONIAN,
PRESIDENT, BOARD OF TRUSTEES,
ARMENIAN MUSEUM OF FRESNO
The Honey Jar
AN ARMENIAN'S ESCAPE TO FREEDOM
Joan Schoettler


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Nadine Takvorian

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	March 26, 2026
SUBJECT:	Adoption of Resolution 32 Proclaiming May 6, 2026 as Day of the Teacher and May 4, 2026 through May 8, 2026 as Burbank Unified School District Teacher Appreciation Week

Background:
The Day of the Teacher originated from legislation co-sponsored by California Teachers Association and the Association of Mexican American Educators. The bill, authored by Senator Joseph Montoya (D- El Monte), was adopted in 1982 as Senate Bill 1546. California's celebration is modeled after the traditional "El Dia del Maestro" festivities observed in Mexico and other Latin American countries.

Discussion/Issues:
The Board of Education seeks to adopt the following formal resolution to recognize and appreciate the profound impact that the District's teachers have on the lives of our community's students. Teaching is a challenging profession, and this week provides an opportunity to express our gratitude to the teachers who have played, or continue to play, such a significant role in our lives. Teachers work tirelessly to impart knowledge, instill values, inspire creativity, and foster a love for learning in our students.

The District will celebrate California Day of the Teacher on Wednesday, May 6, 2026, and honor our teachers throughout the week from May 4, 2026 to May 8, 2026. The Board of Education extends its heartfelt gratitude to the teachers of the Burbank Unified School District for their dedication and contributions. This resolution will be shared across the District in honor of our outstanding employees.

Fiscal Impact:
None

Recommendation:
Human Resources Services, recommends that the Board of Education adopt Resolution 32 Proclaiming May 6, 2026 as Day of the Teacher and May 4, 2026 through May 8, 2026 as Burbank Unified School District Teacher Appreciation Week, as presented.

RESOLUTION 32 PROCLAIMING MAY 6, 2026
AS DAY OF THE TEACHER AND MAY 4, 2026 THROUGH MAY 8, 2026 AS
BURBANK UNIFIED SCHOOL DISTRICT TEACHER APPRECIATION WEEK

Whereas: Education is the most vital activity we as a society undertake to ensure the well being of the nation; and

Whereas: An educated citizenry serves as the foundation of our democracy; and

Whereas: Education is, in large measure, the result of the talent and commitment of teachers; and

Whereas: Today's teachers mold the minds and train the workforce of the future; and

Whereas: Good teaching grows in value and pays dividends far beyond the classroom; and

Whereas: Teachers are a source of caring, concern, counseling, empathy, warmth, and inspiration; and

Whereas: Burbank's teachers are among the best educated, highly qualified and hardest-working educators in the country; and

Whereas: Teachers in the Burbank Unified School District exemplify these qualities; and

Whereas: The Board of Education and leadership of the Burbank Unified School District recognize the truly vital role of teachers in realizing the mission for public education;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education extends its sincere appreciation to the teachers of the Burbank Unified School District and encourages the community to recognize and celebrate the accomplishments of the District's teaching staff, and hereby proclaims May 6th as Day of the Teacher and May 4, 2026 through 8, 2026 as Burbank Unified School District Teacher Appreciation Week.

I HEREBY CERTIFY that Resolution 32 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 9th day of April, 2026.

Ayes:
Noes:
Abstain:
Absent:

Laurette Cano, Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	April 9, 2026
SUBJECT:	Adoption of Resolution 33 Proclaiming May 1, 2026 as School Lunch Hero Day

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Background
School Lunch Hero Day is a national celebration that has been recognized annually since 2012. This day provides an opportunity for schools and community members to show their appreciation and thank the school Food Service nutrition professionals for the important work they do by providing nutritious meals to our students.

These employees rise to the challenges presented each day without hesitation so that children can have dependable access to healthy food. Today, more than ever, these professionals embody the essence of the word “hero”. There are approximately 80 classified Food Service Employees at Burbank Unified School District.

Discussion/Issues
The Burbank Unified School District honors its outstanding Food Service employees. We are grateful to these professionals for being an extension of the District’s commitment to ensure the well-being of our students. Therefore, the Board of Education wishes to adopt the formal resolution that follows, to show their appreciation for the positive impact that the District’s Food Service Employees have on students and the entire community. On behalf of these Classified Employees, represented by the California School Employees Association Local Chapter 674, the District joins the state Legislature and hundreds of school boards in adopting a resolution declaring May 1, 2026 as School Lunch Hero Day.

Fiscal Impact
None

Recommendation
Human Resources Services, recommends that the Board of Education adopt Resolution 33 Proclaiming May 1, 2026 as School Lunch Hero Day, as presented.

RESOLUTION 33 PROCLAIMING MAY 1, 2026 AS SCHOOL LUNCH HERO DAY

Whereas: The efforts of the Food Service classified staff members of the Burbank Unified School District are essential to the successful operation of the District's programs; and;

Whereas: Nutritious school meals are an essential part of the school day; and;

Whereas: Food and Nutrition professionals are committed to providing healthful, nutritious meals to the District's children so they are ready to learn; and;

Whereas: The women and men who prepare and serve school meals help nurture our children through their daily interaction and support; and;

Whereas: Food and Nutrition professionals demonstrate, on a consistent basis, their concern through patience and kindness toward our students; and;

Whereas: Their efforts and commitment to children and their contributions are extremely important to the overall operation of our schools; and;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Education extends its sincere appreciation to the Food and Nutrition professional employees of the Burbank Unified School District and encourages the community to recognize and honor their contribution to a quality education and celebrate their accomplishments, and hereby proclaim May 1, 2026, as School Lunch Hero Day.

I HEREBY CERTIFY that Resolution 33 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 9th day of April, 2026.

Ayes:
Noes:
Abstain:
Absent:

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Laurette Cano, Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Human Resources Services

PREPARED BY: Lauren Trammell, Executive Assistant of Human Resources Services

SUBMITTED BY: Lauren Trammell, Executive Assistant of Human Resources Services

DATE: April 9, 2026

SUBJECT: Adoption of Resolution 34 Proclaiming May 6, 2026 as School Nurse Day

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Background:
National School Nurses Day, also known as National School Nurse Recognition Day, is the official school nurse recognition day, and will be celebrated in the United States on May 6th. National School Nurse recognition week is one of the nation's largest health care events, which recognizes the contributions and the commitments nurses make and educates the public about the significant work they perform.

Discussion/Issues:
It is the desire of the Board of Education to recognize staff in an ongoing manner. School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. In addition, school nurses facilitate positive student responses to normal development, promote health and safety, intervene with actual and potential health problems, provide case management services, and build student and family capacity for adaption, self- management, self-advocacy, and learning through collaboration with professionals in other disciplines.

School nurses assist students in achieving optimal wellness to enhance readiness to learn, improve school attendance rates, ensure that students entering school are free of communicable diseases, and provide interventions that promote the well-being of students. The Board of Education expresses strong support and deep gratitude to the past and present school nurses for their commitment and dedication to the students and staff of the Burbank Unified School District.

Fiscal Impact:
None.

Recommendation:
Human Resources Services, recommends that the Board of Education adopt Resolution 34 Proclaiming May 6, 2026 as School Nurse Day, as presented.

RESOLUTION 34 PROCLAIMING MAY 6, 2026
AS SCHOOL NURSE DAY

WHEREAS, National Nurses Week is May 11 – 17 this year, and draws attention to and celebrates the contributions that nurses and nursing make to the community, with the full week of recognition culminating on Florence Nightingale's birthday, May 12; and

WHEREAS, there are approximately 60,000 registered nurses in the United States public school system who care for more than 52 million students; and

WHEREAS, school nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students, facilitates positive student responses to normal development, promotes health and safety, intervenes with actual and potential health problems, provides case management services, and builds student and family capacity for adaptation, self management, self advocacy, and learning through collaboration with professionals in other disciplines; and

WHEREAS, school nurses assist students in achieving optimal wellness to enhance readiness to learn, improve school attendance rates, ensure that students entering school are free of communicable diseases, and provide interventions that promote the well-being of students; and

WHEREAS, giving generously of their time and talent for a multitude of projects, school nurses assist in the maintenance of healthy and safe school environments in the District; and

WHEREAS, the Board of Education of the Burbank Unified School District, expresses strong support and deep gratitude to the past and present School Nurses for their commitment and dedication to the students and staff of the Burbank Unified School District;

NOW, THEREFORE, BE IT RESOLVED, that May 6, 2026, be recognized as "School Nurse Day" in the Burbank Unified School District.

I HEREBY CERTIFY that Resolution 34 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 9th day of April, 2026.

Ayes:
Noes:
Abstain:
Absent:

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Laurette Cano, Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	April 9, 2026
SUBJECT:	Adoption of Resolution 35 Proclaiming the Week of May 4, 2026 through May 8, 2026, as Substitute Teacher Appreciation Week

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Background
The week of May 4, 2026 through May 8, 2026 is dedicated to the many individuals that fill in for permanent teachers every day in the classroom. This week is celebrated across the nation.

Discussion/Issues
The Burbank Unified School District's Board of Education wishes to adopt the formal resolution that follows, to show their appreciation for the positive impact that the District's substitute teachers have on students and the community. On behalf of the approximately 164 Substitute Teachers that serve the District, the Board joins the nation and many school boards in adopting a resolution declaring the week of May 4-8, 2026 as "Substitute Teacher Appreciation Week." The Burbank Unified School District appreciates and honors its outstanding substitute teachers.

Fiscal Impact
None

Recommendation
Human Resources Services, recommends that the Board of Education adopt Resolution 35 Proclaiming the Week of May 4, 2026 through May 8, 2026, as Substitute Teacher Appreciation Week, as presented.

RESOLUTION 35 PROCLAIMING MAY 4-8, 2026 AS SUBSTITUTE TEACHER APPRECIATION WEEK

Whereas: Education is the most vital activity we as a society undertake to ensure the well being of the nation; and

Whereas: Substitute teachers are an essential part to the education of our children; and

Whereas: Substitute teachers provide continuity in the learning process as well as a safe and healthy learning environment for students; and

Whereas: Substitute teachers work tirelessly to serve our children and community with care and professionalism; and

Whereas: Substitute teachers are a source of caring, concern, counseling, empathy, warmth, and inspiration; and

Whereas: The role of substitute teachers may be different from that of the regular teacher in some aspects, but it is equally demanding, equally essential and equally professional; and

Whereas: The Board of Education and leadership of the Burbank Unified School District recognize the truly vital role of substitute teachers in realizing the mission for public education;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Education extends its sincere appreciation to the substitute teachers of the Burbank Unified School District and encourages the community to recognize and celebrate the accomplishments of the District's substitute teaching staff, and hereby Proclaims May 4-8 as Substitute Teacher Appreciation Week.

I HEREBY CERTIFY that Resolution 35 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 9th day of April, 2026.

Ayes:
Noes:
Abstain:
Absent:

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Laurette Cano, Clerk, Board of Education

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Administrative Services
PREPARED BY:	Rachel Paghunasan, Director of Food Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	April 9, 2026
SUBJECT:	Approval of Agreement with Ecolab Inc. for EcoSure SureSight Food Safety Assessment Services (Cafeteria Fund – Fund 13)

Background:

Ecolab Inc., through its EcoSure division, provides a comprehensive food safety and operational assessment program designed to support regulatory compliance, operational consistency, and continuous improvement across all District food service locations.

Under this agreement, EcoSure will:

- Conduct food safety assessments using its proprietary SureSight program
- Provide on-site coaching and training to staff
- Deliver digital reporting through its TrueView system
- Evaluate approximately 17 District food service sites
- Conduct four assessments per site annually, including an initial announced visit followed by unannounced visits

These services support safe, compliant operations and align with the District's commitment to student health and high-quality food service delivery.

Discussion/Issues:

The California Department of Education (CDE) requires every school food service site operating the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to maintain a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. These programs must identify hazards, monitor critical control points, document corrective actions, and maintain site-specific food safety procedures.

EcoSure's SureSight program directly supports these HACCP requirements in the following ways:

Regular, Structured Food Safety Assessments Aligned to FDA Food Code and HACCP
EcoSure utilizes a best-in-class food safety evaluation based on FDA Food Code and industry best practices. Key focus areas include:

- Employee health and hygienic practices
- Handwashing and temperature control
- Contamination prevention

- Chemical safety and pest management
  These areas align with HACCP requirements for hazard identification, monitoring of critical control points, and verification of controls.

On-Site Coaching that Reinforces HACCP Procedures
EcoSure assessments use a "teach and coach" model in which specialists identify issues in real time, explain their significance, and provide corrective action guidance. This approach ensures staff understand procedures, are trained on hazard prevention, and implement corrective actions immediately.

Site-Specific Evaluations Required for HACCP Programs
Each location is evaluated individually to ensure food safety plans reflect site-specific layouts, processes, and equipment, supporting compliance with federal and state requirements.

Frequent Monitoring to Maintain HACCP Controls
EcoSure conducts four assessments per site annually, providing ongoing verification by:
- Confirming procedures are consistently followed
- Ensuring control points remain effective
- Identifying issues early

Follow-Up Inspections for Corrective Action Compliance
Follow-up assessments are conducted as needed to ensure that identified issues are corrected and verified in alignment with HACCP requirements.

Digital Recordkeeping via TrueView
EcoSure provides real-time reporting, site-level reports, corrective action tracking, and online dashboards, supporting required documentation, recordkeeping, and monitoring verification.

Optional Training Visits
Additional training visits are available to reinforce food safety procedures and HACCP-related practices.

Alignment with CDE Administrative Review Requirements
The program supports District readiness for CDE Administrative Reviews by ensuring:
- Food safety practices are actively monitored
- Procedures are consistently followed
- Corrective actions are documented

EcoSure supports HACCP compliance by providing the monitoring, training, documentation, and site-specific evaluations required under federal and state food safety regulations.

Fiscal Impact: (if any)

The annual cost of services is approximately $22,644, based on:
- 17 sites × 4 visits per year × $333 per visit

This represents a cost reduction from the previous contract of approximately $52,000 annually (Cafeteria Fund – Fund 13).

Recommendation:
Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Ecolab Inc. for EcoSure SureSight food safety assessment services, effective April 10, 2026, through April 9, 2027, not to exceed $22,644 annually (13.0-53100.0-00000-37000-4410-7490000), with automatic annual renewal unless terminated in accordance with the agreement, and authorize execution of the agreement pursuant to BUSD AR 3314.

ECOSURE SURESIGHT SERVICE AGREEMENT

1. This SureSight Service Agreement ("**Agreement"**), made effective as of April 10, 2026 ("**Effective Date**") is between Ecolab Inc., located at 1 Ecolab Place, St. Paul, Minnesota 55102 ("**Ecolab**") and Burbank Unified School District located at 1900 W Olive Avenue Burbank, CA 91506 (**Customer**").

1. **Supply of Services**. During the term of this Agreement, EcoSure, a division of Ecolab, will perform the services as more fully described in the Scope of Service attached as Exhibit A (the "**Services**") at locations as agreed to between the parties. EcoSure and Customer, by mutual written agreement, may add additional Services at any time during the term of this Agreement. This Agreement only applies to Customer locations in one of the 48 contiguous states of the United States or in Alaska or Hawaii.

2. **Pricing of Services and Payment Terms**. The prices for the Services are set forth on Exhibit A. Those prices will remain fixed for the first Year of this Agreement. Thereafter, Ecolab may increase prices each Year by 7% but only with at least thirty (30) days prior notice. Notwithstanding the foregoing, if at any time during the Term of this Agreement there is an extraordinary or significant increase in Ecolab's labor costs, then Ecolab and Customer will discuss in good faith and implement a change to help Ecolab offset the effect of any such shortage or cost increase, including, but not limited to, price increases above the percentages mentioned in the previous sentence. Customer is responsible for any payments due under Ecolab's then-current shipping, fuel or other surcharge policies. Customer is responsible for all sales, use, personal property, and similar taxes. Payment terms are net thirty (30) days. All invoice payments to Ecolab must be made by Customer via credit card or ACH. Ecolab will not accept payment by any other payment method. Customer must provide credit card information directly to Ecolab prior to the start of Services. Ecolab will provide copies of invoices to Customer monthly. If payment is not received by the invoice due date for any reason, or in the event of Customer's material, uncured breach of the Agreement, Ecolab may, in its sole discretion, suspend the program until Customer's account is current or until the breach has been remedied (if capable of remedy). A **"Year"** is any 12-month period beginning on the Effective Date or on an anniversary of the Effective Date.

3. **Term and Termination**. This Agreement has a term of 1 Year (the "**Initial Term**") and will automatically renew for successive one-Year periods (each a "**Renewal Term**") unless either party provides the other with written notice of non-renewal at least 90 days prior to the end of the Initial Term or the then current Renewal Term. The Initial Term and Renewal Term, if any, are collectively defined as the "**Term**." This Agreement may only be terminated prior to the end of the Term by the non-breaching party upon written notice to the breaching party of a material breach of this Agreement but only if the breaching party fails to cure that breach within 30 days of notice. Any termination for breach is without prejudice to other available remedies.

4. **Warranty and Indemnification**.

   4.1 Warranty. All Services will be performed in a good and workmanlike manner. As Customer's sole remedy for a breach, Ecolab will, at its option, either re-perform any Services that did not meet this warranty at the time the Services were rendered or refund the purchase price paid by Customer for those Services. **ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED.**

   4.2 Ecolab Indemnification. With regard to third party claims, Ecolab will defend, indemnify and hold Customer harmless from and against any liability, including reasonable attorneys' fees and court costs, relating to bodily injury, death or property damage, but only to the proportionate extent that such injury, death or property damage is caused by (i) Ecolab's breach of warranties given in this Agreement or (ii) Ecolab's (or Ecolab's employees' or agents') negligent or intentionally wrongful acts or omissions.

4.3 Customer Responsibilities. Customer is responsible for all uses of the data collected and reported to Customer by Ecolab. Although Ecolab's evaluators or instructors endeavor to thoroughly assess all areas subject to a particular evaluation or teach a particular subject matter, health inspectors or others may interpret standards differently or may observe different conditions or behaviors than were apparent during Ecolab's evaluation or training session. Accordingly, Customer will indemnify, defend, and hold Ecolab harmless from and against any liability, including but not limited to, reasonable attorneys' fees and court costs, incurred by Ecolab as a result of or arising out of the (i) data accumulated and reported to Customer by Ecolab related to the Services, (ii) Customer's misuse of instruction or training materials provided by Ecolab, or (iii) Customer's (or Customer's employees' or agents') negligent or intentionally wrongful acts or omissions.

4.4 Indemnification Procedure. A party seeking indemnification under this Section 4 (the "**Indemnified Party**") must give the indemnifying party (the "**Indemnifying Party**") prompt written notice of any claim for which the Indemnified Party intends to seek recovery from the Indemnifying Party under this Agreement. The Indemnifying Party shall undertake the defense of such action at its own expense and with counsel of its own choosing. The Indemnified Party may not settle, defend or litigate any claim for which the Indemnified Party seeks or will seek indemnification from the Indemnifying Party without the prior written consent of the Indemnifying Party, and the Indemnifying Party will not be liable for any settlement or claim established against, or cost or expense incurred by, the Indemnified Party without that prior written consent. The Indemnified Party shall be entitled to participate in (but not control) the defense of any such action, with its own counsel and at its own expense.

4.5 **EXCEPT FOR EACH PARTY'S INDEMNIFICATION OBLIGATIONS SET FORTH IN THIS SECTION 4, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE, OR INCIDENTAL DAMAGES, INCLUDING BUT NOT LIMITED TO, LOST PROFITS.**

5. **Confidentiality**. During the Term of this Agreement, each party may disclose to the other certain proprietary and confidential information of the other, including but not limited to, marketing plans, services or product or services or product plans, formulas, pricing, innovation, strategy plans, and other information, which, by its nature, would be considered confidential by a reasonable business person similarly situated and which may include trade secret information (collectively, the **"Confidential Information"**). Any Confidential Information provided to Ecolab by Customer, including Customer's audit results, is the sole property of Customer and will not be disclosed by Ecolab to any third party. Notwithstanding the foregoing, Ecolab may disclose the Confidential information to its third-party contractors who need to know the information for purposes of providing Services hereunder provided that Ecolab shall be responsible for their performance in accordance with the terms of this Agreement. Any Confidential Information provided to Customer by Ecolab, including Ecolab's proprietary systems, software, training concepts and materials, are the sole property of Ecolab (or are licensed to Ecolab) and will not be disclosed by Customer to any third party. The terms of this Agreement are also considered Confidential Information. Confidential Information must be kept confidential and may not be disclosed or shown to any third party without the prior written consent of the disclosing party. The disclosure of the terms of this Agreement by Customer, its personnel or agents to an Ecolab competitor is a material breach of this Agreement. Confidential Information does not include information that: (1) is known to recipient prior to receipt under this Agreement, as evidenced by written records; (2) is disclosed to recipient in good faith by a third party who is in lawful possession of that information and who has the right to make such disclosure; or (3) is or becomes part of the public domain, by publication or otherwise, through no fault of recipient. In the event the recipient is required by judicial or administrative process to disclose any Confidential Information, the recipient shall promptly notify the disclosing party and allow the disclosing party to oppose such process.

6. **Non-Solicitation**. Customer agrees that, during the Term of this Agreement and for a period of one (1) year

after the termination of this Agreement, Customer will not actively recruit any Covered Employee of Ecolab or otherwise attempt to induce any Covered Employee to leave his or her employment or sever his or her work relationship with Ecolab. "**Covered Employee**" means an employee of Ecolab that became known to Customer in connection with the Services in the previous one (1) year.

7. **Force Majeure**. Performance of any obligation under this Agreement (excluding a party's payment obligations) may be suspended, in whole or part, by either party without liability to the extent that an act of God, war, fire, disease, pandemic, inability to obtain raw materials or supplies at reasonable prices as a result of general economic conditions or allocation, or any other occurrence beyond the reasonable control of such party or labor trouble, strike or injunction (if such labor event is not caused by the bad faith or unreasonable conduct of such party) delays, prevents, restricts or limits the performance of this Agreement. The affected party may invoke this provision by promptly notifying the other party of the nature and estimated duration of this suspension.

8. **General**. This Agreement may not be assigned, in whole or part, by either party without the prior written consent of the other. Notwithstanding the foregoing, Ecolab may assign its rights and delegate its obligations under this Agreement to an Ecolab parent, subsidiary or affiliate. This Agreement is binding upon and inures to the benefit of each party's respective successors or assigns, subject to the consent requirements of this Section 8. If Ecolab discontinues the sale of a certain category of products or services provided under this Agreement for substantially all of Ecolab's customers, or sells or transfers a division or subsidiary which supplies a certain category of products or services to an unrelated third party, then Ecolab may elect to discontinue providing those products or services by delivering written notice to Customer of such discontinuance, sale or transfer. Customer consents to Ecolab's use of Customer's name and/or logo in print and online promotional and marketing materials for the purpose of identifying Customer as an Ecolab customer. This Agreement reflects the entire understanding of the parties and supersedes all previous and contemporaneous agreements or understandings between the parties, both written and verbal, concerning the subject matter of this Agreement. This Agreement may only be amended by a writing signed by an authorized representative of Ecolab and Customer. If the terms of any purchase order, release, acknowledgement or other document between the parties or any oral or written communication are inconsistent with the terms of this Agreement, or attempt to impose any additional obligations, or confer additional rights on either party, the parties agree that only the terms of this Agreement govern. If any provision of this Agreement is for any reason held invalid, ineffective, unenforceable or contrary to public policy, the remainder of this Agreement remains in full force and effect. No notice to Ecolab is effective unless a copy is also sent to: General Counsel, Ecolab Inc., 1 Ecolab Place, St. Paul, MN 55102 (or an email copy to GeneralCounsel@ecolab.com). This Agreement is governed by the internal laws of Minnesota without regard to the conflict of laws rules, provisions or statutes of any jurisdiction, and is subject to the exclusive jurisdiction of the courts of Minnesota. Waiver of any breach by either party, or failure of either party to exercise any rights under this Agreement on one or more occasions is not a waiver of any right to exercise that right on another occasion.

IN WITNESS WHEREOF, the duly qualified representatives of the parties have signed this Agreement effective as of the date first written above.

EcoSure, a division of Ecolab Inc.	**Burbank Unified School District**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____

Exhibit A
Scope of Service

Program Objectives

EcoSure provides a comprehensive assessment program based on regulations and industry standards, coaches restaurant team members on correct procedures, and helps identify potential improvement opportunities. This program consists of:

- Comprehensive and consistent assessments across all locations
- On-site teaching and coaching
- Post-assessment results available online to applicable recipients

Program Description

In addition to the Food Safety program, the following assessment modules may be added (check all that apply):

☐ Guest Experience ☐ Workplace Safety

Follow-Up Visits ☐ Yes ☒ No
(Follow-up visits will automatically be performed unless Customer opts out)

Property Selection
EcoSure will conduct assessments at all Customer locations as part of this program. Specific location information will be supplied by Customer and should include all locations with unit numbers, phone numbers, accurate addresses, and store type (company versus franchise, if applicable). Any new locations Customer opens during the Term of the Agreement will be included in this scope. The estimated number of locations to be evaluated is 17 based on Customer's current location count.

Assessment Frequency
EcoSure will conduct food safety assessments at each location 4 times per year and will be conducted at EcoSure's discretion during each assessment cycle. Additional assessments for specific locations can be added at any time for an additional cost.

Time On-Site
The amount of time a Specialist spends on-site is dependent upon the size and complexities of Customer's location profile. The time on-site is expected to be 1 hour. Consistent deviation (+/-) from the estimated time on site greater than 15 minutes may result in an adjustment to assessment fees.

Assessment Awareness
The first assessment at a location will be announced to ensure the manager is present, to allow adequate time for the Specialist and manager to go through the assessment together, and for coaching/teaching to take place. All future assessments will be unannounced. The first announced visit will be communicated through an email from EcoSure to the location to be evaluated. The purpose of the email is to alert the location to the pending assessment. If the announced assessment cannot be completed due to a location conflict, EcoSure will reschedule the assessment. If the announced assessment is refused or cancelled by Customer, additional fees will be incurred up to the full amount of the assessment fee.

Assessment Form

EcoSure utilizes a proprietary assessment form. EcoSure owns the full intellectual property rights to the assessment form and NO copy, distribution or print is allowed without prior written approval by EcoSure.

Food Safety Evaluation

The EcoSure Best-in-Class evaluation form based on the FDA food code and industry best practices will be utilized. This form provides a comprehensive assessment of Customer's operations. The evaluation focuses on those critical practices and procedures noted below as well as major findings that, when combined, may lead to foodborne illness.

Key areas included are:

- Knowledge and Certification
- Employee Health
- Good Hygienic Practices
- Handwashing and Glove Usage
- Food from Approved Source
- Protection from Contamination
- Time/Temperature Control
- Chemicals
- Pest Management
- Sewage and Plumbing
- Photos of critical findings, when possible

In addition to the Food Safety Evaluation, the following assessment forms will be utilized if Customer selected additional assessment modules.

Guest Experience Evaluation

The EcoSure Best-in-Class evaluation form based on industry best practices will be utilized. This form provides a basic assessment of Customer's operations. The evaluation focuses on those practices and procedures noted below.

Key areas included are:

- Cleanliness of internal customer accessible areas
- Cleanliness of external customer accessible areas
- Restroom quality
- Employee behavior
- Employee appearance
- Customer transaction experience

Workplace Safety Evaluation

The EcoSure Best-in-Class evaluation form based on industry best practices will be utilized. This form provides a basic assessment of Customer's operations. The evaluation focuses on those critical practices and procedures noted below.

Key areas included are:

- Slip, trip, and fall prevention and awareness
- Safe body mechanics
- Lock out/tag out

- Ladder safety
- SDS and chemical usage
- Basic driver safety

Evaluation Form Scoring

[The EcoSure form(s) used for this program will include questions with three (3) levels of criticality – Critical, Major, Minor. Critical violations are worth 5 points, Major violations are worth 3 points, and Minor violations are worth 1 point. The final evaluation score will be a sum of the points assigned through violations subtracted from a starting score of 100 points.

Follow Up Visits

If Customer does not opt out of follow-up visits and a location receives a score of 75 or lower on any audit, a re-evaluation will automatically be performed. The re-evaluation will utilize the same evaluation criteria as the initial evaluation. The re-evaluation will be completed no sooner than 14 days from the initial evaluation. The re-evaluation will be unannounced and billed at the same rate as the initial evaluation. Only one follow-up evaluation will be performed each cycle.

Evaluation Dates and Times

With the exception of national U.S. holidays, assessment can be conducted any day of the week in which the location is open for business, between the hours of 8 a.m. and 5 p.m.

Training Visits

Customer may request additional onsite training visits for its staff enabling a more in-depth understanding of program details; this additional training visit is subject to an additional fee and must be requested at least thirty (30) days in advance. Training visits will be scheduled with the Customer location by the advisor to occur within thirty (30) to sixty (60) days of the request. The training visit will run approximately thirty (30) minutes longer than an evaluation visit. Customer is responsible for ensuring appropriate staff are present to engage in the training content. The training visit must be rescheduled or cancelled with at least seven (7) days' notice or the full amount of the training visit fee will be charged to Customer.

On-Site Assessment

Upon arrival at the property, the EcoSure Specialist will ask for the Manager-in-charge and present EcoSure identification. Assessments will be conducted using EcoSure's proprietary software with all data captured real-time during the assessment. The assessment will be conducted using a "teach and coach" approach. As findings are observed, the EcoSure Specialist will point out the concern, why it is a concern, and discuss potential corrective action that can be taken. It is best practice and more beneficial for the Manager-on-duty to accompany the Specialist during the assessment; however, this is not a requirement after the first announced visit. At the end of the assessment, the EcoSure Specialist will review the report, which lists all issues identified, and will discuss this report and the findings with the Manager-on-duty. The report will be provided to the Manager-in-charge via email.

Refused Entry

If an EcoSure Specialist arrives at a property and the Manager will not allow the Specialist to complete the evaluation, the matter will be escalated. If the Specialist is not granted access to a property to complete the evaluation within 30 minutes of when the Specialist arrived, a refused entry fee equal to the full amount of the evaluation fee will be billed to Customer. EcoSure will send the primary contact an email notification of the refused entry within 30 days of the refusal. the primary contact can determine if the visit should be re-attempted.

Store Closure Fee

If an EcoSure Specialist arrives at the property address provided by Customer and the evaluation cannot be performed because the property is temporarily or permanently closed and EcoSure was not notified of the closure or inability to

perform the evaluation at least ten business days in advance, a refused entry fee equal to the full amount of the evaluation fee will be billed to Customer.

Specialist Conflict Resolution
EcoSure expects professionalism from Specialists during each assessment. Should a conflict arise regarding Specialist demeanor, consistency, knowledge or execution, EcoSure will review concerns and will discuss recommended actions with primary Customer contact.

Advisor Calibration
In order to maintain advisor calibration, Customer agrees to allow EcoSure district managers, field trainers or field advisors to shadow a field advisor conducting an evaluation. This is for the purposes of training and calibration and no communication will occur between the EcoSure parties during the evaluation. The Manager or other person-in-charge will be notified of the shadow visit upon arrival to the location and commencement of the evaluation.

Additional Program Components

Program Changes
The assessment form is reviewed twice per calendar year by EcoSure for potential updates. These updates may be industry or regulatory-driven.

Program Language
The evaluation, form, reporting, Customer team support, and all EcoSure dashboards will be conducted and presented in English.

Technical & Regulatory Support
Customer may call the EcoSure Food Safety support number at 1-844-442-FOOD (3663) for any food safety or Food Code questions. The number will be answered during normal business hours, 8:00 AM – 5:00 PM (CST), Monday through Friday. If outside business hours, Customer can leave a voicemail and an EcoSure representative will respond within 1 business day. Additionally, Customer can receive invites to Ecolab's Food Safety Matters webinars (rebroadcasts are also available). Customer must sign up to receive the EcoSure newsletter, "Food Safety Monitor"

Program Support
EcoSure client success team support is available via email to SureSight@ecolab.com for Customer leaders Monday-Friday 8:00 a.m. – 5:00 p.m. Central Time.

Security Clearance
If access to the assessment location requires a special permit/ clearance, this permit will be provided by Customer.

Reporting & Technology
EcoSure will perform the Services using its proprietary software "TrueView". EcoSure will provide secure, password-protected access to TrueView for the duration of this program for use by Customer employees and the locations. TrueView includes certain existing features and functionality that EcoSure and Customer agree to use for the on-site inspections. These options are detailed below.

Notwithstanding anything else contained in the Agreement:

a. Customer agrees that TrueView shall be, and shall remain, the sole and exclusive property of EcoSure and EcoSure will, at all times, retain sole and exclusive title to and ownership thereof.
b. Restrictions on Use of TrueView:

i. TrueView and its features and functionalities shall be solely for Customer's benefit and internal business purposes, and are not intended to be relied upon by any person or entity other than Customer.

ii. Customer is prohibited from and shall not: (i) de-compile, reverse engineer, or disassemble TrueView or apply any other process or procedure to derive the source code thereof; (ii) sell, re-license, rent, lease, provide service bureau or timeshare access to, TrueView; (iii) use TrueView for incorporation in any device, article, commodity, product, or goods for use by or sale or lease to third parties, or for the provision of services to third parties; (iv) except as expressly provided in the Agreement, modify, publish, transmit, reproduce, create derivative works from, distribute, perform, display, or in any way exploit TrueView in whole or in part, expressly excluding any Customer data stored in TrueView; or (v) use TrueView or the output thereof in any way that is illegal, fraudulent or misleading, or violates applicable law, rule, or regulation. In addition, Customer shall not use, or shall use reasonable efforts to prevent third parties from using, TrueView in any way that (A) interferes with or disrupts other network users, network services, or network equipment, including spamming; (B) results in the introduction of computer worms or viruses; (C) involves the use of false identities; or (D) attempts to gain unauthorized entry to any servers or databases through which such TrueView is provided.

iii. EcoSure reserves the right, no more than once during any 12-month period and upon reasonable notice to Customer, to remotely audit Customer's use of -TrueView to ensure it is being used in accordance with the terms of the Agreement. Customer agrees to cooperate with any such audit and provide reasonable assistance and access to relevant books, records, and other information necessary to confirm such compliance. EcoSure shall notify Customer of any alleged non-compliance, and Customer shall have a reasonable timeframe to bring its usage of TrueView into compliance.

The standard TrueView deployment includes the following features and functionality:

1. Customer Portal: The access point to all TrueView technology is controlled by security roles and rights. Customer will provide a list of appropriate users and related data to support portal user management, including hierarchical roles of access (e.g., Corporate, Executive access) using the EcoSure hierarchy template.
2. Reporting Dashboards: TrueView technology provides real-time online reporting via analytics tools and templated reporting dashboards. EcoSure will provide the initial set-up for Customer using TrueView dashboard templates (up to five dashboards). If additional custom-designed reports are requested, additional fees will be assessed and approved by Customer.
3. Interactive Management Action Plan (Corrective Actions): TrueView provides an interactive tool that allows users to facilitate and monitor the remediation process in collaboration with corporate stakeholders. Workflow is included to provide corporate users with approval and oversight.
4. Property PDF Report: TrueView will generate a property level PDF report using one of EcoSure's standard templates, with the observations from the on-site evaluation. This report will be emailed to the property user using the EcoSure hierarchy template.

Administrative Program Setup

Customer is responsible for providing accurate location and hierarchy information for evaluation planning and reporting access, along with regular updates as needed. Location and hierarchy information is to be provided using the EcoSure hierarchy template provided to Customer by EcoSure. Hierarchy updates are processed twice per month.

Billing

EcoSure will issue, by email, one invoice per month for the cumulative evaluation services performed in the previous month to Customer for payment. Customer agrees to pay the total amount due according to the terms of this Statement of Work and the Agreement.

Pricing

Evaluation Visit Fee	$333 per Visit
Re-evaluation Visit Fee	Standard Evaluation Visit Fee
Refused Entry Fee	Standard Evaluation Visit Fee
Training Visit Fee	Standard Evaluation Visit Fee + $100

The fee for the Services includes assessments, teaching/coaching and reporting.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Facilities Services Department
SUBMITTED BY:	Megan Burkhart, Facilities Operations Construction Technician
DATE:	April 9, 2026
SUBJECT:	Approval of Professional Services Contract, Flewelling & Moody, Pool Storage Building and Shade Structure Burbank High School (Measure ABC Bond Fund)

Background:
The Burbank High School campus, which was renovated back in the early 2000's, included a pool building with a storage area, bathrooms, mechanical room, and an office, but relied on the main gym locker rooms for changing. Like most aquatic pools, the changing rooms are usually connected to the pool deck, such as the case at John Burroughs High School and all City run pools. This provides a closer area, less chance of slipping, and better monitoring of students.

On September 4, 2025, the Board of Education approved the list of selected firms, consisting of ten (10) firms, for on-call Architectural Services for the Measure ABC Bond and all other construction projects throughout the District.

The following Exhibit A Architectural firms were selected:

- tBP Architecture
- Flewelling & Moody
- Perkins Eastman
- DC Arch
- GO Architects
- SVA Architects
- PJHM Architects
- Westgroup Designs
- Westberg White Architecture
- DSK Architects

Discussion/Issues:
Burbank Unified School District had a design prepared in 2023 by Flewelling & Moody to connect the changing rooms to the pool deck, but was not funded in 2024. In 2024, the District funded (with other funds) the modernization of the pool building, pool upgrades, a changing room, a new shade structure and pool equipment upgrades to meet typical pool standards and ADA compliance. Thus, the continuation of this project would bring the campus to a level of an aquatic program at high schools throughout California.

On March 4, 2026, Flewelling & Moody provided a proposal for the 2024 design at Burbank High School, as per the Master Contract Agreement, that will include a storage room for the pool equipment, a 2nd changing room, and bleacher seating above the storage room for additional spectators. Architect to provide DSA Addenda, Bidding, Construction, and Closeout phases through DSA.

Financial Impact:
$34,800.00 (Measure ABC Bond Fund)

Recommendation:

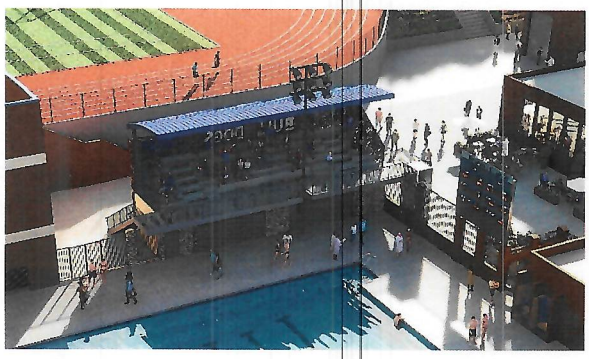
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Flewelling & Moody for the Pool Storage Building and Shade Structure at Burbank High School, effective April 10, 2026 through April 9, 2027, not to exceed $34,800.00, including reimbursables (210-00000.0-81500-85000-6205-431-0000-0000) Measure ABC Bond Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

815 Colorado Blvd
Suite 200
Los Angeles, CA 90041
323 . 543 . 8300
flewelling-moody.com

FLEWELLING & MOODY
architecture • planning • interiors

Proposal for:
Burbank Unified School District

Bidding and Construction Administration Services for DSA Approved Storage Area and Shade Structure Burbank High School





Submitted to:
Robin Rickman
Project Manager

March 4, 2026

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I. Project Description and Scope of Work

Burbank Unified School District is requesting the following architectural services for Burbank High School Pool Facility New Storage Area and Shade Structure:

a. Assist with bidding phase and provide addendums as required and process and obtain DSA approval for the addendums.

b. Provide construction administration services.

c. Provide DSA close-out services to obtain project final certification.

II. Scope of Services

a. Attend pre-bid walk as scheduled by District.

b. Review and respond to any pre-bid RFIs associated with the scope of work during the bidding phase.

c. Review and respond to submittals and RFIs during construction phase.

d. Provide CCDs as required and obtain DSA approval as applicable.

e. Attend weekly or bi-weekly construction meetings with frequency as established per District's needs. Compensation shall be adjusted if more than one weekly meeting is required.

f. Review and respond to change order requests.

g. Initiate DSA close-out to obtain project certification and close of file.

III. District Responsibilities

a. The District shall provide access to facilities for Architect's site visits.

b. The District shall coordinate with staff and any pertinent site councils/committees for the required meetings.

c. The District shall identify single point of contact for all the communication of any information.

IV. Project Team

The project team members assigned to this project shall be:

Assoc. Principal: Sam Sahand, AIA, C-32680
Project Job Captain: Diego Sanders

V. Project Timeline

The project timeline is to be determined by District.

VI. Professional Services Fee

The fee for the specified scope of services shall be a "not to exceed fee" amount of $34,800. This is calculated based on the remaining 37.5% of the project scope as depicted on Exhibit "D" of the Owner/Architect agreement (see attached chart below), and the initial approved design and DSA approval task amount of $58,000 which accounts for the other 62.5%.

Reimbursable expenses shall be invoiced separately at cost plus 15 percent. Additional Services shall be approved in writing, in advance, by the District and be invoiced per the hourly rates (see Exhibit "A" Schedule of Billing Rates) or per the agreed fixed additional fee amount.

PERCENTAGE OF TOTAL FEE PER PHASE		
Phase		**Phase Amount**
Pre-Design/Architectural Program Development Phase		**2.5%**
Schematic Design Phase		**10%**
Design Development Phase		**15%**
Construction Documents Phase-Submittal to DSA Approval by DSA		**25%** **5%**
Bidding Phase		**5%**
Construction Administration Phase		**27.5%**
Close Out Phase		**10%**
Generate Punch List	2%	
Sign Off On Punch List	2%	
Receive and Review All M & O Documents	2%	
Filing All DSA Required Close Out Documents	2%	
Receiving DSA Close Out, including DSA approval of the final set of Record Drawings	2%	
TOTAL BASE COMPENSATION		**100%**

Sam Sahand
Flewelling & Moody

END OF PROPOSAL

Exhibit "A" 2026 Schedule of Billing Rates

Managing Principal	$330.00
Principal	$290.00
Associate Principal	$275.00
Managing Architect	$225.00
Senior Design Architect	$210.00
Architect II	$200.00
Architect I	$190.00
CASp Services	$270.00
Senior Project Manager	$225.00
Project Manager II	$190.00
Project Manager I	$175.00
Senior CA Field Representative	$190.00
CA Field Representative II	$180.00
CA Field Representative I	$165.00
Job Captain	$175.00
Senior Designer	$160.00
Designer II	$140.00
Designer I	$120.00
CADD III	$135.00
CADD II	$125.00
CADD I	$115.00
Senior Tech Assistant	$125.00
Tech Assistant II	$110.00
Tech Assistant I	$105.00
Secretary III	$100.00
Secretary II	$90.00
Secretary I	$80.00

Note: The Architect shall reserve the right for the scheduled fees to be adjusted at the beginning of each calendar year by an additional 4% for each year the Agreement is in effect or at the time of renewal or an extension of contract.

SERVICES AND EXPENSES:
THE FOLLOWING SERVICES AND EXPENSES WILL BE BILLED ON A TIME AND EXPENSE BASIS. ALL ASSOCIATED SERVICE LABOR WILL BE BILLED AT BILLING RATES STATED ABOVE AND ALL MATERIALS AND EXPENSES WILL BE BILLED AT COST PLUS 15%:

Reproductions
Plotting (required deliverables)
Scanning
Travel (more than 100 miles)
Photocopying
Subsistence
Sub-Consultants

Governmental or County fees will have an assessment of 20% markup.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Facilities Services Department
SUBMITTED BY:	Megan Burkhart, Facilities Operations Construction Technician
DATE:	April 9, 2026
SUBJECT:	Amendment of Purchase from The Garland Company Inc., Roofing Material, Summer 2026 Roofing Project, Bret Harte Elementary School (Measure ABC Bond Fund)

Background:
The District is in the process of the second phase of the Measure ABC Bond District-Wide Roofing Project. This includes replacing the roofs during the 2026 summer break at the following sites: Dolores Huerta Middle, Mingay Burbank Adult School, Walt Disney Elementary, Providencia Elementary, District Service Center, District Administration Building, Bret Harte Elementary, Thomas Edison Elementary, and Theodore Roosevelt Elementary.

Discussion/Issues:
The District received a proposal from The Garland Company Inc., on January 21, 2026, for the purchase of roofing supplies for the Summer 2026 Roofing Project at the Bret Harte Elementary School. The District will be utilizing the California Multiple Award Schedule (CMAS) Contract 4-20-56-0006B with The Garland Company, Inc. The CMAS mirrors the Federal Government State Bulk Procurement contract which represents the best pricing available.

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

- **Flat Roofs**- 40 Year No-Dollar-Limit Warranty from Garland. 5 Year Workmanship Warranty from Installer.
- **Shingles**- Garland 10 Year Manufacturer's Warranty on underlayment, Standard Material Warranty from Shingle Manufacturer, 5 Year Workmanship Warranty from Installer.

Fiscal Impact:
$209,916.46 Increase for a Revised Total of $755,983.69 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education amends the purchase from The Garland Company, Inc. for roofing materials for the Summer 2026 Roofing Project at Bret Harte Elementary School, not to exceed $755,983.69 (210-00000-0-00000-85000-4310-205-0000-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: This amendment is to correct the purchase amount as the quote that was board approved on March 5, 2026, for $546,067.23 was for the alternative roofing option and not the 40-year warranty option on all the roofs. The District decided to move forward with the 40 year warranty instead, bringing the not to exceed amount to $755,983.69.

Tony DeMartinis
tdemartinis@garlandco.com

QUICK QUOTE

The Garland Company, Inc. ©
3800 East 91st Street
Cleveland, OH 44105
www.garlandco.com

Client:	Burbank USD
Contact:	David Gerharter
Job:	Summer 2026 Roofing Bid 2526-011- Harte ES

January 21, 2026

Notes

- CMAS Discount (1%) not shown
- Freight Quote shown is by truck (Rail quote TBD)

Product #	Description	Coverage Rate	Unit Price	Quantity	Total Price
4145-80-P	FlexBase E 80 Polyester/fiberglass reinforced SBS modified bitumen base sheet with Kevlar fibers	100 sq. ft./roll (34' 8" x 3' 3")	$379.00 (EA)	469	$177,751.00
9600	KEE-Stone HP ASTM D 6754 high performance KEE reinforced fleece back roofing membrane (100 FT)	800 sq. ft./roll (8' x 100') (Pkg: ROLL)	$8,400.00 (RL)	59	$495,600.00

This quote incorporates herein by reference the standard Garland Terms and Conditions of Sale located on Garland's website (garlandco.com) and is subject to and governed by such terms.

Printed 01/21/2026 - ***Quote is valid 30 days from this date.***

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Tony DeMartinis
tdemartinis@garlandco.com

QUICK QUOTE

The Garland Company, Inc. ©
3800 East 91st Street
Cleveland, OH 44105
www.garlandco.com

Product #	Description	Coverage Rate	Unit Price	Quantity	Total Price
			Total Material:		$673,351.00
			Freight Charges:		$11,930.83
			Taxes:		$70,701.85
			Total Price:		**$755,983.69**

This quote incorporates herein by reference the standard Garland Terms and Conditions of Sale located on Garland's website (garlandco.com) and is subject to and governed by such terms.

Printed 01/21/2026 - ***Quote is valid 30 days from this date.***

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BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Facilities Services Department
SUBMITTED BY:	Megan Burkhart, Facilities Operations Construction Technician
DATE:	April 9, 2026
SUBJECT:	Amendment of Purchase from The Garland Company Inc., Roofing Material, Summer 2026 Roofing Project, Providencia Elementary School (Measure ABC Bond Fund)

Background:
The District is in the process of the second phase of the Measure ABC Bond District-Wide Roofing Project. This includes replacing the roofs during the 2026 summer break at the following sites: Dolores Huerta Middle, Mingay Burbank Adult School, Walt Disney Elementary, Providencia Elementary, District Service Center, District Administration Building, Bret Harte Elementary, Thomas Edison Elementary, and Theodore Roosevelt Elementary.

Discussion/Issues:
The District received a proposal from The Garland Company Inc., on January 21, 2026, for the purchase of roofing supplies for the Summer 2026 Roofing Project at the Bret Harte Elementary School. The District will be utilizing the California Multiple Award Schedule (CMAS) Contract 4-20-56-0006B with The Garland Company, Inc. The CMAS mirrors the Federal Government State Bulk Procurement contract which represents the best pricing available.

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

- **Flat Roofs**- 40 Year No-Dollar-Limit Warranty from Garland. 5 Year Workmanship Warranty from Installer.
- **Shingles**- Garland 10 Year Manufacturer's Warranty on underlayment, Standard Material Warranty from Shingle Manufacturer, 5 Year Workmanship Warranty from Installer.

Fiscal Impact:
$159,536.70 Increase for a Revised Total of $566,311.07 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education amends the purchase from The Garland Company, Inc. for roofing materials for the Summer 2026 Roofing Project at Providencia Elementary School, not to exceed $566,311.07 (210-00000-0-00000-85000-4310-213-0000-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: This amendment is to correct the purchase amount as the quote that was board approved on March 5, 2026, for $406,774.37 was for the alternative roofing option and not the 40-year warranty option on all the roofs. The District decided to move forward with the 40 year warranty instead, bringing the not to exceed amount to $566,311.07.

Tony DeMartinis
tdemartinis@garlandco.com

QUICK QUOTE

The Garland Company, Inc. ©
3800 East 91st Street
Cleveland, OH 44105
www.garlandco.com

Client:	Burbank USD
Contact:	David Gerharter
Job:	Summer 2026 Roofing Bid 2526-011-Providencia ES

January 21, 2026

Notes

- CMAS Discount (1%) not shown
- Freight Quote shown is by truck (Rail quote TBD)

Product #	Description	Coverage Rate	Unit Price	Quantity	Total Price
4145-80-P	FlexBase E 80 Polyester/fiberglass reinforced SBS modified bitumen base sheet with Kevlar fibers	100 sq. ft./roll (34' 8" x 3' 3")	$379.00 (EA)	350	$132,650.00
9600	KEE-Stone HP ASTM D 6754 high performance KEE reinforced fleece back roofing membrane (100 FT)	800 sq. ft./roll (8' x 100') (Pkg: ROLL)	$8,400.00 (RL)	44	$369,600.00

This quote incorporates herein by reference the standard Garland Terms and Conditions of Sale located on Garland's website (garlandco.com) and is subject to and governed by such terms.

Printed 01/21/2026 - ***Quote is valid 30 days from this date.***

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Tony DeMartinis
tdemartinis@garlandco.com

QUICK QUOTE

The Garland Company, Inc. ©
3800 East 91st Street
Cleveland, OH 44105
www.garlandco.com

Product #	Description	Coverage Rate	Unit Price	Quantity	Total Price
			Total Material:		$502,250.00
			Freight Charges:		$11,324.82
			Taxes:		$52,736.25
			Total Price:		**$566,311.07**

This quote incorporates herein by reference the standard Garland Terms and Conditions of Sale located on Garland's website (garlandco.com) and is subject to and governed by such terms.

Printed 01/21/2026 - ***Quote is valid 30 days from this date.***

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Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Julie Markussen, Director of Secondary Education
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	First Reading of Revised Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements

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Background:

All Board Policies and Administrative Regulations are required to be compliant and current based on State and federal law, program reviews, and for proper program implementation.

Discussion/Issues:

This Board Policy and Administrative Regulation aims to set the expectations for high school graduation requirements.

The proposed changes in the attachments show the deletions of language that is outdated or no longer needed such as references to other Board policies following the format upgrades from the California School Board Association.

New language is in bold print. This includes allowing seniors who have 180 credits and a 2.0 grade point average (GPA) by the end of their junior year to take five periods. Four periods are required for periods 1, 2, 3, and 4. Zero period does not count towards instructional minutes.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's first reading of the proposed revision to Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements, as presented.

Policy 6146.1: High School Graduation Requirements Status: ADOPTED

Original Adopted Date: 04/04/2019 | Last Revised Date: 04/20/2023 | Last Reviewed Date: 04/20/2023

The Board of Education desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "Category C" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

5. One course in visual or performing arts; world language, or career technical education (CTE). For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language.

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education. (Education Code 51225.3)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

7. One semester course in Health/Careers

8. One course in Practical Arts/Career Technical Education (or three courses of the same foreign language)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

9. One semester course in Ethnic Studies, commencing with students graduating in the 2028-29 school year (a course based on the model curriculum developed pursuant to Section 51226.7; an existing ethnic studies course; an ethnic studies course taught as part of a course that has been approved as meeting the A–G requirements; or a locally developed ethnic studies course approved by the governing board of the school district or charter school)

10. One semester of a separate, standalone course in Personal Finance, commencing with pupils graduating in the 2030-31 school year

11. Upon approval of the Superintendent or Designee, students may receive credit by examination for credits earned by a non-accredited institution or because they enrolled in the school after the period to add classes for full credit has passed.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with the law.

Summary of Required Courses and Credits

English 40 credits
Math 20 credits, including Algebra I
Science 20 credits, including Physical and Life Science
Social Studies 30 credits
Visual/Performing Arts 10 credits
Practical Art 10 credits
Physical Education 20 credits
Health/Careers 10 credits
Electives 70 credits
Total credits 230

Exemptions from District-Adopted Graduation Requirements

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code 51225.3 and those adopted by the Board.

However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newcomer student who is in the third or fourth year of high school shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school by the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption from local graduation requirements and whether the student qualifies for it. (Education Code 51225.1)

The Superintendent or designee shall not require or request the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)

If the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible. (Education Code 51225.1)

Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (IEP) provides for both of the following requirements: (Education Code 51225.31)

1. That the student is eligible to take the alternate assessment as described in Education Code 60640

2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

The district's responsibility to provide a free appropriate public education shall not terminate when a student with a disability who is exempted from district- adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)

Annually, the Superintendent or designee shall report to the California Department of Education, in accordance with Education Code 51225.1, the number of student's graduating from the fourth or fifth year of high school who, for the prior school year, graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements.

In addition to credit requirements, students shall:

1. Demonstrate computer literacy: Students will acquire computer knowledge, skills and computer literacy throughout the regular high school curricula as outlined in the schools' technology plans

2. Since 2003, students in grades 9-11 must be enrolled in a minimum of six courses in both the first and second semesters, and students in grade 12 must be enrolled in a minimum of ~~six~~ **five** courses in the first semester, and five courses in the second semester, unless exempt under Education Code Section 46145. Students in grades 11 and 12 must attend a minimum of 4 periods during the regular school day. However, they may complete the six-period requirement with college or Career Technical Education courses.

To be eligible students must have a minimum of 180 credits successfully completed by the end of their junior year. Students need to have a minimum cumulative 2.0 grade point average (GPA). All required courses for BUSD graduation (English, Math, Social Science, Science, etc.) not yet completed must be scheduled within the five periods of the fall semester and the five periods of the spring semester.

3. Since Spring 2005, student transcripts will only be accepted from schools that are accredited by Western Association of Schools and Colleges (WASC) or one of the other five regional associations that accredit public and private schools, colleges, and universities in the United States (North Central Association Commission on Accreditation and School Improvement, New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools, and Northwest Association of Schools, Colleges, and Universities).

4. Students who enroll from another country shall provide transcripts whenever possible.

Students will receive an initial grade level placement by a school site administrator that is subject to change based on a comprehensive review of the transcripts and other enrolling documentation.

If students arrive without transcripts, the grade level placement will be based on age.

The transcripts shall be evaluated by the Superintendent or Designee, with a maximum of seventy (70) credits awarded per grade level, per year.

A change in grade level placement, if necessary, shall occur within thirty (30) calendar days.

When necessary, Instructional Services will arrange for the translation of the transcript. In no circumstances shall the enrollment of the student be delayed pending translation, nor shall parents/guardians be required to pay for translation of transcripts.

Parents/Guardians may appeal the grade placement to the Superintendent or his/her designee. A written response will be provided within 10 business days.

5. Students must receive prior approval from the Superintendent or designee before any college or high school coursework taken at another site while enrolled in a district school will be accepted on the high school transcript.

6. High school credit may be granted for a college course taken prior to completion of the eighth grade based on the following criteria:

a. Must receive prior approval from the middle school principal before registering for the college course.

b. The principal must complete an approval form and develop a written academic plan.

c. Must receive prior approval from the Superintendent or designee before class begins.

d. Content of the course must be aligned to state standards and District standards.

7. Students may take course credit via on-line instruction while enrolled in high school, grades 9-12. Students who

want to take online courses not offered by the District, must receive prior approval from the Superintendent or designee for on-line instruction under the following conditions:

a. No more than 20 semester credits for on-line courses taken outside the District may be applied towards graduation, unless students receive prior approval from the Superintendent or his/her designee.

b. Grades submitted for on-line courses will be credited on a four-point scale.

c. The student will arrange for a teacher to proctor the final exam before enrolling in the course, or take the final exam for the equivalent course at the high school.

d. Upon completion of the on-line coursework, it is the student's responsibility to arrange for the student's transcript to be forwarded to the high school registrar.

Second semester seniors must provide all documentation of the completed coursework at least 10 school days prior to the student's date of graduation.

e. A student may be requested to provide the principal or assistant principal evidence including, but not limited to, specific assignments completed, log-in records, and/or take an end-of-course assessment to determine mastery of course content before course credit is granted. If the student cannot show mastery and/or required evidence, then the principal can determine that the student cannot receive high school credit for the on-line coursework.

f. Students have one full year to complete on-line courses in order to receive high school credits. Students facing a graduation deadline in less than a month are prohibited from enrollment.

8. Students are expected to make up failed courses during the summer session as close as possible to the semester/year in which the course was failed. Options for repeating classes in addition to summer school may include the Adult School, Monterey High, and community college enrollment.

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. Were interned by order of the federal government during World War II or who are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

4. Are former members of the military, a resident of California, and received an honorable discharge, or, are current members of the military, a resident of California, and a resident of California when entering the military

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall evaluate classes completed in any high school, community college, or state college, grant credit

toward graduation for military service and training received while in the military, and if satisfied that the person has completed the equivalent of the requirements for graduation from high school, grant the person a diploma of graduation.

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district

~~(cf. 6145.6 - International Exchange)~~

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

High School Graduation Participation Criteria

In order for a senior to be eligible to participate in the graduation ceremony, the student must meet established academic and behavioral criteria related to attendance and citizenship. In order to participate, graduating seniors must:

1. Successfully complete academic requirements:
   a. Satisfactory completion of 230 units of study, including all required courses
   b. No more than two failing semester grades in the senior year

2. Have satisfactory attendance, which is defined as no more than 15 absences (either excused or unexcused) per class per semester of the senior year

3. Have satisfactory citizenship:
   a. No more than one suspension for any reason during the senior year.

   b. No more than a total of two "unsatisfactory" (U) marks in citizenship on the report card each semester in the senior year.

4. Pay all indebtedness prior to the last two weeks of the second semester of the senior year.

5. In addition to the above, graduating seniors must:

1. Participate in the rehearsal prior to graduation in order to participate in the graduation ceremony.
2. Be enrolled in an eighth semester of high school unless there are extenuating circumstances that prevented them from completing high school within the traditional four-year structure.
3. Have a signed participation form on file in the school office by October 1 of the senior year if the student is a potential graduate or upon completion of enrollment documents when registering after the beginning of the school year.

In some instances, a 4th year high school student may be reclassified to junior standing due to inadequate accrual of credits, but may reach senior status during the school year. If this should occur, the following practice will be applied: Any student who is redesignated to senior status during the school year will be subject to all ceremony participation requirements retroactive to the beginning of the year. The principal or designee will notify the parent/guardian immediately of the change in status.

If a student is in violation of any of the stated criteria, an appeal process will be in place. All appeals will be made to a committee that will be comprised of the principal of the school, an assistant principal, the student's counselor, and the administrator supervising secondary education. All decisions from the appeals committee will be final.

Legal Reference:
EDUCATION CODE
47612 Enrollment in charter school
48200 Compulsory attendance
48204.4 Parents/guardians departing California against their will
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Student in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51230 Credit for community emergency response training
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4670 Uniform complaint procedures
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Education, High School: http://www.cde.ca.gov/ci/gs/hs
University of California, List of Approved a-g Courses:
http://www.universityofcalifornia.edu/admissions/freshman/requirements

Policy BURBANK UNIFIED SCHOOL DISTRICT
adopted: September 18, 2025 Burbank, California

Regulation 6146.1: High School Graduation Requirements Status: ADOPTED

Original Adopted Date: 01/15/2015 | Last Revised Date: 04/20/2023 | Last Reviewed Date: 04/20/2023

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)
In the annual notification sent to parents/guardians pursuant to Education Code 48980, the Superintendent or designee shall include the following: (Education Code 48980)

1. Information about district high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California
2. A complete list of career technical education courses offered by the district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy

High school students have the option of attaining credits for courses taken at a community college. The superintendent or designee must give prior approval before any course is taken.
Students must receive prior approval from the Superintendent or designee for on-line instruction under the following conditions:

1. The final exam for these two on-line courses, Health Education and Education and Career Planning must be proctored by a district high school teacher who is on staff at the student's school of attendance.
2. Students who have earned credit from a non-accredited institution, home school, or online program may earn credit by examination with approval of the Superintendent or Designee.

Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. (Education Code 51411)

If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended. (Education Code 48645.5)

18-Year Old Students and Non-Graduates

It is the Burbank Unified School District's intention to offer students eight semesters of uninterrupted instruction at the high school level, the purpose of which is the attainment of a high school diploma. In certain instances, students do not accrue enough credits to meet graduation requirements during the prescribed period of time.

Options for Non-Graduates

As soon as it becomes evident that graduation criteria will not be reached by the end of the eighth semester of enrollment, the student's counselor will initiate a conference with the student and parent/guardian to discuss options for reaching graduation status. In many instances, this determination of non-graduation status may occur before the beginning of the senior year.
However, whenever that determination is made, it will be the counselor's responsibility to create a senior status graduation plan, in addition to the typical 4-year plans that all students have.

General Regulations for Students Who Are Credit Deficient

For students needing 10 or fewer credits to graduate from a district high school, there are several options to reach graduation status:

If the credits are earned prior to the commencement of the fall semester following the proposed graduation date, and within the Burbank Unified School District, the student will be issued a high school diploma from the student's school of residence. Options for reaching graduation status:

1. Attendance in the Burbank Unified School District's summer school program immediately following the originally proposed graduation date, including summer session. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the school of residence.
2. Enrollment in the Burbank Adult School to obtain the needed credits/classes. Upon successful completion of the needed credits/classes, if completed by the beginning of the fall semester following the originally proposed

graduation date, a high school diploma will be conferred from the school of residence.

3. Enrollment in a community college to obtain the needed credits/classes. Upon successful completion of the needed credits/classes, if completed by the beginning of the fall semester following the originally proposed graduation date, a high school diploma will be conferred from the school of residence.
4. If the student needs 10 credits or fewer, but the credits are completed after the end of the summer session or first semester following the senior year and within the Burbank Unified School District:

    a. A review of the circumstances prohibiting the completion of credits in a timely manner will determine which institution will issue the diploma.
    b. The review will be conducted by the student's high school principal or administrative designee, counselor, and the administrator supervising secondary education.
    c. Depending on the determination of those identified above, the student will be issued a diploma from the school of residence or the school in which the majority of high school credits were accrued, from the continuation high school or the Adult School.

For students needing more than 10 and up to 30 credits to graduate from high school, options include:

1. Enrollment in the district's summer school for a maximum of 10 credits and in the summer afternoon ROP program for a maximum of 10 credits: Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the school of residence.
2. A student may submit a written request to the administrator supervising secondary education to be allowed to complete his/her high school education during a 9th semester of attendance at a comprehensive high school in the district. A panel comprised of administrators from both comprehensive high schools, the continuation high school, and the administrator supervising secondary education shall review all application requests for a 9th semester of attendance. Criteria shall include the student's age, disciplinary and attendance records, and the feasibility of attaining the stated goal of graduation within one additional semester of attendance. After a review of the application and a recommendation by the panel, the options identified below may be applied:
3. Return to the comprehensive high school site as a full-time student, being designated as a senior for the purpose of completing all high school graduation requirements. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the school of residence.
4. Enrollment at the continuation high school. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the continuation high school.
5. Enrollment at the Burbank Adult School. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the Burbank Adult School.

For students needing more than 30 and up to 60 credits to graduate from high school:

1. If the student is under 18 years of age, options available in the district include:
    a. Enrollment at the continuation high school
    b. Enrollment at Burbank Adult School

2. If the student is over 18 years of age, options include:
    a. Enrollment at the Burbank Adult School
    b. Enrollment in a General Education Development (GED) program
    c. Enrollment at a community college
    d. Enrollment at the continuation high school

Criteria for Attendance After Age 18 - The Continuation High School

1. Records of the continuation high school students who have not graduated by the age of 18, but have completed eight semesters of study in high school, shall be reviewed by the principal or designee and counselor, according to the following criteria:

    a. School attendance
    b. Behavior/discipline

c. Number of quarters projected for the student to graduate
d. Number of credits needed (no more than 60)

2. For students attending the continuation high school needing 60 or fewer credits to graduate who have reached the age of 18, the student may:

    a. Return to the continuation high school for a maximum of four quarters following the 18th birthday.
    b. Enroll at the Burbank Adult School.

3. For students attending the continuation high school needing more than 60 credits to graduate who have reached the age of 18, the student may:

    a. Enroll at Burbank Adult School.
    b. Enroll in a community college.
    c. Appeal for continued enrollment at the continuation high school, subject to the criteria identified above (a-d).

Restrictions

These administrative regulations specifically refer to students who are enrolled in the Burbank Unified School District. If a student completes his/her high school education outside of the district (with the exception of enrollment in a community college) he/she cannot receive a Burbank Unified School District diploma.

For Special Education students, state and federal regulations apply.

For English Learners, the following apply: Students who entered the District from another country in grades 11 or 12 and gave made good academic progress are eligible to stay for a 5th year of study at the comprehensive high school.

Appeals to the procedures described above will be referred to the administrator supervising secondary education.

High School Graduation Participation Criteria

In order for a senior to be eligible to participate in the graduation ceremony, the student must meet established academic and behavioral criteria related to attendance and citizenship. In order to participate, graduating seniors must:

1. Successfully complete academic requirements:
    a. Satisfactory completion of 230 units of study, including all required courses
    b. No more than two failing semester grades in the senior year

2. Have satisfactory attendance, which is defined as no more than 15 absences (either excused or unexcused) per class per semester of the senior year

3. Have satisfactory citizenship:
    a. No more than one suspension for any reason during the senior year.

    b. No more than a total of two "unsatisfactory" (U) marks in citizenship on the report card each semester in the senior year.

4. Pay all indebtedness prior to the last two weeks of the second semester of the senior year.

In addition to the above, graduating seniors must:

1. Participate in the rehearsal prior to graduation in order to participate in the graduation ceremony.
2. Be enrolled in an eighth semester of high school unless there are extenuating circumstances that prevented them from completing high school within the traditional four-year structure.
3. Have a signed participation form on file in the school office by October 1 of the senior year if the student is a potential graduate or upon completion of enrollment documents when registering after the beginning of the school year.

In some instances, a 4th year high school student may be reclassified to junior standing due to inadequate accrual of credits, but may reach senior status during the school year. If this should occur, the following practice will be applied: Any student who is redesignated to senior status during the school year will be subject to all ceremony participation requirements retroactive to the beginning of the year. The principal or designee will notify the parent/guardian immediately of the change in status.

If a student is in violation of any of the stated criteria, an appeal process will be in place. All appeals will be made to a committee that will be comprised of the principal of the school, an assistant principal, the student's counselor, and the administrator supervising secondary education. All decisions from the appeals committee will be final.

Appeal Process

1. All appeals must be submitted, in writing, to the student's counselor or administrator, no later than 10 working days prior to the end of the semester in which the criteria violation occurred.
2. All circumstances that affected the student and contributed to the infraction should be clearly stated in the letter of appeal. This may entail submission of notes from a doctor or any other support documentation that may contribute to the appeals committee's understanding of the student's situation.
3. All written appeals will be reviewed by the appeals committee.
4. After the written appeal has been reviewed, a written response will be sent to the student.
5. All decisions from the appeals committee are final.
6. If the appeal is granted, the student will be allowed to participate in the graduation ceremony. If denied, the student will not participate in the ceremony and no tickets to the graduation ceremony will be issued to non-participating seniors. A student, who has met graduation requirements but is not eligible to participate in the graduation ceremony, will receive a high school diploma.

Adult School Graduation Participation Criteria

In order to participate in the graduation ceremony, a student must meet established academic and behavioral criteria. In order to participate, graduating seniors must:

1. Successfully complete academic requirements:

    a. Satisfactory completion of 180 units of study, including all required courses.

2. Pay all indebtedness prior to the last two weeks of the second semester of the senior year.

In addition to the above, graduating seniors must:

1. Participate in the rehearsal prior to graduation in order to graduate on stage.
2. Have a signed participation form on file in the counseling office by April 1 of the senior year if the student is a potential graduate.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Laura Flosi, Director of Child Care Programs
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Approval of Boys and Girls Club Agreement for Child Care Paid by Expanded Learning Opportunities Program from July 1, 2026 through June 30, 2027

Background:

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

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

District-Wide Goals 2025-26:

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

Discussion/Issues:

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

It is proposed that the Boys and Girls Club of Burbank program reduce childcare fees by 100% for unduplicated students. Current morning care rates will be reduced from $115 to $0 monthly. The daily rates for Transitional Kindergarten and Kindergarten will be reduced from $205 to $0 monthly. Grades 1-5 after-school rates will be reduced from $175 to $0 per month. For grades 6-8, after-school care will be reduced from $115 to $0 monthly. The entire amount (100%) for unduplicated students will be covered by the Expanded Learning Opportunities Program (ELOP) funding.

Additionally, ELOP funds will cover the cost of gate monitors for fourteen school locations where the Boys and Girls Club of Burbank provides child care. Gate monitors will be employed from 3:00 p.m. to 6:15 p.m. This is an additional safety procedure to monitor the release of childcare students to family members.

ELOP child care will include 180 days of the regular school year, five days of Winter Break, five days of Spring Break, and 20 days of Summer Break.

Fiscal Impact:

Depending on the grade level, families will pay 0% of the organization's fees weekly or monthly. The balance (100%) will be invoiced to the District for payment. It is estimated that paying the balance of the 100% rate reduction will cost up to $1,750,000 for 700 students who receive childcare from these organizations. We are building in a $150,000 cushion in case we have more students. Both programs have a seating capacity, so there is a limit to the number of attendees. Seats are filled on a first-come, first-served basis. The ELOP allocation for 2025-2026 is $3,859,529. The funding award for 2026-2027 has not yet been published by the California Department of Education; however, it is anticipated that the District will receive a similar allocation as in 2026-2027.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $1,900,000.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2026 through June 30, 2027, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

2026-2027 AGREEMENT FOR CHILD CARE SERVICES
FOR BURBANK USD STUDENTS ATTENDING
THE BOYS AND GIRLS CLUB OF BURBANK
FUNDED BY UNDUPLICATED STUDENT COUNTS

The BURBANK UNIFIED SCHOOL DISTRICT, and THE BOYS AND GIRLS CLUB OF BURBANK, a California Non-Profit Corporation ["BAGCB"] enters into this agreement for the following purposes and with reference to the following facts:

RECITAL

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

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

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

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

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

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

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

BAGCB Agrees:

A. **Operational Requirements:**

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

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

- To provide gate monitors at up to 14 school sites from the end of the school day through 6:15 p.m., Edison Elementary is the only school site not requiring a gate monitor as the entrance has direct access to child care.

- To offer TK/K childcare from 7:00 a.m. to the start of the school day at any elementary school that has at least 10 students, based on the community's need for childcare. There is also an option to offer morning childcare to other grade levels at an elementary school.

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

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

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

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

B. **Staffing Requirements:**

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

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

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

- To evaluate BAGCB employees annually, following the BAGCB employee evaluation procedures.

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

C. Reporting and Evaluation of Program:

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

- To provide background checks and fingerprints for hired staff.

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

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

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

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

2. **Use of District Facilities**:

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

3. **Term:**

The term of this Agreement is from July 1, 2026, to June 30, 2027. By agreement of the parties, this Agreement may be renewed for successive one-year periods.

4. **Compensation:**

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

4.1 Up to $1,900,000 payable to BAGCB as follows:

$1,300,000 for 100% reduced rates for BAGBC members, Grades TK/K through Grade 6, who qualify for ELOP funding from July 1, 2026, through June 30, 2027. The names of qualifying students will be provided along with the monthly invoicing.

4.2 $600,000 administrative and program expenses, including gate monitors and TK/K through Grade 6 from July 1, 2026, through June 30, 2027.

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

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

5. **Termination:**

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

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

6. **Amendment:**

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

7. **Indemnification:**

7.1 Except to the extent resulting from or arising out of the negligence or willful misconduct of the DISTRICT, its Board, or any member thereof; or their respectiveofficers, employees, agents, or representatives, BAGCB agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, and covenants not to

sue, the DISTRICT, its Board and each member thereof; and their respective officers, employees, agents, or representatives, from any and all liability, loss, suits, claims, damages, costs, judgments, and expenses (including attorney's fees and costs of litigation) which result from, or arise out of, or are claimed to result from or to arise out of any act of neglect, default or omission of BAGCB, its employees, representatives, subcontractors, or agents relating to its activity or performance under this Agreement.

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

8. **Insurance:**

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

8.1 Comprehensive General Liability insurance with limits of at least $2,000,000

combined single limits for bodily injury and death, and $500,000 property damage meeting the above standards.

8.2 The DISTRICT, its board members, officers, employees, agents, and volunteers mustbe endorsed on the policy as additional insured with respect to liability arising out ofBAGCB'S performance of this Agreement. If BAGCB employs other contractors in connection the Services rendered, the Contractor's Protective Coverage is required. BAGCB may include all subcontractors as insured under its own policy, shall furnish separate insurance for each subcontractor, or shall ensure that the subcontractor has its own insurance meeting the requirements set forth herein.

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

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

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

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

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

9. **Rules of Construction:**

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

10. **Severance Provision:**

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

11. **Counterparts:**

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

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

Boys and Girls Club		Burbank Unified School District	
Shanna Warren Executive Director	Date	Oscar Macias, Ed.D. Interim Superintendent of Schools	Date

Burbank Unified School District

Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Interim Superintendent
PREPARED BY:	Oscar Macias, Interim Superintendent
SUBMITTED BY:	Stephanie Beauregard, Executive Assistant to the Board of Education/Superintendent
DATE:	April 9, 2026
SUBJECT:	Approval of Revised Job Description, Assistant Superintendent, Human Resources

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Background:
Under the direction of the Superintendent, this individual plans, organizes, and administers a comprehensive human resources services program for the district, which includes all personnel transactions and procedures for classified, certificated, non-classified and management employees; develops/administers the annual budget for the department; serves as a member of the cabinet; serves as the chief negotiator for the district; proposes human resources policies, rules and procedures, and ensures that district human resources programs comply with Board rules and negotiated contracts; researches and applies new legislation

Summary:
The intent of these changes is to broaden the scope of potential candidates and to help the District remain competitive during a high-volume hiring season for executive-level positions. The proposed revisions are designed to expand the applicant pool while maintaining the integrity and expectations of the role.

Fiscal Impact:
There is no direct fiscal impact associated with the revisions of the job description

Recommendation:
Oscar Macias, Interim Superintendent, recommends that the Board of Education approve proposed changes to the job description for the position of Assistant Superintendent, Human Resources, as presented.

Assistant Superintendent Human Resources

DEFINTION

Under the direction of the Superintendent, this individual plans, organizes, and administers a comprehensive human resources services program for the district, which includes all personnel transactions and procedures for classified, certificated, non-classified and management employees; develops/administers the annual budget for the department; serves as a member of the cabinet; serves as the chief negotiator for the district; proposes human resources policies, rules and procedures, and ensures that district human resources programs comply with Board rules and negotiated contracts; researches and applies new legislation.

PERSONAL PROFILE

- Is a strong communicator who uses diplomacy and inclusion to successfully involve all members of the school community.
- Is an active listener, open to new ideas, who maintains a high level of visibility in the district.
- Is confidential, trustworthy and honest, with unquestioned integrity.
- Places students first in the decision-making process.
- Is able to develop a good relationship with the staff and community.
- Employs a collaborative management style.
- Possesses strong interpersonal and team-building skills.
- Can build a climate of trust and respect.
- Is energetic, enthusiastic, creative, and flexible.

PROFESSIONAL PROFILE

- Possesses a record of proven leadership in the field of Human Resources.
- Supervise human resources functions related to all employees-certificated, classified and management personnel.
- Direct and evaluate the work of the clerical and technical staff of human resources.
- Interpret district policies, practices, and procedures to administrators, classified staff, teachers, and applicants.
- Serve as a resource for information relative to the California Education Code, employee agreements, and legal regulations pertinent to human resources practices.
- Assure that employment functions comply with EEOC guidelines and the Education Code as well as district rules and regulations.

- Administer the district employee leave program according to established laws, collective bargaining agreements, rules and regulations.
- Conduct/manage investigations of personnel actions.
- Facilitate various district wide committees: calendar, catastrophic leave, health and welfare etc.
- Oversee ADA reasonable accommodation meetings with employees.
- Coordinate reductions in staffing by identifying affected positions and employees.
- Provide guidance regarding activities related to the collective bargaining process.
- Coordinate the District worker's compensation program.
- Coordinate the District's benefit program.
- Administer and monitor corrective action and disciplinary procedures to ensure fair and equitable treatment of all employees.
- Research, develop and propose new and revised human resources policies and regulations.
- Oversee the preparation and administration of examinations.
- Is a visionary who leads by example and is able to inspire quality performance.
- Establish strong relationships and work effectively with key internal and external stakeholders and/or partners (e.g., Board of Education, labor partners/employee unions, District site and central office leaders).
- Is visible, approachable, and able to comfortably interact with students, staff, and the community.
- Will listen to and communicate openly with students, the staff, and the community, especially on matters that directly affect them.

DUTIES/RESPONSIBILITIES

- Project personnel needs and direct the recruitment, screening and employment recommendations for certificated and classified personnel.
- Serve as Board of Education representative in all matters related to collective bargaining.
- Administer and maintain all personnel records relative to employment, evaluation, contracts, salary placement, resignations and retirements.
- Direct all activities relative to Substitute and Home Teachers.
- Administer the staffing of schools according to established District enrollment projections.
- Administer grievance procedures and provide general contract administration for certificated and classified personnel.
- Provide administrative oversight, coordinate and supervise the Accounting Program for Sick Leave, Personal Leaves, Administrative Assignment Leaves, and other absences.
- Perform other duties as assigned.

EDUCATION

- Graduation from an accredited college or university with a Bachelor's degree. A graduate degree in business, education, human resources management, educational administration, organizational leadership, public administration, industrial psychology or a related field is preferred.

QUALIFICATIONS

- ~~A minimum of two (2) years successful experience in human resources management, preferably in public education.~~
- Prior experience in Human Resources preferred.
- Completion of ACSA Personnel Academy preferred.
- At least five (5) years public school administration experience. It is preferred that an individual will have direct administrative experience in a central office position related to Human Resources
- Possession of an appropriate valid driver's license; insurable under the District's insurance policies.
- Upon recommendation for employment, prospective employees will be required to provide a current verification of a negative TB test or X-ray and be fingerprinted through the Department of Justice.

WORKING CONDITIONS

Environment
Office environment and classroom environment; subject to considerable distraction from constant interruptions.
Physical Demands
Dexterity of hands and fingers to operate standard office equipment; sitting for extended periods of time, hearing and speaking to exchange information and make presentations, and walking to move around campus.
Hazards
Typical hazards associated with a school environment.

APPLICATION REQUIREMENTS

All applicants must provide the following items to be considered:

- a fully completed *Application Form*, on Ed Join.org
- a personal letter of application,
- a resume;
- a placement file and/or three (3) current letters of professional references describing the applicant's performance in previously held positions.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

March 16, 2026

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Avenue
Burbank, California

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

MEMBERS ABSENT:
Kelsey Olson

Also present were: None

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Pontzer Kamkar leads in the Pledge of Allegiance.

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items

3) CLOSED SESSION

Adjourned to Closed Session at 5:02 p.m.

3.a) Government Code 54957

Public Employee Appointment/Employment Title: Superintendent

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

5) REPORTING ON CLOSED SESSION

The Board appointed Dr. Tom McCoy as the new Superintendent of Burbank Unified School District.

Moved by Vice President Weisberg and seconded by Clerk Cano. Motion passed.

AYES: Aghakhanian, Cano, Weisberg, Pontzer Kamkar. ABSENT: Olson

President Pontzer Kamkar read the timeline followed for the Superintendent search.

The contract for Dr. McCoy will be approved on the 3/26/2026 Board Meeting.

6) REQUESTS TO ADDRESS THE BOARD

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

7) NEW AND/OR UNFINISHED BUSINESS

The appointment of Board representatives to conduct contract negotiations with the Superintendent.

Vice President Weisberg nominated President Pontzer Kamkar and Member Olson to serve as the negotiating team, it was seconded by Clerk Cano.

7.a) Discussion/Action on Appointment of Board Representative(s) in Contract Negotiations with the Superintendent

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

8) ADJOURNMENT

Meeting adjourned at 6:02 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

4/9/2026
_____
DATE

_____
LAURETTE CANO, CLERK

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 03/03/2026 & 03/16/2026

PO Number	Vendor	Description	Site	Fund	Total Amount
25004735	MB DANCE INC	C/O 1: INCREASE BY $1,275.00; CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 2/5/26	ROOSEVELT ELEMENTARY	010	$6,375.00
26000047	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $6,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$11,000.00
26000062	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: INCREASE BY $3,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	ROOSEVELT ELEMENTARY	010	$6,000.00
26000192	CITYWIDE UNIFORMS	C/O 2: INCREASE BY $3,000.00; 2025-26 BLANKET ORDER; NURSING UNIFORMS AND EQUIPMENT; ADULT ED GENERAL APPORTIONMENT FUNDS AND ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$24,000.00
26000258	CATALINA PAINTS	C/O 1: INCREASE BY $3,000.00; 2025-26 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$8,000.00
26000269	HD SUPPLY, INC.	C/O 2: INCREASE BY $10,000.00; 2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$55,000.00
26000341	KING'S CUSTOM SHEET METAL	C/O 1: INCREASE BY $1,000.00; 2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,000.00
26000407	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $5,000.00; 2025-26 BLANKET ORDER; SUPPLIES AND MATERIALS; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$20,000.00
26000480	AMAZON CAPITAL SERVICES	C/O 3: INCREASE BY $5,000.00; 2025-26 BLANKET ORDER; CLASROOM AND OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$21,000.00
26000613	AMAZON CAPITAL SERVICES	C/O 5: INCREASE BY $200.00; 2025-26 BLANKET ORDER; CLASSROOM SUPPLIES AND MATERIALS	BRET HARTE ELEMENTARY	010	$2,200.00
26000696	ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING, INC	C/O 1: INCREASE BY $30,000.00; STUDENT TRANSPORTATION; SPECIAL EDUCATION TRANSPORTATION FUNDS; BOARD APPROVED 3/5/26	SPECIAL EDUCATION	010	$94,754.00
26001130	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $20.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; GIFT FUNDS	DISNEY ELEMENTARY	010	$2,020.00
26001313	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $500.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	$2,500.00
26001317	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $1,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$2,000.00

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
26001797	BALLS AND WHISTLES DBA AMAZING ATHLETES	C/O 1: INCREASE BY $2,500.00; CONSULTANT AGREEMENT; SPORTS ENRICHMENT; ELOP FUNDS; BOARD APPROVED 7/24/25	CHILD DEVELOPMENT SERVICES	010	$7,500.00
26002026	DEPARTMENT OF INDUSTRIAL RELATIONS	C/O 1: INCREASE BY $925.00; CONVEYANCE INSPECTION FEES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,850.00
26002073	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $250.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$5,250.00
26002109	MUSCO CORPORATION	C/O 1: INCREASE BY $310.00; REPLACE BASEBALL FIELD LAMPS AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,130.35
26002188	JPMORGAN CHASE BANK	C/O 2: INCREASE BY $8,000.00; C/O 1: INCREASE BY $2,000.00; 2526 BLANKET ORDER; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$18,000.00
26002254	BASECAMP SUPPLY CO.	C/O 1: REDUCE BY $400.00; EQUIPMENT RENTAL; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$234.60
26002396	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $142.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; BAEF FUNDS	DISNEY ELEMENTARY	010	$1,917.00
26002409	POLARIS LIGHTING ASSOCIATES, INC.	C/O 1: INCREASE BY $1,319.49; AUDITORIUM LIGHTING REPAIR AT JEFFERSON ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,176.57
26002454	JPMORGAN CHASE BANK	C/O 1: INCREASE BY $8.00; BOOKS; GIFT FUNDS	EMERSON ELEMENTARY	010	$29.38
26002466	JPMORGAN CHASE BANK	CONFERENCE STAY; SPECIAL EDUCATION - WORKABILITY GRANT	SPECIAL EDUCATION	010	$1,349.40
26002516	BLINDER, ERIC	REIMBURSEMENT TO TEACHER FOR PAYMENT OF KILN REPAIR; AMS FUNDS	MUIR MIDDLE SCHOOL	010	$270.00
26002527	MILLER, GREG	REIMBURSEMENT TO PRINCIPAL FOR FOOD FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$66.00
26002528	KELLY SPICERS	WAREHOUSE STOCK; COPY PAPER	WAREHOUSE	010	$26,175.24
26002529	LIBRARY IDEAS LLC	BOOKS; TITLE III - LEP STUDENT PROGRAM FUNDS	STEVENSON ELEMENTARY	010	$503.86
26002530	MB DANCE INC	CONSULTANT AGREEMENT; DANCE INSTRUCTION; AMS FUNDS; BOARD APPROVED 1/15/26	WASHINGTON ELEMENTARY	010	$5,850.00
26002531	HOWARD, COREY	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR EVENT SUPPLIES	MUIR MIDDLE SCHOOL	010	$677.32
26002532	ANOUSH MARKARIAN	CONSULTANT AGREEMENT; DANCE INSTRUCTION; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 2/12/26	MUIR MIDDLE SCHOOL	010	$500.00
26002533	PACINO, LORI	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$797.09

BURBANK UNIFIED SCHOOL DISTRICT

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26002534	MILLER, GREG	REIMBURSEMENT TO PRINCIPAL FOR STUDENT AWARDS	MUIR MIDDLE SCHOOL	010	$57.67
26002536	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$8,000.00
26002537	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE III - IMMIGRANT EDUCATION FUNDS	MILLER ELEMENTARY	010	$1,000.00
26002538	RAPTOR TECHNOLOGIES, LLC	OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$1,033.18
26002540	BULK BOOKSTORE	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$166.69
26002541	MATH STACKERS INC.	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	BRET HARTE ELEMENTARY	010	$436.48
26002542	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$601.41
26002543	WORTHINGTON DIRECT HOLDINGS, LLC	FURNITURE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,198.71
26002544	KFA, LLP	PROFESSIONAL SERVICES AGREEMENT; LANDSCAPE ARCHITECTURE; BOND FUNDS; BOARD APPROVED 2/12/26	FACILITIES SERVICES	210	$52,580.00
26002546	DICK BLICK CO	CLASSROOM SUPPLIES; AMS FUNDS	BURBANK HIGH SCHOOL	010	$1,853.76
26002547	MOLLENHAUER GROUP CIVIL, INC.	PROFESSIONAL SERVICES AGREEMENT; LAND SURVEY; BOND FUNDS; BOARD APPROVED 2/12/26	FACILITIES SERVICES	210	$56,800.00
26002548	DICK BLICK CO	CLASSROOM SUPPLIES; AMS FUNDS	BURBANK HIGH SCHOOL	010	$154.08
26002549	MOLLENHAUER GROUP CIVIL, INC.	PROFESSIONAL SERVICES AGREEMENT; CIVIL ENGINEERING; BOND FUNDS; BOARD APPROVED 2/12/26	FACILITIES SERVICES	210	$115,000.00
26002550	THE CRANE GUYS, LLC	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MC KINLEY ELEMENTARY	010	$627.20
26002551	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; DOR FUNDS	SPECIAL EDUCATION	010	$3,230.96
26002552	DEPARTMENT OF INDUSTRIAL RELATIONS	CONVEYANCE INSPECTION FEES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$450.00
26002553	PURELAND SUPPLY LLC	AUDIO VISUAL SUPPLIES	EDISON ELEMENTARY	010	$522.94
26002554	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$92.25
26002555	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; TITLE III IMMIGRANT EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$240.53
26002556	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; UNDERWOOD FAMILY FARMS:PTA FUNDS	JEFFERSON ELEMENTARY	010	$2,520.00
26002557	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; LEWIS MCADAMS RIVERFRONT PARK; ACCOUNTS RECEIVABLE	DOLORES HUERTA MIDDLE SCHOOL	010	$2,385.00

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26002558	SMITH, AIYANA	REIMBURSEMENT TO SPEECH AND LANGUAGE PATHOLOGIST FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$126.57
26002559	CITY OF BURBANK	VIDEOTAPING SERVICES	SUPERINTENDENT ´S OFFICE	010	$4,495.00
26002560	CITY OF BURBANK	VIDEOTAPING SERVICES	SUPERINTENDENT ´S OFFICE	010	$4,464.00
26002561	NJP SPORTS INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	BRET HARTE ELEMENTARY	010	$27.63
26002562	EDVOTEK, INC.	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$382.73
26002563	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$100.00
26002564	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,372.16
26002565	TRULITE	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	EDISON ELEMENTARY	010	$464.69
26002566	AD ASTRA EDUCATION, LLC	BOOKS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$1,918.58
26002567	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; GLENDALE PRESBYTERIAN CHURCH; PROP 28 FUNDS	PROVIDENCIA ELEMENTARY	010	$760.00
26002568	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	STEVENSON ELEMENTARY	010	$152.40
26002569	TUBBS, MARGARITA ELIA	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR FOOD FOR EVENT	EMERSON ELEMENTARY	010	$19.00
26002570	WILLIAMS-BAER, MAUREEN	REIMBURSEMENT TO OFFICE ASSISTANT FOR FOOD FOR EVENT	EMERSON ELEMENTARY	010	$219.76
26002571	COVER ONE	LIBRARY SUPPLIES	PROVIDENCIA ELEMENTARY	010	$72.47
26002572	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III IMMIGRANT EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$256.01
26002573	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III LEP STUDENT PROGRAM FUNDS	STEVENSON ELEMENTARY	010	$131.70
26002574	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III LEP STUDENT PROGRAM FUNDS	STEVENSON ELEMENTARY	010	$123.79
26002575	SHI INTERNATIONAL CORP	SOTFTWARE LICENSE; ADULT EDUCATION - BLOCK GRANT; BOARD APPROVED 6/18/25	BURBANK ADULT SCHOOL	110	$21,624.20
26002576	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES	ROOSEVELT ELEMENTARY	010	$161.71
26002577	UNDERWOOD FAMILY FARMS	FIELD TRIP ADMISSION; UNDERWOOD FAMILY FARMS; GIFT AND PTA FUNDS	JEFFERSON ELEMENTARY	010	$2,624.00
26002578	MATTERHACKERS INC	CLASSROOM SUPPLIES; CHUCK LORRE GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$265.20
26002579	LIGHTSPEED TECHNOLOGIES	AUDIO EQUIPMENT	TECHNOLOGY SERVICES	010	$2,892.48
26002580	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$261.76

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26002581	SWEETWATER SOUND INC	AUDIO EQUIPMENT; PTA FUNDS	JEFFERSON ELEMENTARY	010	$1,691.53
26002582	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; KNOTTS BERRY FARM; GIFT AND PTA FUNDS	JEFFERSON ELEMENTARY	010	$3,600.00
26002583	SITEONE LANDSCAPE SUPPLY, LLC	GROUNDS EQUIPMENT; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,216.80
26002584	BONILLA, CINDY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$150.00
26002585	TRANE U.S. INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS.	FACILITIES SERVICES	010	$89.54
26002586	DURHAM SCHOOL SERVICES, L.P.	STUDENT TRANSPORTATION; OSS; WRIGHTWOOD; PTA FUNDS	PROVIDENCIA ELEMENTARY	010	$3,532.14
26002587	SCHOOL SPECIALTY, LLC	CARPET	BRET HARTE ELEMENTARY	010	$258.44
26002588	COLONY THEATRE COMPANY	FACILITY RENTAL; PROP 28 FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$1,275.00
26002589	GOODHEART-WILLCOX PUBLISHER	E-BOOKS; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$79.00
26002590	STEVE WEISS MUSIC	CLASSROOM SUPPLIES; BAEF FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$774.61
26002591	O'MALLEY MUSICAL INSTRUMENTS CO LLC	MUSICAL INSTRUMENT; MUSIC IS INSTRUMENTAL FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,838.47
26002592	GUITAR CENTER	MUSICAL INSTRUMENTS; MUSIC IS INSTRUMENTAL FUNDS	MAGNOLIA PARK	010	$734.83
26002593	GUITAR CENTER	MUSICAL INSTRUMENTS; MUSIC IS INSTRUMENTAL FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$3,612.25
26002594	GUITAR CENTER	MUSICAL INSTRUMENTS; MUSIC IS INSTRUMENTAL FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$6,236.62
26002595	GUITAR CENTER	MUSICAL INSTRUMETNS; MUSIC IS INSTRUMENTAL FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,596.73
26002596	AMAZON CAPITAL SERVICES	OFFICE EQUIPMENT	BUSINESS OFFICE	010	$930.84
26002597	AMAZON CAPITAL SERVICES	MUSICAL INSTRUMENTS; MUSIC IS INSTRUMENTAL FUNDS	MAGNOLIA PARK	010	$795.01
26002598	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	DOLORES HUERTA MIDDLE SCHOOL	010	$119.67
26002599	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	DOLORES HUERTA MIDDLE SCHOOL	010	$234.44
26002600	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MUIR MIDDLE SCHOOL	010	$64.20
26002601	JPMORGAN CHASE BANK	FURNITURE	BRET HARTE ELEMENTARY	010	$417.67
26002602	NOGUERA, JUAN	REIMBURSEMENT TO DIRECTOR FOR CONFERENCE MEAL; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$78.61
26002603	MACIAS, OSCAR	REIMBURSEMENT TO INTERIM SUPERINTENDENT FOR TRAVEL EXPENSES	SUPERINTENDENT ´S OFFICE	010	$563.73
26002604	OUTLOOK NEWSPAPERS	ADVERTISING FOR BID; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,706.00

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26002605	DODGE CONSTRUCTION NETWORK LLC	ADVERTISING FOR BID; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,200.00
26002606	COSCO FIRE PROTECTION INC	FIRE ALARM REPAIR AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$8,935.00
26002607	CRAIG CROTTY ARBOR CULTURE	PROFESSIONAL SERVICES; ARBORIST ASSESSMENT AT EDISON ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,850.00
26002608	AMAZON CAPITAL SERVICES	EVENT SUPPLIES; ARTS FOR ALL FUNDS	WASHINGTON ELEMENTARY	010	$61.58
26002609	LEONIS ADOBE MUSEUM	FIELD TRIP ADMISSION; LEONIS ADOBE; GIFT FUNDS	EDISON ELEMENTARY	010	$1,075.00
26002610	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$698.09
26002611	SMART & FINAL STORES CORP	2025-26 BLANKET ORDER; FOOD FOR SCHOOLS; CHILD NUTRITION SCHOOL PROGRAM	FOOD SERVICES	130	$20,000.00
26002612	FUN EXPRESS LLC	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$64.33
26002613	REALLY GOOD STUFF LLC	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$29.01
26002614	FIELDS, JAIMI	REIMBURSEMENT TO TEACHER FOR BOOKS; TITLE I FUNDS	EMERSON ELEMENTARY	010	$88.00
26002615	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$203.51
26002616	DICK BLICK CO	CLASSROOM SUPPLIES; AMS FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$3,966.71
26002617	PUBLIC ECONOMICS, INC.	CONSULTANT AGREEMENT; REVENUE ANALYSIS AND COMPLIANCE SERVICES; BOARD APPROVED 1/18/26	BUSINESS OFFICE	400	$30,000.00
26002618	CHARLES TAYLOR ENVIRONMENTAL TECHNICAL SERVICES	ENVIRONMENTAL SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$975.00
26002619	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MUSIC IS INSTRUMENTAL FUNDS	INSTRUCTIONAL SERVICES	010	$3,169.70
26002620	AMAZON CAPITAL SERVICES	FURNITURE; MUSIC IS INSTRUMENTAL FUNDS	WAREHOUSE	010	$701.51
26002621	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MUSIC IS INSTRUMENTAL FUNDS	INSTRUCTIONAL SERVICES	010	$248.34
26002622	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$500.00
26002623	CURRICULUM ASSOCIATES INC	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$197.31
26002624	CROFOOT, LEONARD JOHN	CONSULTANT AGREEMENT; DANCE WORKSHOPS; AMS FUNDS; BOARD APPROVED 3/5/26	EMERSON ELEMENTARY	010	$3,000.00
26002625	J.M. KING CONSULTING	CONSULTANT AGREEMENT; SCHOOL FACILITIES PROGRAM AND FUNDING SUPPORT SERVICES; COMMUNITY REDEVELOPMENT FUNDS; BOARD APPROVED 2/12/26	FISCAL SERVICES	400	$40,180.00

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26002626	SIX FLAGS ENTERTAINMENT CORPORATION	ADMISSION FOR FIELD TRIP; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$10,547.60
26002627	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; CHUCK LORRE FAMILY GRANT	JEFFERSON ELEMENTARY	010	$2,032.32
26002628	RHIANNON CLARK	MUISCAL THEATRE WORKSHOP; AMS FUNDS; BOARD APPROVED 3/5/26	EMERSON ELEMENTARY	010	$3,300.00
26002629	PS SCIENCE	CONSULTANT AGREEMENT; 3RD GRADE STEAM INSTRUCTION; FRC ELEMENTARY FUNDS; BOARD APPROVED 7/24/26	STEVENSON ELEMENTARY	010	$4,480.00
26002630	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$180.00
26002631	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; CHUCK LORRE FAMILY GRANT	PROVIDENCIA ELEMENTARY	010	$580.66
26002632	ELISA EVANS	CONSULTANT AGREEMENT; THEATRE INSTRUCTION; FRC ELEMENTARY FUNDS; BOARD APPROVED 7/24/25	STEVENSON ELEMENTARY	010	$2,500.00
26002633	THE ART ROOM	CONSULTANT AGREEMENT; ART INSTRUCTION; FRC ELEMENTARY FUNDS; BOARD APPROVED 7/24/25	STEVENSON ELEMENTARY	010	$4,150.00
26002634	THEMES & VARIATIONS - MUSIC PLAY	SOFTWARE LICENSE; MUSIC IS INSTRUMENTAL;PENDING BOARD APPROVAL 3/26/26	INSTRUCTIONAL SERVICES	010	$1,200.00
26002636	MULTI - HEALTH SYSTEMS	TESTING MATERIALS	SPECIAL EDUCATION	010	$400.00
26002637	PRINTGLOBE, LLC.	OFFICE SUPPLIES	INSTRUCTIONAL SERVICES	010	$782.12
26002638	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	INSTRUCTIONAL SERVICES	010	$999.94
26002639	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	INSTRUCTIONAL SERVICES	010	$711.16
26002640	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	INSTRUCTIONAL SERVICES	010	$52.45
26002641	CITY OF BURBANK	2025-26 BLANKET ORDER; FIRE SAFETY FOR GRADUATION	INSTRUCTIONAL SERVICES	010	$2,000.00
26002642	AUNTIE M CREATIVE CONSULTANTS INC	2025-26 BLANKET ORDER; RENTAL OF SOUND EQUIPMENT FOR GRADUATION	INSTRUCTIONAL SERVICES	010	$10,000.00
26002643	LINE 204, LLC	2025-26 BLANKET ORDER; CHAIR RENTAL FOR GRADUATION	INSTRUCTIONAL SERVICES	010	$3,000.00
26002644	FOLLETT CONTENT SOLUTIONS LLC	BOOKS; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$4,097.64
26002645	CAROLYN STERN	PROFESSIONAL SERVICES AGREEMENT; ASSISTIVE TECHNOLOGY ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/5/26	SPECIAL EDUCATION	010	$1,500.00
26002646	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$585.65
26002647	MB DANCE INC	CONSULTANT AGREEMENT; DANCE INSTRUCTION; AMS FUNDS; BOARD APPROVED 2/5/26	MC KINLEY ELEMENTARY	010	$8,100.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 03/03/2026 & 03/16/2026

PO Number	Vendor	Description	Site	Fund	Total Amount
26002648	KIM, DANIEL	REIMBURSEMENT TO TEACHER FOR FOOD FOR EVENT; GIFT AND GENERAL FUNDS	MUIR MIDDLE SCHOOL	010	$50.84
26002649	DR. VERONICA I. OLVERA, PH.D	PROFESSIONAL SERVICES AGREEMENT; PSYCHOEDUCATIONAL ASSESSMENT; SPECIAL ECUCATION FUNDS; BOARD APPROVED 3/5/26	SPECIAL EDUCATION	010	$6,500.00
26002650	GOPHER SPORT	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	STEVENSON ELEMENTARY	010	$356.17
26002651	GRAYBAR	CLASSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$175.36
26002652	ULINE - Attn: ACCOUNTS RECEIVABLES	FURNITURE; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$773.51
26002653	MEAN STITCHING INC.	CUSTOM CLOTHING; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$839.36
26002654	SCHOOL SPECIALTY, LLC	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$327.92
26002655	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	INSTRUCTIONAL SERVICES	010	$433.58
26002656	PALASKI, JESSICA	REIMBURSEMENT TO ACCOUNTS PAYABLE REP FOR CONFERENCE REGISTRATION	Student Services	010	$51.50
26002657	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$3,112.14
26002658	SIRAMARK INC	BOOKS; GIFT FUNDS	EMERSON ELEMENTARY	010	$67.65
26002659	JPMORGAN CHASE BANK	CONFERENCE FEES; CTE UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$1,851.10
26002660	ESPANA, DAVID	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$46.39
26002661	KNOOP, KEITH	REIMBURSEMENT TO TEACHER FOR PLAYGROUND SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$397.88
26002662	MORRISON, BETH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$145.75
26002663	LITTLE FREE LIBRARY LTD.	LITTLE LIBRARY BOX; BAEF FUNDS	WASHINGTON ELEMENTARY	010	$508.24
26002664	CONNOR BOND	CONSULTANT AGREEMENT; DJ SERVICE; BOARD APPROVED 3/26/26	LUTHER BURBANK MIDDLE SCHOOL	010	$200.00
26002665	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; TITLE III IMMIGRANT EDUCATION FUNDS	MILLER ELEMENTARY	010	$3,190.57
26002666	THE CERAMIC SHOP	CLASSROOM SUPPLIES; AMS FUNDS	MONTEREY HIGH SCHOOL	010	$602.43

PO Count: **161** **Total:** **$862,561.66**

Printed between 03/03/2026 & 03/16/2026

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	144	$446,960.13
110	Adult Education Fund	9	$63,041.53
130	Cafeteria Fund	3	$58,000.00
210	Building Fund	3	$224,380.00
400	Special Res./for Cap. Outlay	2	$70,180.00
		Total:	**$862,561.66**

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25004735
Show this number on invoices, packages and correspondence.

VENDOR

MB DANCE INC
GARRI DANCE STUDIO
3715 W MAGNOLIA BLVD
BURBANK, CA 91505-2818

Phone: (818) 636-5014 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
ROOSEVELT ELEMENTARY
850 N. CORDOVA ST.
BURBANK, CA 91505-2923

For: ROOSEVELT ELEMENTARY
M. KANOHO/ALL SCHOOL DANCE CLASSES

PO Date: 11/06/2025 **Deliver By:** 06/30/2025 **Buyer Name:** David Gerharter

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $1,275.00 FOR A REVISED TOTAL OF $6,375.00 DUE TO EXTENDING THEIR DANCE CLASS, AS PER R0002868. BOARD APPROVED: 2/5/26 **********	1,275.00	1,275.00
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND GARRI DANCE STUDIO, CONSULTANT, FOR THE FOLLOWING SERVICES: DANCE, MUSIC, AND MUSICAL THEATRE LESSONS FOR TK-5TH GR. CONSULTANT AGREES TO PERFORM SERVICES AT A RATE OF $425.00 PER DAY FOR A TOTAL NOT TO EXCEED $5,100.00. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: X ONE TIME PAYMENT ON 6/20/2025 * INVOICE & PAYMENT AUTHORIZATION ON FILE THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 10/20/2024 THROUGH 5/9/2025. BOARD APPROVAL DATE: 10/3/25	5,100.00	5,100.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 6,375.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 6,375.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000047
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK ADULT SCHOOL
3811 W. ALLAN AVE.
BURBANK, CA 91505-1897

For: BURBANK ADULT SCHOOL
C. HARTUNG/ILYA/NOGUERA/ESL

PO Date: 06/02/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $6,000.00 FOR A REVISED TOTAL OF $11,000.00 DUE TO THE INCREASE OF CLASSROOM SUPPLIES/ORDERING NEEDED FOR THIS DEPARTMENT, AS PER R0002900. **********	6,000.00	6,000.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $5,000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 5:00 PM, TO BURBANK ADULT SCHOOL ATTN: CORY HARTUNG 3811 W ALLAN AVE BURBANK, CA 91505 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO26000047 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, COMPLETE A RECEIVING REPORT AND SUBMIT TO ACCOUNTS PAYABLE.	5,000.00	5,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 11,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 11,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000062
Show this number on invoices, packages and correspondence.

VENDOR

SOUTHWEST SCHOOL & OFFICE SUPPLY
805 N BARRINGTON AVE
ONTARIO,

Phone: (800) 227-7159 **Fax:** (909) 980-7159

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
ROOSEVELT ELEMENTARY
850 N. CORDOVA ST.
BURBANK, CA 91505-2923

For: ROOSEVELT ELEMENTARY
MARISSA KANOHO/OFFICE/SCHOOL SUPPLIES

PO Date: 06/02/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $3,000.00 FOR A REVISED TOTAL OF $6,000.00 DUE TO FOR SCHOOL SUPPLIES, AS PER R0002930. **********	3,000.00	3,000.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $2,000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO: ROOSEVLET ELEMENTARY ATTN: MARISSA KANOHO 850 N. CORDOVA ST. BURBANK, CA 91505 Marissakanoho@burbankusd.org SITE TO ADHERE TO DISTRICT GUIDELINES FOR MINIMUM ORDER OF $50 AND EVERY OTHER WEEK DELIVERY. SIGNED AND DATED PACKING LISTS TO BE FORWARDED TO ACCOUNTS PAYABLE IN A TIMELY MANNER. IF YOU DO NOT LOCATE A PACKING LIST, PLEASE GO TO THE	3,000.00	3,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 6,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 6,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000192
Show this number on invoices, packages and correspondence.

VENDOR

CITYWIDE UNIFORMS
1347 E HARVARD ST, #7
GLENDALE, CA 91205

Phone: (818) 842-8489 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK ADULT SCHOOL
3811 W. ALLAN AVE.
BURBANK, CA 91505-1897

For: BURBANK ADULT SCHOOL
C. HARTUNG/NOGUERA/POWELL/HEALTH OCC

PO Date: 06/05/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $3,000.00 FOR A REVISED TOTAL OF $21,000 DUE TO INCREASE OF COST OF GOODS AS WELL AS INCREASED CLASS ENROLLMENT, AS PER R0002883. **********	3,000.00	3,000.00
2	1		>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF UNIFORMS AND EQUIPMENT FOR THE PRE-CERTIFIED NURSING ASSISTANT, CLINICAL MEDICAL ASSISTANT, AND PHYSICAL THERAPY STUDENTS AT BURBANK ADULT SCHOOL. PERSONS AUTHORIZED TO ORDER THIS PURCHASE ORDER ARE: ILYA PUMPIAN-MINDLIN CORY HARTUNG JUAN NOGUERA LISA POWELL EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026 NOT TO EXCEED: $18,000 INCLUDING TAXES AND SHIPPING *** SPECIAL INSTRUCTIONS *** * MATERIAL SAFETY DATA SHEETS (MSDS) ARE TO BE PROVIDED AT TIME OF PICKUP OR DELIVERY OF ITEMS SUPPLIED ON THIS PURCHASE ORDER THAT MAY REQUIRE CAUTION IN HANDLING	18,000.00	18,000.00

SUB TOTAL	$ 21,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 21,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000258
Show this number on invoices, packages and correspondence.

VENDOR

CATALINA PAINTS
11919 VOSE STREET
NORTH HOLLYWOOD, CA 91605

Phone: (818) 765-2629 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S.HOY/SERGIO RODRIGUEZ

PO Date: 06/12/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $3,000.00 FOR A REVISED TOTAL OF $8,000.00 DUE TO ALL PAINT SUPPLIES ARE BEING PURCHASED THROUGH CATALINA DUE TO DUNN EDWARDS ACCOUNT BEING LOCKED DUE TO LATE PAYMENTS, AS PER R0002896. **********	3,000.00	3,000.00
2	1	EA	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES TO BE PURCHASED BY FACILITIES SERVICES ON AN "AS NEEDED" BASIS FROM JULY 1, 2025 THROUGH JUNE 30, 2026. NOT TO EXCEED $5,000 INCLUDING TAXES AND SHIPPING REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES. *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * MATERIAL SAFETY DATA SHEETS (MSDS) ARE TO BE PROVIDED AT TIME OF PICKUP OR DELIVERY OF ITEMS SUPPLIED ON THIS PURCHASE ORDER THAT MAY REQUIRE CAUTION IN HANDLING	5,000.00	5,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 8,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 8,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000269
Show this number on invoices, packages and correspondence.

VENDOR

HD SUPPLY, INC.
3400 CUMBERLAND BLVD
ATLANTA, GA 30339

Phone: (866) 412-6726 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/16/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE BY $10,000.00 FOR A REVISED TOTAL OF $55,000.00 DUE TO A LACK OF FUNDS TO PAY INVOICES AND CONTINUE TO SHOP UNTIL THE END OF THE FISCAL YEAR, AS PER R0003081. **********	10,000.00	10,000.00
2	1	CO	CHANGE ORDER #1: INCREASE BY $25,000.00 FOR A REVISED TOTAL OF $45,000.00 DUE TO NO LONGER HAVING AN ACCOUNT WITH LOWE'S AND NEEDING TO MOVE FUNDS TO THIS VENDOR FOR MAINTENANCE COSTS AS PER R0001126. **********	25,000.00	25,000.00
3	1	EA	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES TO BE PURCHASED BY FACILITIES SERVICES ON AN "AS NEEDED" BASIS FROM JULY 1, 2025 THROUGH JUNE 30, 2026. NOT TO EXCEED $20,000.00 INCLUDING TAXES AND SHIPPING REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES. AUTHORIZED USERS: Keith Recchia Charles Shilvock John Uribe	20,000.00	20,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 55,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 55,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000341
Show this number on invoices, packages and correspondence.

VENDOR

KING'S CUSTOM SHEET METAL
168 WEST VERDUGO AVE.
BURBANK, CA 91502

Phone: (818) 845-8989 **Fax:** (838) 845-3765

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/18/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $1,000.00 FOR A REVISED TOTAL OF $3,000.00 DUE TO AN INCREASE IN FUNDS NEEDED AS THE BLANKET HAS BEEN DEPLETED AND MORE BILLS NEED TO BE PAID, AS PER R0002895. **********	1,000.00	1,000.00
2	1	EA	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES TO BE PURCHASED BY FACILITIES SERVICES ON AN "AS NEEDED" BASIS FROM JULY 1, 2025 THROUGH JUNE 30, 2026. NOT TO EXCEED $2,000.00 INCLUDING TAXES AND SHIPPING REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES. *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * MATERIAL SAFETY DATA SHEETS (MSDS) ARE TO BE PROVIDED AT TIME OF PICKUP OR DELIVERY OF ITEMS SUPPLIED ON THIS PURCHASE ORDER THAT MAY REQUIRE CAUTION IN HANDLING	2,000.00	2,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 3,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 3,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000407
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FOOD SERVICES
1900 WEST OLIVE ST.
BURBANK, CA 91506-2460

For: FOOD SERVICES
DUNN/FOOD SERVICES

PO Date: 07/03/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Terri Harvey

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $5000.00 FOR A REVISED TOTAL OF $20000.00 DUE TO NEARLY REACHING LIMIT FROM AMAZON BLANKET PO AND NEED TO PURCHASE ADDITIONAL ITEMS FOR SCHOOLS AND DISTRICT OFFICE, AS PER R0002996. **********	5,000.00	5,000.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $2000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO FOOD SERVICES ATTN: SUSIE DUNN 1900 W OLIVE AVENUE BURBANK, CA 91506 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO26000407 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, COMPLETE A RECEIVING REPORT AND SUBMIT TO ACCOUNTS PAYABLE.	15,000.00	15,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 20,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 20,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000480
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
JOHN BURROUGHS HIGH SCHOOL
1920 W. CLARK AVE.
BURBANK, CA 91506-1999

For: JOHN BURROUGHS HIGH SCHOOL
J. SANCHEZ/ MATERIALS - OFFICE AMAZON BLANI

PO Date: 07/21/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #3: INCREASE BY $5,000.00 FOR A REVISED TOTAL OF $21,000.00 DUE TO EXHAUSTED FUNDS FOR SUPPLIES AND MATERIALS PRIOR TO END OF SCHOOL YEAR, AS PER R0002921. **********	5,000.00	5,000.00
2	1	CO	CHANGE ORDER # 2: INCREASE BY $3,000.00 FOR A REVISED TOTAL OF $16,000.00 DUE TO EXPENSE TRANSFERS FOR PURCHASES ON THIS BLANKET FOR OTHER DEPARTEMENTS. WE ARE INCREASING THE BLANKET TO ALIGN WITH THE BUDGET THAT WAS INCREASED AS A RESULT OF THESE TRANSFERS EX273, AS PER R0002289. **********	3,000.00	3,000.00
3	1	CO	CHANGE ORDER #1: INCREASE BY $5,000.00 FOR A REVISED TOTAL OF $13,000.00 DUE TO THE SITE NEED OF TESTING TABLES AND CHAIRS FOR PSAT AS PER R0001489. **********	5,000.00	5,000.00
4	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $8,000.00 (INCLUDING TAX & SHIPPING)	8,000.00	8,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 21,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 21,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000613
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BRET HARTE ELEMENTARY
3200 W. JEFFRIES AVE.
BURBANK, CA 91505-1998

For: BRET HARTE ELEMENTARY
E. DIAZ/LUCIA BOWERS

PO Date: 08/06/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #5: INCREASE BY $200.00 FOR A REVISED TOTAL OF $2,200.00 DUE TO IN NEED OF MORE SUPPLIES PER OUR MRS. BOWERS, AS PER R0003054. ********** CHANGE ORDER #4: INCREASE BY $500.00 FOR A REVISED TOTAL OF $2000.00 DUE TO NEED FOR MORE SUPPLIES AND MATERIALS AS PER R0002095. ********** CHANGE ORDER #3: INCREASE BY $500.00 FOR A REVISED TOTAL OF $1500.00 DUE TO NEED FOR MORE PURCHASES AS PER R0001806. ********** CHANGE ORDER #2: INCREASE BY $500.OO FOR A REVISED TOTAL OF $1,000.00 DUE TO NEEDING MORE FUNDS FOR SUPPLY ORDERS, AS PER R0001415. ********** CHANGE ORDER #1: INCREASE BY $400.00 FOR A REVISED TOTAL OF $500.00 AS PER R0000726 ********** >>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND	200.00 500.00 500.00 500.00 400.00 100.00	200.00 500.00 500.00 500.00 400.00 100.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 2,200.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,200.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000696
Show this number on invoices, packages and correspondence.

VENDOR

ALTERNATIVE LOGISTICS TECHNOLOGIES
HOLDING, INC
EVERDRIVEN TECHNOLOGIES, LLC F/K/A ALC
SCHOOLS
912 W 1600 S STE B-104

Phone: (877) 225-7750 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

For: SPECIAL EDUCATION
SHEARER/TRANSPORTATION

PO Date: 08/14/2025 **Deliver By:** 08/13/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $30,000.00 FOR A REVISED TOTAL OF $95,754.00 DUE TO INCREASED NEED FOR TRANSPORTATION, AS PER R0002972. BOARD APPROVED: 3/5/26 **********	30,000.00	30,000.00
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND EVERDRIVEN TECHNOLOGIES, LLC, AGENCY, FOR THE FOLLOWING SERVICES: AGENCY WILL PROVIDE TRANSPORTATION TO AND FROM HOME TO NON-PUBLIC SCHOOL AGENCY AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $65,754.00. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: _X__ MULTIPLE PAYMENTS AGENCY WILL INVOICE MONTHLY THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 07/01/2025 THROUGH 06/30/2026. BOARD APPROVAL DATE: 07/24/2025	64,754.00	64,754.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 94,754.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 94,754.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26001130
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
DISNEY ELEMENTARY
1220 W. ORANGE GROVE AVE.
BURBANK, CA 91506-2016

For: DISNEY ELEMENTARY
B. SCHWARTZ/LIBRARY

PO Date: 09/25/2025 **Deliver By:** 09/25/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	ORDER UPDATE: INCREASE BY $20.00 FOR A REVISED TOTAL OF $2020.00 AS PER R0003077. **********	20.00	20.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/202_ THROUGH 6/30/202_. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $2,000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO WALT DISNEY ELEMENTARY ATTN: CHRISTINE FITZGERALD 1220 W ORANGE GROVE AVE BURBANK, CA 91506 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26001130 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL ITEMS IN YOUR AMAZON ACCOUNT AND SNED A BUDGET TRANSFER REQUEST SHOULD YOU NEED TO CHARGE THIS ORDER TO A DIFFERENT EXPENSE ACCOUNT.	2,000.00	2,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 2,020.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,020.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26001313
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
EMERSON ELEMENTARY
720 E. CYPRESS AVE.
BURBANK, CA 91501-1898

For: EMERSON ELEMENTARY
MAUREEN/AMAZON BLANKET - GIFT

PO Date: 10/13/2025 **Deliver By:** 10/13/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE BY $500.00 FOR A REVISED TOTAL OF $2500.00 DUE TO NEED OF MORE SUPPLIES, AS PER R0003022. **********	500.00	500.00
2	1	CO	CHANGE ORDER #1: INCREASE BY $1,000.00 FOR A REVISED TOTAL OF $2,000.00 DUE TO NEED MORE ITEMS AS PER R0002069. **********	1,000.00	1,000.00
3	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 10/14/2025 THROUGH 6/30/2025. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $1,000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO EMERSON ELEMENTARY ATTN: MAUREEN BAER 720 E CYPRESS AVE. BURBANK, CA 91501 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26001313 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL	1,000.00	1,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 2,500.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,500.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26001317
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
HORACE MANN CHILDREN´S CENTER
3401 SCOTT RD.
BURBANK, CA 91504-1736

For: HORACE MANN CHILDREN´S CENTER
S. BRODY

PO Date: 10/14/2025 **Deliver By:** 10/14/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $1000.00 FOR A REVISED TOTAL OF $2000.00 DUE TO TEACHR ORDERING CLASSROOM SUPPLIES, AS PER R0002878. **********	1,000.00	1,000.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $1000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO Horace Mann SEED ATTN: Samantha Brody 3401 Scott Road BURBANK, CA 91504 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26001317 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL ITEMS IN YOUR AMAZON ACCOUNT AND SNED A BUDGET TRANSFER REQUEST SHOULD YOU NEED TO CHARGE THIS ORDER TO A DIFFERENT EXPENSE ACCOUNT.	1,000.00	1,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 2,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26001797
Show this number on invoices, packages and correspondence.

VENDOR

BALLS AND WHISTLES DBA AMAZING ATHLETES
RONALD D ROMBERGER
1020 W. PALM AVE.
BURBANK, CA 91506

Phone: (818) 202-9047 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
CHILD DEVELOPMENT SERVICES
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

For: CHILD DEVELOPMENT SERVICES
J. TRONCOSO/LAURA FLOSI - ASES

PO Date: 12/11/2025 **Deliver By:** 12/13/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE P.O. # 26001797 BY $2500.00 FOR A REVISED TOTAL OF $7500.00 DUE TO COMPLETE AGREEMENT PAYMENT SCHEDULE, AS PER R0002872. **********	2,500.00	2,500.00
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND RON ROMBERGER, CONSULTANT, FOR THE FOLLOWING SERVICES: SPORTS ENRICHMENT CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $7500.00. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: __X_ MULTIPLE PAYMENTS DATE AMOUNT AUG $ 2500.00 NOV $ 2500.00 FEB $ 2500.00 THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 08/20/2025 THROUGH 02/27/2026. BOARD APPROVAL DATE: 07/24/2025	5,000.00	5,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 7,500.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 7,500.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26002026
Show this number on invoices, packages and correspondence.

VENDOR

DEPARTMENT OF INDUSTRIAL RELATIONS
PAYMENT PROCESSING CENTER
PO BOX 511232
LOS ANGELES, CA 90051-3030

Phone: (626) 471-6911 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: FACILITIES SERVICES
HOY / PETRIE

PO Date: 01/09/2026 **Deliver By:** 01/01/2026 **Buyer Name:** David Gerharter

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $925.00 FOR A REVISED TOTAL $1,850.00 OF AS PER REQ R0002674. **********	925.00	925.00
2	1	EA	CONVEYANCE INSPECTION INVOICE #E2233124 MR DISNEY ELEMENTARY; CONVEYANCE #189683 (ELEV 1)	225.00	225.00
3	1	EA	CONVEYANCE INSPECTION INVOICE #E2233703 MR JBHS; CONVEYANCE #134604 (BAND)	125.00	125.00
4	1	EA	CONVEYANCE INSPECTION INVOICE #E2233707 MR JBHS; CONVEYANCE #110593 (#1-OLD)	225.00	225.00
5	1	EA	CONVEYANCE INSPECTION INVOICE #E2233705 MR JBHS; CONVEYANCE #134712 (W-AIUD)	125.00	125.00
6	1	EA	CONVEYANCE INSPECTION INVOICE #E2229531 MR JBHS; CONVEYANCE #127789 (BLD2E)	225.00	225.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 1,850.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,850.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26002073
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
WASHINGTON ELEMENTARY
2322 N. LINCOLN ST.
BURBANK, CA 91504-2625

For: WASHINGTON ELEMENTARY
C. DOOMANIS/Vinyard - Fall Fest Blanket

PO Date: 01/14/2026 **Deliver By:** 01/14/2026 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $250.00 FOR A REVISED TOTAL OF $5,250 DUE TO THE NEED TO ORDER SUPPLIES, AS PER R0002944. **********	250.00	250.00
2	1	LOT	2025 - 2026 BLANKET ORDER BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $5,000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO George Washington Elementary ATTN: Cherie Doomanis 2322 N Lincoln Street BURBANK, CA 91504 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26002073 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL ITEMS IN YOUR AMAZON ACCOUNT AND SEND A BUDGET TRANSFER REQUEST SHOULD YOU NEED TO CHARGE THIS ORDER TO A DIFFERENT EXPENSE ACCOUNT.	5,000.00	5,000.00

SUB TOTAL	$ 5,250.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 5,250.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26002109
Show this number on invoices, packages and correspondence.

VENDOR

MUSCO CORPORATION
MUSCO SPORTS LIGHTING LLC
100 1ST AVE W
PO BOX 808
OSKALOOSA, IA 52577-3244

Phone: (800) 825-6020 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
JOHN BURROUGHS HIGH SCHOOL
1920 W. CLARK AVE.
BURBANK, CA 91506-1999

For: FACILITIES SERVICES
HOY / PETRIE

PO Date: 01/20/2026 **Deliver By:** 01/16/2026 **Buyer Name:** David Gerharter

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $310.00 FOR A REVISED TOTAL OF $6,130.35 AS PER REQ R0002908 2 ADDITIONAL LAMPS FOUND TO BE NEEDING REPLACEMENT REFERENCE QUOTE P149852 DATED 3/2/26 ********** TITLE: REPLACE BASEBALL FIELD LAMPS AT JOHN BURROUGHS HIGH SCHOOL SPECIFICATIONS: COMPLETED PROJECT MUST INCLUDE ALL WORK AND SPECIFICATIONS AS ON WRITTEN PROPOSAL #149852 DATED 1/9/26 TO SCHEDULE WORK, CONTACT JONPETRIE@BURBANKUSD.ORG START DATE: TBD END DATE: TBD UPON COMPLETION, SEND INVOICE TO: SUSANHOY@BURBANKUSD.ORG LOCATION NAME AND ADDRESS: JOHN BURROUGHS HIGH SCHOOL 1920 CLARK AVE BURBANK, CA 91506	310.00	310.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 5,955.00
SALES TAX	$ 175.35
SHIPPING	$ 0.00
TOTAL	$ 6,130.35

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26002188
Show this number on invoices, packages and correspondence.

VENDOR

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

Phone: **Fax:** (818)

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FOOD SERVICES
1900 WEST OLIVE ST.
BURBANK, CA 91506-2460

For: FOOD SERVICES
Charly Taylor/Food Services

PO Date: 01/27/2026 **Deliver By:** 02/02/2026 **Buyer Name:** David Gerharter

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE BY $8,000.00 FOR A REVISED TOTAL OF $18,000.00 AS PER REQ R0002994 **********	8,000.00	8,000.00
2	1	CO	CHANGE ORDER #1: INCREASE BY $2,000.00 FOR A REVISED TOTAL OF $10,000.00 AS PER REQ R0002814 **********	2,000.00	2,000.00
3	1	LOT	2025 - 2026 BLANKET ORDER BLANKET ORDER TO COVER THE COST OF JP MORGAN CHASE FOOD SERVICES CARD PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE: RACHEL PAGHUNASAN CHARLY TAYLOR TINA GIAMPIETRO SHARI BURKHART EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026 NOT TO EXCEED: $8000.00 INCLUDING TAXES AND SHIPPING	8,000.00	8,000.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 18,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 18,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26002254
Show this number on invoices, packages and correspondence.

VENDOR

BASECAMP SUPPLY CO.
5466 MEADOW VISTA WAY
AGOURA HILLS, CA 91301

Phone: (818) 648-9240 **Fax:** (818)

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
STEVENSON ELEMENTARY
3333 OAK ST.
BURBANK, CA 91505-3514

For: STEVENSON ELEMENTARY
C. SALAS/BASECAMP WALKIE AND STANCHION RE

PO Date: 02/03/2026 **Deliver By:** 02/09/2026 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
		CO	CHANGE ORDER #1: REMOVE VENDOR DELIVERY & VENDOR PICKUP FEES		
			**********		
1	14		WALKIE: MOTOROLA CP 200 RADIO QTY:14	10.20	142.80
2	14		WALKIE: SURVEILLANCE KIT QTY: 14	1.70	23.80
3	6		WALKIE: SPARE BATTERY QTY: 6		
4	1		WALKIE: 6 BANK CHARGING UNIT QTY: 1		
5	4		STANCHION- 10'- BLACK QTY: 4	17.00	68.00
			* REMOVE * DELIVERY	150.00	0.00
			* REMOVE * PICKUP - WEEKEND RATE	250.00	0.00
			**********		
			REFERENCE QUOTE #: 301043		
			3/9/26 REMOVED VENDOR DELIVERY & PICKUP FEES AS OUR SITE DID IT ON THEIR END		
			*** SPECIAL INSTRUCTIONS ***		
			* VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG		
			* PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL		

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 234.60
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 234.60

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26002396
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
DISNEY ELEMENTARY
1220 W. ORANGE GROVE AVE.
BURBANK, CA 91506-2016

For: DISNEY ELEMENTARY
B. SCHWARTZ/ART DAY

PO Date: 02/17/2026 **Deliver By:** 02/17/2026 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCRASE BY $142.00 FOR A REVISED TOTAL OF $1917.00 DUE TO MORE SUPPLIES NEEDED, AS PER R0002877. **********	142.00	142.00
2	1	CO	CHANGE ORDER #1: INCREASE BY $75.00 FOR A REVISED TOTAL OF $1775 .00DUE TO MORE FUNDS NEEDED FOR ART DAY SUPPLIES, AS PER R000 2830. **********	75.00	75.00
3	1	LOT	2025 - 2026 BLANKET ORDER BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $1700 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO WALT DISNEY ELEMENTARY ATTN:BROOKE SCHWARTZ 1220 W ORANGE GROVE AVE BURBANK, CA 91506 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26002396 WHEN CHECKING OUT A CART ON	1,700.00	1,700.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 1,917.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,917.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26002409
Show this number on invoices, packages and correspondence.

VENDOR

POLARIS LIGHTING ASSOCIATES, INC.
624 IRVING AVENUE
GLENDALE, CA 91201

Phone: (818) 265-0330 **Fax:** (818) 265-0333

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
JEFFERSON ELEMENTARY
1900 N. SIXTH ST.
BURBANK, CA 91504-2999

For: FACILITIES SERVICES
HOY / PETRIE

PO Date: 02/18/2026 **Deliver By:** 02/27/2026 **Buyer Name:** David Gerharter

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $1,319.49 FOR A REVISED TOTAL OF $3,176.57 AS PER REQ R0003946 ADDITIONAL NEEDED REPAIRS WERE DISCOVERED DURING SERVICE VISIT REFERENCE QUOTE 601258 DATED 3/4/26 **********	1,319.49	1,319.49
2	1	EA	AUDITORIUM LIGHTING REPAIR AT JEFFERSON ELEMENTARY SCHOOL SPECIFICATIONS: COMPLETED PROJECT MUST INCLUDE ALL WORK AND SPECIFICATIONS AS ON WRITTEN PROPOSAL 601250 DATED 2/4/26 TO SCHEDULE WORK, CONTACT JONPETRIE@BURBANKUSD.ORG; PHONE: (818) 729-45516 START DATE: TBD END DATE: TBD UPON COMPLETION, SEND INVOICE TO: SUSANHOY@BURBANKUSD.ORG LOCATION NAME AND ADDRESS: JEFFERSON ELEMENTARY SCHOOL 1900 N SIXTH ST	1,857.08	1,857.08

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 3,176.57
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 3,176.57

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26002454
Show this number on invoices, packages and correspondence.

VENDOR

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

Phone: **Fax:** (818)

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
EMERSON ELEMENTARY
720 E. CYPRESS AVE.
BURBANK, CA 91501-1898

For: EMERSON ELEMENTARY
MAUREEN/LIBRARY BOOKS

PO Date: 02/23/2026 **Deliver By:** 02/15/2026 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $8.00 FOR A REVISED TOTAL OF $29.38 DUE TO ADDITIONAL COST, AS PER R0002933. ********** ARYOUDZE, VHOUGE YEV HANTERTSARANE "THE LION, THE WITCH AND THE WARDROBE"	8.00	8.00
2	1	EACH		15.00	15.00
3	1	EACH	SHIPPING ********** LAST 4 DIGITS ON CREDIT CARD:9394 DATE OF PURCHASE: 2/23/26 NAME OF VENDOR: SARDARABAD.COM TOTAL AMOUNT CHARGED TO CARD:$29.38 ORDER/CONFIRMATION #: 8DW6GELJ4 / 1112	5.00	5.00

Vendor Instructions:

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

SUB TOTAL	$ 28.00
SALES TAX	$ 1.58
SHIPPING	$-0.20
TOTAL	$ 29.38

BURBANK UNIFIED SCHOOL DISTRICT

Approved By: Oscar Macias, Ed.D.

"OVERSERVE THE UNDERSERVED"

VENDOR COPY

TO: Board of Education / Superintendent Consent 04/09/2026

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-17. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Election: Long Term Substitute	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Diaz, Cynthia	Long Term Sub	01.0-00000.0-11100-10000-1160-755000	100	T-001-01		03/23/2026 - 04/17/2026
Munoz, Marylou	Long Term Sub	01.0-00000.0-11100-10000-1160-755000	100	T-001-01		02/23/2026 - 03/27/2026
Rodriguez, Maria	Long Term Sub	01.0-00000.0-11100-10000-1160-755000	100	T-001-01		03/23/2026 - 05/29/2026

Election: Substitute	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Robertson, Rebecca	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		03/23/2026
Rodriguez, Maria	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		03/23/2026
Werchowsky, Nina	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		03/23/2026

TO: Board of Education / Superintendent Consent 04/09/2026

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-17. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Benedicto, Samantha	Washington	Intervention	Hourly	$53.46	20.25	03/23/2026 – 05/22/2026
Benedicto, Samantha	Miller	Intervention	Hourly	$53.46	7.75	03/23/2026 – 05/22/2026
Bentley, Jim	BHS	Class Coverage	Hourly	$54.73	2	03/02/2026 – 03/31/2026
Birnbaum, Courtney	Adult	Other Hourly	Hourly	$31.03	25	02/02/2026 – 03/31/2026
Chakmakchyan, Vartkes	BHS	Class Coverage	Hourly	$54.73	1	03/02/2026 – 03/31/2026
Damaryan, Tagui	Miller	Intervention	Hourly	$53.46	21	03/23/2026 – 05/07/2026
Damaryan, Tagui	Miller	Other Hourly	Hourly	$39.67	7	03/23/2026 – 05/07/2026
Damaryan, Tagui	Miller	Intervention	Hourly	$53.46	84	03/23/2026 – 05/07/2026
Damaryan, Tagui	Miller	Other Hourly	Hourly	$39.67	14	03/23/2026 – 05/04/2026
Dawes, Jacqueline	Special Ed	Add'l Duties	Hourly	$101.43	6	03/01/2026 – 05/29/2026
Eshleman, Steven	BHS	CIF Basketball	Stipend	$227.00	1	01/01/2026 – 01/31/2026
Gonzalez, Denise	Miller	Intervention	Hourly	$53.46	21	03/23/2026 – 05/07/2026
Gonzalez, Denise	Miller	Other Hourly	Hourly	$39.67	7	03/23/2026 – 05/07/2026
Gonzalez, Denise	Miller	Intervention	Hourly	$53.46	84	03/23/2026 – 05/07/2026
Gonzalez, Denise	Miller	Other Hourly	Hourly	$39.67	14	03/23/2026 – 05/04/2026
Grigorian, Grant	BHS	Other Hourly	Hourly	$39.67	12	01/01/2026 – 01/31/2026
Gutierrez, Meagan	Washington	Intervention	Hourly	$53.46	20.25	03/23/2026 – 05/22/2026
Gutierrez, Meagan	Miller	Intervention	Hourly	$53.46	7.75	03/23/2026 – 05/22/2026
Hammell, Robert	BHS	Class Coverage	Hourly	$54.73	1	03/02/2026 – 03/31/2026
Kong, Joy	Miller	Intervention	Hourly	$53.46	84	03/23/2026 – 05/04/2026
Marinelli, Jean	Miller	Intervention	Hourly	$53.46	84	03/23/2026 – 05/07/2026
Marinelli, Jean	Miller	Other Hourly	Hourly	$39.67	14	03/23/2026 – 05/04/2026
McDermott, Matthew	BHS	Class Coverage	Hourly	$54.73	1	03/02/2026 – 03/31/2026
Mehta, Michelle	Washington	Intervention	Hourly	$53.46	13.5	03/23/2026 – 05/22/2026
Mehta, Michelle	Washington	Other Hourly	Hourly	$39.67	24	03/02/2026 – 05/08/2026
Mehta, Michelle	Washington	Intervention	Hourly	$53.46	120	03/02/2026 – 05/08/2026
Minasyan, Armine	BHS	Class Coverage	Hourly	$54.73	1	03/02/2026 – 03/31/2026
Miron, Crystal	Special Ed	Add'l Duties	Hourly	$84.17	40	03/01/2026 – 05/31/2026
Moran Dos Santos, Elaine	Miller	Intervention	Hourly	$53.46	84	03/23/2026 – 05/04/2026
Olkowski, Joshua	JBHS	Other Hourly	Hourly	$39.67	1	03/10/2026
Perez, Kimberly	Miller	Intervention	Hourly	$53.46	84	03/23/2026 – 05/04/2026
Reaves, Harvey	BHS	Other Hourly	Hourly	$39.67	6	01/01/2026 – 01/31/2026
Roberts, Robyn	Washington	Other Hourly	Hourly	$39.67	24	03/02/2026 – 05/08/2026
Roberts, Robyn	Miller	Intervention	Hourly	$53.46	4.5	03/23/2026 – 05/22/2026
Roberts, Robyn	Washington	Intervention	Hourly	$53.46	120	03/02/2026 – 05/08/2026
Roberts, Robyn	Washington	Intervention	Hourly	$53.46	13.5	03/23/2026 – 05/22/2026
Robertson, William	Miller	Intervention	Hourly	$53.46	84	03/23/2026 – 05/07/2026
Robertson, William	Miller	Other Hourly	Hourly	$39.67	14	03/23/2026 – 05/04/2026
Sharaga, Gabrielle	Monterey	Other Hourly	Hourly	$39.67	10	03/01/2026 – 03/31/2026
Wenzel, Anne	Special Ed	Add'l Duties	Hourly	$95.48	6	03/01/2026 – 05/29/2026

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Leave								
NAVARRO, Mark	Campus Supervisor	01.0-00000.0-00000-83000-2210-4320000	1.0	36-VI	D	03-23-26	04-03-26	Burroughs High School (Child Bonding Leave)
Additional Compensation for Working Out of Class								
GIAMPIETRO, Tina	Food Services	13.0-53100.0-00000-37000-2410-7490000	1.0	44-VI	C	04-01-26	06-30-26	Food Services Department
LURIE, Jennifer	Senior School Finance	01.0-00000.0-00000-27000-2410-3210000	1.0	40-VI	B	03-01-26	04-15-26	Huerta Middle School
TAYLOR, Charlsi	Food Services Operations Technician	01.0-00000.0-00000-72000-2410-7550000	1.0	44-VI	C	04-01-26	06-30-26	Food Services Department
CLARA MONTENEGRO, Edith	Campus Supervisor	01.0-00000.0-11100-10009-2910-2060000	.375	35-I	C	03-23-26		Jefferson Elementary
O'GRADY AYON, Jennifer	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	03-12-26		Special Education
OSHEROW, Matthew	Campus Supervisor	01.0-00000.0-00000-83000-2210-4320000	1.0	36-I	D	04-02-26		Burroughs High School
PENEYRA-TURLA, Estella	English Language Department – Office Specialist I	01.0-01500.0-11113-21000-2410-3220000	.50	35-I	D	03-11-26		Muir Middle School
Election – Hourly								
ALBARIAN, Kaline	Community Resource Assistant	01.0-01500.0-11107-27000-2950-7420000		37-VI	D	01-05-26	05-28-26	Washington Elementary
ALCARAZ, Bertha	Campus Supervisor Elementary School	01.0-00000.0-00000-24950-2930-2130000		35-III	D	01-06-26	01-31-26	Providencia Elementary
AVILA, Juan	School Office Manager-High School	01.0-65000.0-50010-27000-2430-5480000		43-I	D	06-03-26	07-16-26	Burroughs High School
BUSFIELD, Ana	Campus Supervisor	01.0-90904.0-17021-83000-2940-4310000		36-VI	D	03-02-26	05-30-26	Burbank High School
BUSFIELD, Ana	Campus Supervisor	01.0-90904.0-17025-83000-2940-4310000		36-VI	D	02-02-26	05-30-26	Burbank High School (additional assignment)

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly(Continued)								
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-17021-83000-2940-4310000		36-VI	D	03-02-26	05-30-26	Burbank High School
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-17025-83000-2940-4310000		36-VI	D	02-02-26	05-30-26	Burbank High School (additional assignment)
CHOY MORALES, Nancy	Campus Supervisor	01.0-90904.0-17021-83000-2940-4310000		36-V	D	03-02-26	05-30-26	Burbank High School
CHOY MORALES, Nancy	Campus Supervisor	01.0-90904.0-17025-83000-2940-4310000		36-V	D	02-02-26	05-30-26	Burbank High School (additional assignment)
CONTRERAS, Francisca	Campus Supervisor Elementary School	01.0-00000.0-00000-24950-2930-2130000		35-VI	D	01-06-26	01-31-26	Providencia Elementary
DALTON, KristIn	Attendance Technician	01.0-00000.0-00000-27000-2430-3210000		35-I	D	03-12-26	03-23-26	Huerta Middle School
DANOOKH, Marineh	Paraeducator – English Language Learner	01.0-00014.0-11100-10000-2130-7420000		37-IV	D	02-01-26	03-30-26	Jefferson Elementary
DELGADO, Lance	Visual & Performing Arts Instructor	01.0-90904.0-17006-10000-2170-4320000		$50.00	F	01-01-26	05-31-26	Burroughs High School
DIAZ, Andrea	English Language Department Office Specialist I	01.0-00014.0-11100-10000-2130-7420000		35-I	D	02-02-26	03-30-26	Emerson Elementary
DOOMANIS, CheriE	School Office Manager-	01.0-65000.0-50010-27000-2430-5480000		43-IV	C	06-16-26	07-22-26	Washington Elementary
DUKE, Patricia	Campus Supervisor	01.0-00000.0-00000-83000-2930-3210000		36-III	D	02-26-26	02-26-26	Huerta Middle School
EKLUND, Debra	Campus Supervisor	01.0-90904.0-17021-83000-2940-4310000		36-VI	D	03-02-26	05-30-26	Burbank High School
EKLUND, Debra	Campus Supervisor	01.0-90904.0-17025-83000-2940-4310000		36-VI	D	02-02-26	05-30-26	Burbank High School (additional assignment)
GOMEZ, Celina	Campus Supervisor Elementary School	01.0-00000.0-00000-24950-2930-2130000		35-VI	D	01-06-26	01-31-26	Providencia Elementary
GREENBERG, Andrew	Visual & Performing Arts Instructor	01.0-90904.0-17006-10000-2170-4320000		$50.00	F	01-01-26	05-31-26	Burroughs High School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Personnel Report No. 25-26-15 April 9, 2026 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly(Continued)								
LEON, Dennis	Campus Supervisor	01.0-90904.0-17021-83000-2940-4310000		36-I	D	03-02-26	05-30-26	Burbank High School
LEON, Dennis	Campus Supervisor	01.0-90904.0-17025-83000-2940-4310000		36-I	D	02-02-26	05-30-26	Burbank High School (additional assignment)
LURIE, Jennifer	Senior School Finance Technician	01.0-00000.0-00000-27000-2440-3210000		40-VI	B	03-01-26	04-15-26	Huerta Middle School
MC CORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2940-3200000		36-VI	D	03-28-28	03-28-28	Luther Middle School
MC DONALD, Cheryl	Campus Supervisor	01.0-00000.0-11100-10009-2930-7550000		36-VI	D	02-21-26	02-21-26	Burbank High School
McKAY SCHULTZ, Owen	Visual & Performing Arts Instructor	01.0-90904.0-17006-10000-2170-4320000		$50.00	F	01-01-26	05-31-26	Burroughs High School
NAZARYAN, Armen	Campus Supervisor	01.0-90904.0-17021-83000-2940-4310000		36-VI	D	03-02-26	05-30-26	Burbank High School
NAZARYAN, Armen	Campus Supervisor	01.0-90904.0-17025-83000-2940-4310000		36-VI	D	02-02-26	05-30-26	Burbank High School (additional assignment)
PALACIOS, David	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	03-17-26		Human Resources Department
REYES, Cinthia	Campus Supervisor Elementary School (Substitute)	01.0-00000.0-00000-24950-2930-2130000		$18.18	G	01-06-26	01-31-26	Providencia Elementary
ROMERO, Iris	Campus Supervisor Elementary School	01.0-00000.0-00000-24950-2930-2130000		35-II	D	01-06-26	01-31-26	Providencia Elementary
SMITH, Aidan	Visual & Performing Arts Instructor	01.0-90904.0-17006-10000-2170-4320000		$50.00	F	01-01-26	05-31-26	Burroughs High School
TORRES, Steven	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	03-17-26		Human Resources Department

Signature Sharon Cuseo

Title: Sharon Cuseo, District Administrator, Human Resources Services

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	April 9, 2026
SUBJECT:	Ratification of University Agreement- California State University, CalState Teach

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Background
The purpose of the University Agreement with California State University, CalState Teach is to provide student teachers with experience through practice in schools and classes. Student Teachers will assume educational responsibilities in the classroom or offices.

Pursuant to provisions of Section 44227 of the Education code, the governing board is authorized to enter into agreements with any university of college accredited by the State Board of Education as a teacher educational institution.

Discussion/Issues
This program builds a relationship with California State University, CalState Teacher and expands the pool of student teachers. The District will provide support to the student 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
Human Resources Services, recommends that the Board of Education ratify the University Agreement between Burbank Unified School District and California State University, CalState Teach, to provide educational field experience for student teachers effective April 1, 2026 through until three (3) years on March 1, 2029, or until terminated by either party, and that authority to sign the Agreement be exercised pursuant to BUSD—AR 3314, as presented.

California State University's CalStateTEACH Program
Memorandum of Understanding and Agreement to
Provide Student Teacher Placements to University Students

This agreement is between the **Burbank Unified School District** ("District") and the California State University's CalStateTEACH Program ("University"), who may be referred to collectively as the parties. This Agreement describes and confirms the expectations and responsibilities of the Parties regarding the Student Teaching Program through which University students enrolled in a credentialing program ("Student Teachers") will gain experience in the public school setting.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for a term of 3 years beginning **April 2026** and ending **March 2029**, unless terminated sooner. Either party may terminate this Agreement on 30 days' written notice to the other party; provided, however, that credential candidates shall be allowed to conclude any ongoing assignments. Performance under this Agreement shall be reviewed annually, and the parties may agree to annual extensions after expiration of the initial term.

DISTRICT AND SCHOOL ADMINISTRATOR RESPONSIBILITIES

1. The District will provide the Student Teachers with supervised clinical experience. The District's Designated Supervisor(s) will hold an appropriate degree, credential, or license in the specified field, if any is required for that field, and at least five years' experience in that field. The Supervisor will provide the Student Teacher with at least two hours of face-to-face supervision per week for the duration of the student teacher placement. Supervision may be shared among more than one qualified District staff member.
2. The District will designate a member of its staff to participate with the University's designee in planning, implementing, and coordinating the Student Teaching Program.
3. The District will maintain complete records and reports on each Student Teacher's performance and provide an evaluation to the University on forms the University shall provide.
4. The District may, in its sole discretion, refuse to accept as a participant in the Student Teaching Program any University student assigned to participate, and, upon request of the District, University shall withdraw the assignment of any University student participant.
5. After the District accepts the assignment of a Student Teacher, the District may terminate the student teaching placement for "good cause." "Good cause" may include, but is not limited to failure to perform satisfactorily, refusal to follow District administrative policies, procedures, rules and regulations, or violation of any federal or state law. The District will immediately notify the University in writing if it terminates an assignment. The District reserves the right to ban anyone from District facilities when the District finds, in its sole discretion, that the presence of the person poses a threat or disrupts operations. University is responsible for informing its student participants of the provisions of this Section. District will immediately notify University, if District knows or suspects any professional or ethical or legal violations. University will cooperate with District in any investigation concerning the reported violation.
6. District shall, on any day when a Student Teacher is receiving training at its facilities, arrange for the Student Teacher to receive any necessary emergency health care or first

aid for accidents occurring in its facilities. Except as provided in this paragraph, District shall have no obligation to furnish medical care, surgical care, or other health care to any Student Teacher.

7. The District is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". The District is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. The District to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable governmental directives are modified, changed or updated, the District will take the steps to comply with the modified, changed, or updated guidelines or directives. If at any time the District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify Dr. Nan Barker (Regional Director).

UNIVERSITY RESPONSIBILITIES

1. University will work collaboratively with the District's HR department, school site administration, and staff in the assignment of the Student Teacher.
2. University will confer regularly with District and site administration and district-employed mentor/liaison through meetings, telephone calls, and/or e-mail.
3. University will immediately notify appropriate District and site administration if University administration has knowledge of or suspects any professional or ethical violations by a Student Teacher in the school. University and District agree they will cooperate in any investigation concerning the reported violation.
4. University will guarantee that Student Teachers and university supervisors have appropriate tuberculosis and fingerprinting clearance, including subsequent arrest notification service.
5. University will instruct Student Teachers in state laws regarding child abuse reporting, sexual harassment, and professional conduct.
6. University supervisors will conduct systematic and regular observations of Student Teachers' performances in the District's classrooms.
7. University will be responsible for ensuring that Student Teachers have appropriate insurance coverage.

MENTOR TEACHER RESPONSIBILITIES

1. Hold an appropriate California credential (Multiple Subject)
2. Have completed three years of successful teaching experience.
3. Have the English Language Authorization, expertise, and experience working with English learners.
4. Model balanced and comprehensive reading/language arts instruction; effectively teach the state-adopted core curriculum; and model instruction based on the state-adopted academic content standards.
    a. Phonics and structured reading development
    b. Incorporation of California Dyslexia Guidelines
    c. Incorporation of elements of California Comprehensive Plan
5. Provide clinical placement opportunities for teacher candidate to demonstrate an understanding

and practice literacy standards and concepts and strategies identified in the California Dyslexia Guidelines.

6. Provide teacher candidates with opportunities, as practicable, during their clinical practice to learn about, and where possible, observe how schools/teachers are using screening and diagnostic techniques, as appropriate and as identified in the TPEs and standard.
7. Participate in mentor teacher training.
8. Allow Field Experience Participants opportunities to work with classroom students.

STUDENT TEACHER RESPONSIBILITIES

1. Provide the District with the following documentation:
    a. a copy of the letter from the University assigning the student to the District.
    b. a background check fingerprint clearance report.
    c. a negative tuberculosis test result, and
2. Comply with all applicable terms and provisions of this Agreement while serving as a Student Teacher.
3. Comply with the District's policies and procedures, and applicable state and federal laws and regulations while serving as a Student Teacher.
4. Provide services to District pupils only under the direct supervision of District staff.
5. Maintain the confidentiality of pupil information. No Student Teacher will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the student teacher program. The discussion, transmission, or narration in any form by Student Teachers of any individually identifiable pupil information, educational, medical, or otherwise, which is obtained in the course of the student teacher program is forbidden except as a necessary part of the practical student teacher experience. Otherwise, Student Teachers shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the student teacher experience with University, its employees, agents or others.

STATUS OF DISTRICT AND UNIVERSITY STUDENTS

The parties expressly understand and agree that all University students serving as Student Teachers in District schools pursuant to this Agreement are doing so for educational purposes only, and Student Teachers are not considered employees of the District for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. It is the responsibility of the University to provide notice to its student participants of the provisions of this Section. The provisions of this Section shall survive the termination or expiration of this Agreement.

LIABILITY INSURANCE

The University shall take out and maintain a "claims-made" policy of general liability and professional liability insurance (including personal injury with limits not less than $1 million per loss and damage to property of others up to $5,000 per incident), with extended reporting period of three (3) years, covering Student Teachers, and naming District as an additional named insured under such insurance policy or policies. Further, University agrees to maintain professional and comprehensive general liability insurance, with no exclusion for molestation or abuse, at a

minimum of Five Million Dollars ($5,000,000) per occurrence and Twenty-Five Million Dollars ($25,000,000) in aggregate throughout the course of this Agreement.

University shall provide certificates evidencing all coverage referred to in this Section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.

The University is permissibly self-insured through the State of California for automobile liability.

The District shall be named as an additional insured or covered party on the liability coverages maintained by the University set forth above, and such coverages shall be primary to any coverages maintained by the District. Limits of liability for each type of liability coverage shall be at least $1 million per claim per occurrence/ $2 million aggregate.

NO WORKERS' COMPENSATION LIABILITY

The Parties agree that the District is not to assume, nor shall it assume by this Agreement any liability under the California Workers' Compensation Insurance and Safety Act for, by or on behalf of any Student Teacher or University employees while they are on the premises of the District or while performing any duty whatsoever under the terms of the Agreement or while going to or from any of the student teacher placement sites. University shall provide written notice to each Student Teacher regarding the lack of coverage of Workers' Compensation insurance by the District.

INDEMNIFICATION

University shall defend, indemnify and hold District and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, agents, or employees.

District shall defend, indemnify and hold University, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officials, agents, or employees.

ADDITIONAL PROVISIONS

1. Nothing contained in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent or employment relationship between the parties and neither party shall have the authority to bind the other party for any purpose.
2. This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of

this Agreement shall be venued in the county in which the District is located.

3. This Agreement supersedes all prior and contemporaneous agreements and understandings between the parties, both oral and written, with respect to its subject matter and constitutes the complete agreement and understanding between the parties, unless modified in a writing executed by both parties.
4. In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral. The costs of the neutral will be split equally between the Parties. The prevailing party shall be entitled to recovery from the losing party the prevailing party's reasonable expenses (fees and costs) incurred in the lawsuit or legal action as allowed by law.
5. If any provision of this Agreement is determined to be invalid or unenforceable, that provision shall be amended to achieve as nearly as possible the same effect as the original provision, and the remainder of this Agreement shall remain in full force and effect.
6. No delay or failure by either party to act in the event of a breach or default hereunder shall be construed as a waiver of that or any succeeding breach or a waiver of the provision itself.
7. This Agreement may be executed in any number of counterparts, each of which shall be an original as against any party whose signature appears and all of which together shall constitute one and the same instrument.

Signed this_____date of_____.

_____

School District Designee

_____

Brian Cotham, Director of Procurement and Support Services
California State University's CalStateTEACH

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	April 9, 2026
SUBJECT:	Amended Agreement for Professional Services (Human Resources)

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

Discussion/Issues
The Board of Education approved an Agreement with Alpha Interpreters, on August 21, 2025. The District is required to provide interpreting services to employees. The previous funding approved has been exhausted and a $35,000.00 increase is needed in order to pay for services rendered. The contract with Alpha Interpreters, allows for employees to receive American Sign Language interpreting services as needed.

Fiscal Impact
The amount needed to increase the Agreement is $35,000.00 (010-00000.0-00000-72000-5850-7550000).

Recommendation
Human Resources Services, recommends that the Board of Education amend the Agreement for Professional Services between Burbank Unified School District and Alpha Interpreters, to provide American Sign Language interpreting to employees with an increase of $35,000.000 (010-00000.0-00000-72000-5850-7550000), effective August 1, 2025 through June 30, 2026, and that authority to sign the agreement be pursuant to BUSD—AR 3314, as presented.

ALPHA
INTERPRETING AGENCY

Alpha Interpreting Rates and Policies
2025-2026

2025-2026 Alpha Interpreting Rates	
Standard ASL	$115/hr: Classroom, staff meetings, trainings, IEPs, Conferences, Substitute assignments, etc.
Ongoing Classroom ASL (Discounted)	$110/hr Interpreting K-12 settings, min 25+hr/ week
Signing Paraprofessionals	$95/hr standard $90/hr ongoing
Specialty ASL Services	Additional $25/hr for assignments requiring specific skills e.g. trilingual, legal, tactile, tutoring, ASL instruction.
CART Services	Standard: $150 face-to-face, $135 virtual Ongoing: $125 face-to-face, $110 virtual

ALPHA INTERPRETING POLICIES:

Number of Interpreters: To protect the occupational safety of our interpreters and to assure the highest quality communication, assignments exceeding one hour, or containing complex, interactive content will require a team of two or more interpreters. Our scheduler will work with you to determine the appropriate number of interpreters needed for your assignment. In the case that you are unavailable to discuss the number of interpreters required, Alpha will make the necessary determinations. Team assignments are charged per interpreter.

Reimbursable Charges: Reasonable parking, public transportation, mileage (current government rate) and other fees incurred during service provision may be charged.

Cancellations: Customers will be billed in full for any assignment not canceled with **THREE FULL BUSINESS DAYS** notice remaining before the scheduled event. For example, an assignment on Wednesday must be canceled by close of business on the previous Thursday to avoid charges.

Payment Options/Invoices: ACH/EFT payments are preferred. Customers will receive a detailed invoice which must be paid within thirty (30) days of receipt of invoice. Accounts 45 days past due may be charged 1.5% interest on the outstanding balance.

Ongoing assignments: Ongoing assignments must be terminated with a minimum of two weeks' notice to avoid charges.

By signing below you certify that you are authorized to accept terms on behalf of your organization and you agree that your use of Alpha Interpreters constitutes acceptance of all the rates and policies set forth herein, including the Terms and Policies on page two (2) hereof.

Organization: Burbank Unified School District	Alpha Interpreting Agency
Signature: [signature]	Signature: [signature]
Date: 8/25/2025	Date: July 29, 2025
Printed Name/Title: Sarah Rudchenko, Ed.D Assistant Superintendent of Human Resources Services	Printed Name and Title: Roy Kelly McCrory, CEO
Address: 1900 W. Olive Ave. Burbank, CA 91506	Address: 1136 Millbrook Rd, Corona, CA 92882
Contact Phone: (818) 729-4410	Contact Phone: 310-220-9655
Contact Email:	Contact Email: roy@alphainterpreters.com

ALPHA
INTERPRETING AGENCY

EFFECTIVE January 1, 2024

Terms and Policies

1. **ENTIRE AGREEMENT/NO MODIFICATIONS** The rates, terms, and policies set forth on page one (1), and these terms and policies on this page (collectively the "Rates and Terms") and the attachments specifically referenced within this document constitute all of the terms and policies relating to the relationship between you and Alpha Interpreting Agency, and they supersede any other written or oral understandings or communications; any other documents enclosed or provided are intended for reference and are not a part of the Rates and Terms. Rates and Terms and any attachment hereto may be modified or amended only by a written amendment executed by an officer of Alpha Interpreting Agency.

2. **INDEMNIFICATION and LIMITED LIABILITY** Each party agrees to indemnify, defend and hold harmless the other, and any of their respective contractors, employees, officers, agents, owners and representative, from any damages, losses, liabilities or claims arising out of, i) the negligent acts or omissions of the indemnifying party, its contractors, employees or agents, or ii) the indemnifying party's breach of this Agreement. IN ANY EVENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES ARISING OUT OF THE SERVICES PROVIDED HEREUNDER, WHETHER ARISING OUT OF CONTRACT OR TORT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES

3. **SAFETY AND INSURANCE** Customer is responsible for providing safe and secure access to Alpha Interpreting Agency interpreters for any facilities in which services are to be provided. Customer has an affirmative duty to warn Alpha Interpreting Agency and Alpha interpreters of any safety concerns, health risks, or other dangers associated with providing interpreting services to Customer. Customer will provide adequate direction and guidelines where appropriate to enable the interpreter(s) to effectively provide services. Each party will maintain industry standard liability insurance, including Customer maintaining a policy covering injury to visitors to its premises, and shall provide a certificate of insurance evidencing such coverage upon request.

4. **GOVERNING LAW AND DISPUTE RESOLUTION** The Rates and Terms, and services provided by Alpha Interpreting Agency hereunder, shall be governed by the laws of the State of California, without regard to choice of law principles. The exclusive venue for any action arising out of the Rates and Terms shall be a state or federal court in California. If any court action is necessary to enforce these Rates and Terms, the prevailing party shall be entitled to reasonable attorney fees, costs, and expense in addition to any other relief to which the party may be entitled.

5. **NOTICE** Any notices, including notices of address and facsimile number changes, or cancellation notices, required or permitted to be given under these Rates and Terms shall be in writing and shall be deemed to have been received via electronic mail, three business days prior to assignment or two weeks for termination of ongoing assignment(s).

6. **SEVERABILITY** The provisions of these Rates and Terms are severable, and if any one or more such provisions shall be determined to be invalid, illegal or unenforceable, in whole or in part, the validity, legality and enforceability of any of the remaining provisions or portions thereof shall not in any way be affected or impaired thereby and shall nevertheless be binding between the parties hereto.

7. **ASSIGNMENT** Customer will not assign these Rates and Terms or any rights hereunder, by law or otherwise, without Alpha Interpreting Agency's prior written consent. Subject to the foregoing, this Agreement shall be binding on any successor or assigns of the parties.

8. **INDEPENDENT CONTRACTORS** The parties to this Agreement are independent contractors. No agency, partnership, joint venture or employee-employer relationship is intended or created by these Rates and Terms.

9. **TERMINATION** Either party may terminate the relationship between the parties and these Rates and Terms without cause at any time with 30 business day's written notice or with reasonable cause immediately upon written notice. Reasonable cause means a material violation of this Agreement or nonpayment of fees.

10. **ACCEPTANCE** Dissatisfaction with services rendered must be communicated in writing to Alpha Interpreting Agency within five (5) days of assignment completion. Failure to do so will be deemed acceptance of the services.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 9, 2026
SUBJECT:	Ratification of John Burroughs High School (Overnight) Field Trip

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Background:

The John Burroughs High School SkillsUSA team wish to travel to Ontario, CA for the 59th Annual SkillsUSA Leadership Conference & Skills Competition on Thursday, April 9, 2026, through Sunday, April 12, 2026.

Discussion/Issues:

Seven students will travel via personal vehicle to Ontario with Sandra Macias, Gerardo Mendez, Teachers.

Day 1 – Students will meet for transport to Ontario at 10:00 am. Students will check into rooms at the Azure Hotel and Suites, 1945 E. Holt Blvd., Ontario, CA 91761. The phone number for the hotel is (919) 284-8670. First day is filled with Board meetings, opening ceremonies and contest orientations.

Day 2 – Leadership and skill competitions begin at 8:00 am. Day two consists of delegate sessions, seminars and vendor expo. Social night and In-n-Out food trucks are from 4:00 pm – 9:00 pm.

Day 3 – Leadership and skill competitions continue at 8:00 am – 4:30 pm. Evening of Excellence is scheduled from 6:30- 8:00 pm.

Day 4 – Closing ceremony and awards are in the Toyota Arena at 7:30 am. Awards recognition is at 8:00 am. Students will be returning to school at approximately 2:00 pm.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting was held and all students and parents/guardians were expected to attend.

Fiscal Impact:
There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the John Burroughs High School SkillsUSA Teams (Overnight) Field Trip request to participate in the 59th Annual Skills USA Leadership Conference & Skills Competition Thursday, April 9, 2026, through Sunday, April 12, 2026, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 9, 2026
SUBJECT:	John Burroughs High School Construction Design Team (Overnight) Field Trip

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Background:

The John Burroughs High School Construction Design Build Team wish to travel to Huntington Beach, CA for the Construction Industry Education Foundation (CIEF) competition on Tuesday, April 21, 2026, through Thursday, April 23, 2026.

Discussion/Issues:

Fifteen students will travel via bus to Huntington Beach with Gerardo Mendez, Teacher. Students and Chaperones will be staying at Hotel Huntington Beach, 7667 Center Ave., Huntington Beach, CA 92647, (833) 320-7123.

Competition Schedule:

Day 1: Students will attend safety training and begin building at 8:00 am. Lunch will be provided for students and instructors at 11:30 am. Building will conclude at 4:00 pm

Day 2: Students attend welcome and safety meeting that will include a group photo. Students will begin building at 8:00 am. Lunch is at 11:30 for students and instructors. Judging for Building Code, Construction, Construction Management, Architecture and Electrical is at 1:00 pm. Building ends at 3:00 pm. Ice cream social and industry engagement at 3:00 pm. Awards Ceremony at 3:30 pm. Teams must clean build areas and get cleared before allowed to leave.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting is scheduled for April 9th and all students and parents/guardians are expected to attend.

Fiscal Impact:
There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the John Burroughs High School Construction Design Build team (Overnight) Field Trip request to participate in the Construction Industry Education Foundation Competition Tuesday, April 21, 2026 through Thursday, April 23, 2026, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 9, 2026
SUBJECT:	Burbank High School Football Team (Overnight) Field Trip

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Background:

The Burbank High School Football Team wishes to travel to Hume, CA for an away football camp Friday, May 8, 2026 through Sunday, May 10, 2026.

Discussion/Issues:

Forty-five (45) athletes will travel via vans to 64144 Hume Lake Rd, Hume, CA 93628. With Hector Valencia, Oharjee Brown, Tony Toledo, and Dorian Housholder.

Day 1 – Thursday, May 8th, the team will have team lunch at BHS and depart for Hume Lake at 2:10 pm. Dinner will be at Camp at 6:45 pm. Welcome and rules meeting at 7:15. Students will drop off bags in cabins at 7:15 pm. Dodgeball tournament and games at 8:00 pm. Campfire planned for 9:30 pm at Old Victory Circle. Lights out at 11:00 pm

Day 2 – Friday, May 9th, the team will have breakfast and meet with motivational speaker at 7:20 am. Activities are scheduled from 8:00 to 12:15 pm. Students will work on skills, take group photo and enjoy a BBQ dinner. Team campfire is planned after dodge ball, ping pong and foosball. Lights out at 11:00 pm

Day 3 – Saturday, May 10th, the team will have a 6:30 am wakeup call. Breakfast and motivational speaker at 7:00 am. Practice is at 10:00 am. Team will pack up after lunch and leave camp at 12:30 pm. Team is expected to be back at BHS by 5:30 pm.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. All students and parents/guardians were expected to attend an informational meeting on May 5th at 6:30 pm.

Fiscal Impact:
There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank High School Football Team (Overnight) Field Trip request to participate in an away camp in Hume, CA from Friday, May 8, 2026 through Sunday, May 10, 2026, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Approval of Amended Agreement for Professional Services Provided by Linguabee LLC (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to provide interpreters and translators for deaf and hard of hearing students, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services. This agency is used as a back-up, emergency service when District employees are unable to provide the services required.

Fiscal Impact:

Not to exceed $241,000.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services recommends that the Board of Education amend an agreement between the Burbank Unified School District and Linguabee LLC, to provide interpreting and translation for Burbank students, not to exceed $241,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 18, 2025 for a total not to exceed $175,000. Due to an increase in student need, this amendment adds an additional $66,000 to the agreement for a new not to exceed total of $241,000.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

TERMS OF AMENDED AGREEMENT

This Agreement, made and entered into this 24th day of February 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Linguabee LLC hereinafter referred to as "Provider."

Payee's Name: Linguabee LLC Daytime Phone Number: 855-546-4822

Mailing Address: 1550 Larimer Street #503 Denver, CO 80202

Email Address: ryan@linguabee.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) (Signature) Special Education (Location)

Board Approval: ~~06/18/2025~~ 04/09/2026 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of Providers.

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

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

The parties mutually agree as follows:

1. The Provider agrees to perform the following services for the District, at a total not to exceed **~~$175,000~~ $241,000**
2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Linguabee LLC will provide interpreters/translators for DHH special education students.
5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Provider, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Provider agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Provider's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Provider breach this agreement or fail to perform the required services in a satisfactory manner.

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Provider pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

11. District and Provider will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Linguabee LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Linguabee LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Linguabee LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Linguabee LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Linguabee LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Linguabee LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Linguabee LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Linguabee LLC demand.

District shall save and hold Linguabee LLC, harmless from and against and shall indemnify Linguabee LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Linguabee LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Linguabee LLC may defend the same and any expenses, including reasonable attorney's fees, which Linguabee LLC may pay or incur in defending said action and the amount of any judgment which Linguabee LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Linguabee LLC
Provider/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Ratification of Agreement for Professional Services Provided by Burbank Optometric Center, Inc. for Special Education Students

Background:

The Board of Education is being asked to ratify an agreement for professional services to provide a developmental vision evaluation for 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 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 $525.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Burbank Optometric Center, Inc., to provide a developmental vision evaluation, not to exceed $525 (01.0-65000.0-57602-11900-5850-744000) for special education student 960027543, effective March 17, 2026 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 16th day of March 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Burbank Optometric Center, Inc. hereinafter referred to as "Provider."

Payee's Name: Burbank Optometric Center, Inc. Daytime Phone Number: 818-845-3549

Mailing Address: 1032 N. Hollywood Way Burbank, CA 91505

Email Address: info@burbankoc.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 04/09/2026 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of Providers.

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

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

The parties mutually agree as follows:

1. The Provider agrees to perform the following services for the District, at a rate not to exceed **$525**.
2. The term of the Agreement shall be the period commencing on: 03/17/2026 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Burbank Optometric Center, Inc. will provide a developmental evaluation, written report and attend an IEP meeting for Special Education Student 960027543.
5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Provider, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Provider agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Provider's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Provider breach this agreement or fail to perform the required services in a satisfactory manner.

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Provider pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

11. District and Provider will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Burbank Optometric Center, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Burbank Optometric Center, Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Burbank Optometric Center, Inc. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Burbank Optometric Center, Inc. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Burbank Optometric Center, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Burbank Optometric Center, Inc. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Burbank Optometric Center, Inc. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Burbank Optometric Center, Inc. demand.

District shall save and hold Burbank Optometric Center, Inc., harmless from and against and shall indemnify Burbank Optometric Center, Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Burbank Optometric Center, Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Burbank Optometric Center, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Burbank Optometric Center, Inc. may pay or incur in defending said action and the amount of any judgment which Burbank Optometric Center, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Burbank Optometric Center, Inc.
Provider/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Juan Noguera, Director, Burbank Adult School
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 9, 2026
SUBJECT:	Approval of Memorandum of Understanding (MOU) between Burbank Unified School District – Burbank Adult School and Kay Dermatology

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Background

Burbank Adult School offers Career Technical Education (CTE) classes that require students to complete hands-on training at clinical sites. In order to complete hours for practicing and receive certification, students have to work at clinical sites. Prior to placing students in an externship program, all students must undergo a background check and live scan through the Department of Justice (DOJ) and the F.B.I. Students in healthcare careers such as Pre-Certified Nursing Assistant, Pharmacy Technician, Physical Therapy, and Clinical Medical Assistant, are to complete all the needed requirements to receive the proper certification.

Discussion/Issues:

In order to complete the full training, Burbank Adult School and Kay Dermatology want to formally establish a partnership to support students who are pursuing a career in the healthcare field. Students will benefit from this collaboration since Kay Dermatology is a prominent skin treatment center in Burbank, providing comprehensive medical, surgical and cosmetic dermatology services. Therefore, BAS students can further their learning with the hands-on practice to complete the Clinical program at Kay Dermatology site. Careers in the health care sector are in great demand as the labor market continues indicating the need of workers in clinics and hospitals.

Fiscal Impact

There is no cost associated with the agreement between BAS and Kay Dermatology.

Recommendation:

Peter Knapik, Assistant Superintendent of Education Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District-Burbank Adult School and Kay Dermatology as presented.

CLINICAL AFFILIATION AGREEMENT BETWEEN
Kya Dermatology
AND
Burbank Adult School

This Agreement is entered into as of this **10** day of **April**, **2026** and between **Kay Dermatology** hereinafter referred to as "facility" and Burbank Adult School, hereinafter referred to as "school".

WHEREAS, it is to the mutual benefit of the parties to provide clinical experience for students enrolled in certain programs of the School, the parties have agreed to the terms and provisions set forth below:

1. Purpose - The purpose of this Agreement shall be to provide a clinical experience to students enrolled in the Clinical Medical Assistant (CMA) program of the School.

   A. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall be neither expected nor received by either party.
   B. The externship experience shall be provided at the Facility hereinafter referred to as "Facility".
   The Facility has the sole discretion and reserves the right to limit/deny such Experience with any patient or group of patients.

2. Terms and Conditions pursuant to the above-stated purpose, the parties agree as follows:

   A. Term – The term of this Agreement shall be for one (1) year commencing **April 10**, **2026**, and automatically renew annually thereafter until terminated as hereinafter provided.

   Either party may terminate this Agreement upon giving thirty days written notice to the other party. Such termination shall have no effect on students currently receiving externship experience.

   B. Placement of Students - The School will place mutually agreed upon qualified and competent students at the Facility at mutually agreed upon times. The School agrees that it will only seek placement for students who have demonstrated the appropriate knowledge and skills necessary to commence this clinical affiliation. Facility does not guarantee the acceptance of any specific student or number of students for a clinical rotation, such acceptance being at the sole discretion of Facility.

   C. Discipline – While enrolled in externship experience at the Facility, students (and faculty, if applicable) will be subject to applicable policies of the School and the

Facility. Each party will be responsible for enforcing applicable policies including those of the other party. School shall require all students participating hereunder to become familiar with and comply with all of the Facility's applicable policies, rules and regulations. Students shall be dismissed from participation in the clinical experience only after the appropriate disciplinary policies and procedures of the School have been followed; however, the Facility may immediately remove from the premises and terminate the participation at the Facility of any student who poses an immediate threat or danger or whose qualifications, performance or compliance with policy/procedure are unsatisfactory to facility.

D. Specific Responsibilities – The following duties shall be the specific responsibility of the designated party:

1. The Facility agrees to provide orientation to the Facility for students who are beginning the externship experience.

2. The School agrees to be responsible for scheduling training activities for students.

3. The School agrees to be responsible for providing indirect supervision of the externship experience. School agrees to inform students that they are subject to direct supervision by a licensed practitioner of the Facility while participating in this clinical experience.

4. The Facility agrees to evaluate the performance of individual students as appropriate and as prescribed by the program.
   In the Clinical Medical Assistant (CMA) program, the final course grade for all externship experiences is "Pass/Fail" and is determined by the CTE Externship Coordinator (EC). The CTE/EC will take the scores from the clinical performance instrument, presentations/projects, homework assignments, responses from the clinical instructor/facility, and student feedback into consideration when determining the final course grade.

5. The Facility agrees to retain complete responsibility for patient care, providing adequate supervision of students (and faculty, if applicable).

6. Each party agrees that no person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

7. Each party agrees that it will maintain the confidentiality of patient records and student records at all times.

E. Miscellaneous Terms – The following terms shall apply in the interpretation and performance of this Agreement:

1. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees, student or others for whom the party is legally responsible.

2. The Agreement shall be governed by and construed according to the laws of the State of **California.**

3. The waiver of breach by either party shall not constitute waiver of any subsequent breach of the same of any other provision.

4. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties or between the Facility and any participating student. No compensation shall be paid by the Facility to any participating student, and no such student shall have any claim against the Facility for vacation pay, sick leave, worker's compensation or any other employment type benefits whatsoever.

5. This Agreement constitutes the entire agreement between the parties and may only be modified with the written consent of both parties.

IN WITNESS WHEREOF, the parties, through their duly authorized Representatives, have affixed their signatures below.

Kay Dermatology
By: _____
Jessica Rubio
Title: Office Manager

Address: 1411 N. Hollywood Way
Burbank, CA 91505
Email: jessica@kaydermatology.com
Phone: 818-238-2350
Date:

Burbank USD/Burbank Adult School
By: _____
Peter Knapik
Title: Assistant Superintendent of Educational Services
Address: 1900 W. Olive Ave.
Burbank, CA 91506
Phone: 818-729-4482
Date:

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Juan Noguera, Director, Burbank Adult School
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 9, 2026
SUBJECT:	Approval of Memorandum of Understanding (MOU) between Burbank Unified School District – Burbank Adult School and Masrour & Harouni Chiropractic, Inc.

Background

Burbank Adult School offers Career Technical Education (CTE) classes that require students to complete hands-on training at clinical sites. In order to complete hours for practicing and receive certification, students have to work at clinical sites. Prior to placing students in an externship program, all students must undergo a background check and live scan through the Department of Justice (DOJ) and the F.B.I. Students in healthcare careers such as Pre-Certified Nursing Assistant, Pharmacy Technician, Physical Therapy, and Clinical Medical Assistant, are to complete all the needed requirements to receive the proper certification.

Discussion/Issues:

In order to complete the full training, Burbank Adult School and Masrour & Harouni Chiropractic, Inc., want to formally establish a partnership to support students who are pursuing a career in the healthcare field. Students will benefit from this collaboration since Masrour & Harouni Chiropractic, Inc., is fully approved by the state of California to operate as a clinic. Therefore, BAS students can further their learning with the hands-on practice to complete the Clinical program at Masrour & Harouni Chiropractic, Inc., clinic site. Careers in the health care sector are in great demand as the labor market continues indicating the need of workers in clinics and hospitals.

Fiscal Impact

There is no cost associated with the agreement between BAS and Masrour & Harouni Chiropractic, Inc.

Recommendation:

Peter Knapik, Assistant Superintendent, Education Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District-Burbank Adult School and Masrour & Harouni Chiropractic, Inc., as presented.

CLINICAL AFFILIATION AGREEMENT BETWEEN
Masrour & Harouni Chiropractic, Inc.
AND
Burbank Adult School

This Agreement is entered into as of this **10** day of **April**, **2026** and between **Masrour & Harouni Chiropractic, Inc.,** hereinafter referred to as "facility" and Burbank Adult School, hereinafter referred to as "school".

WHEREAS, it is to the mutual benefit of the parties to provide clinical experience for students enrolled in certain programs of the School, the parties have agreed to the terms and provisions set forth below:

1. Purpose - The purpose of this Agreement shall be to provide a clinical experience to students enrolled in the Clinical Medical Assistant (CMA) program of the School.

   A. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall be neither expected nor received by either party.
   B. The externship experience shall be provided at the Facility hereinafter referred to as "Facility".
   The Facility has the sole discretion and reserves the right to limit/deny such Experience with any patient or group of patients.

2. Terms and Conditions pursuant to the above-stated purpose, the parties agree as follows:

   A. Term – The term of this Agreement shall be for one (1) year commencing **April 10**, **2026**, and automatically renew annually thereafter until terminated as hereinafter provided.

   Either party may terminate this Agreement upon giving thirty days written notice to the other party. Such termination shall have no effect on students currently receiving externship experience.

   B. Placement of Students - The School will place mutually agreed upon qualified and competent students at the Facility at mutually agreed upon times. The School agrees that it will only seek placement for students who have demonstrated the appropriate knowledge and skills necessary to commence this clinical affiliation. Facility does not guarantee the acceptance of any specific student or number of students for a clinical rotation, such acceptance being at the sole discretion of Facility.

   C. Discipline – While enrolled in externship experience at the Facility, students (and faculty, if applicable) will be subject to applicable policies of the School and the

Facility. Each party will be responsible for enforcing applicable policies including those of the other party. School shall require all students participating hereunder to become familiar with and comply with all of the Facility's applicable policies, rules and regulations. Students shall be dismissed from participation in the clinical experience only after the appropriate disciplinary policies and procedures of the School have been followed; however, the Facility may immediately remove from the premises and terminate the participation at the Facility of any student who poses an immediate threat or danger or whose qualifications, performance or compliance with policy/procedure are unsatisfactory to facility.

D. Specific Responsibilities – The following duties shall be the specific responsibility of the designated party:

1. The Facility agrees to provide orientation to the Facility for students who are beginning the externship experience.

2. The School agrees to be responsible for scheduling training activities for students.

3. The School agrees to be responsible for providing indirect supervision of the externship experience. School agrees to inform students that they are subject to direct supervision by a licensed practitioner of the Facility while participating in this clinical experience.

4. The Facility agrees to evaluate the performance of individual students as appropriate and as prescribed by the program.
   In the Clinical Medical Assistant (CMA) program, the final course grade for all externship experiences is "Pass/Fail" and is determined by the CTE Externship Coordinator (EC). The CTE/EC will take the scores from the clinical performance instrument, presentations/projects, homework assignments, responses from the clinical instructor/facility, and student feedback into consideration when determining the final course grade.

5. The Facility agrees to retain complete responsibility for patient care, providing adequate supervision of students (and faculty, if applicable).

6. Each party agrees that no person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

7. Each party agrees that it will maintain the confidentiality of patient records and student records at all times.

E. Miscellaneous Terms – The following terms shall apply in the interpretation and performance of this Agreement:

1. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees, student or others for whom the party is legally responsible.

2. The Agreement shall be governed by and construed according to the laws of the State of **California.**

3. The waiver of breach by either party shall not constitute waiver of any subsequent breach of the same of any other provision.

4. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties or between the Facility and any participating student. No compensation shall be paid bye the Facility to any participating student, and no such student shall have any claim against the Facility for vacation pay, sick leave, worker's compensation or any other employment type benefits whatsoever.

5. This Agreement constitutes the entire agreement between the parties and may only be modified with the written consent of both parties.

IN WITNESS WHEREOF, the parties, through their duly authorized Representatives, have affixed their signatures below.

Masrour & Harouni Chiropractic, Inc.
By: _____
Eva Lopez
Title: Regional Manager

Address: 14328 Victory Blvd.
Van Nuys, CA 91505
Email: elopez.masrourchiro@gmail.com
Phone: 818-270-6301
Date:

Burbank USD/Burbank Adult School
By: _____
Peter Knapik
Title: Assistant Superintendent of Educational Services
Address: 1900 W. Olive Ave.
Burbank, CA 91506
Phone: 818-729-4482
Date:

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Approval of Amended Agreement for Professional Services Provided by Alpha Interpreting Agency, Corp. for Special Education Students

Background:

The Board of Education is being asked to amend an agreement to hire interpreters/translators for deaf and hard of hearing Special Education students through an agency because the District is unable to secure a full time, temporary or substitute to support special education students.

Discussion/Issues:

The District is obligated to provide specialized academic instruction and assessments and to implement Individualized Education Plans (IEPs) for students who attend our schools. The District does not have current staff able to support the current caseload and is, therefore, contracting with an agency to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $2,075,000.

Recommendation:

Peter Knapik, Assistant Superintendent of Education Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for deaf and hard of hearing Special Education students, not to exceed $2,075,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 18, 2025 for a total not to exceed $700,000. A second amendment was approved on December 11, 2025 to add $500,000. Due to increased need, this amendment adds an additional $875,000 for a new not to exceed amount of $2,075,000.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

TERMS OF SECOND AMENDED AGREEMENT

This Agreement, made and entered into this 4th day of March 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Alpha Interpreting Agency, Corp. hereinafter referred to as "Consultant."

Payee's Name: Alpha Interpreting Agency, Corp. Daytime Phone Number: 310-220-9655

Mailing Address: 1136 Millbrook Rd., Corona, CA 92882

Email Address: roy@alphainterpreters.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) (Signature) Special Education (Location)

Board Approval: ~~06/18/2025 12/11/2025~~ 04/09/2026 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **~~$700,000~~ ~~$1,200,000~~ $2,075,000**

2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Alpha Interpreting Agency, Corp. will provide interpreters/translators for DHH special education students. There will not be services needed on the following dates: July 4, September 1, November 11, 27 and 28, December 22 through January 2, January 19, February 13 and 16, March 16-20 and May 25. There may be other days where it's pupil free days but those will be communicated with staff.

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

11. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Alpha Interpreting Agency, Corp. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Alpha Interpreting Agency, Corp. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Alpha Interpreting Agency, Corp. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Alpha Interpreting Agency, Corp. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Alpha Interpreting Agency, Corp., its agents, subcontractors, employees or other representatives referred to in this Agreement, Alpha Interpreting Agency, Corp. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Alpha Interpreting Agency, Corp. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Alpha Interpreting Agency, Corp. demand.

District shall save and hold Alpha Interpreting Agency, Corp., harmless from and against and shall indemnify Alpha Interpreting Agency, Corp. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Alpha Interpreting Agency, Corp. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Alpha Interpreting Agency, Corp. may defend the same and any expenses, including reasonable attorney's

fees, which Alpha Interpreting Agency, Corp. may pay or incur in defending said action and the amount of any judgment which Alpha Interpreting Agency, Corp. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Alpha Interpreting Agency, Corp.
Provider/Company

Roy McCOORY
Print Representative Name

CEO
Title

Signature

March 5, 2026
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Approval of Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education student 960042924 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 960042924 concerning services and/or school placement, a formal settlement agreement was offered on March 20, 2026 to the parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the student's parents, without admitting any liability.

Fiscal Impact:

Not to exceed $5,000

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960042924, not to exceed $5,000 (01.0-65000.0-50010-36000-5813-7440000), April 9, 2026 through May 31, 2027 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:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Approval of Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education student 960037940 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 960037940 concerning services and/or school placement, a formal settlement agreement was offered on March 12, 2026 to the parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the student's parents, without admitting any liability.

Fiscal Impact:

At no additional cost to the district.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960037940, at no additional cost to the district, (01.0-65000.0-50010-36000-5813-7440000), March 12, 2026 through May 27, 2027 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:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Approval of Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education student 960010909 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 960010909 concerning services and/or school placement, a formal settlement agreement was offered on March 3, 2026 to the parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the student's parents, without admitting any liability.

Fiscal Impact:

Not to exceed $26,965.26

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960010909, total not to exceed $26,965.26, (01.0-65000.0-50010-36000-5813-7440000), January 7, 2026 through May 27, 2027 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:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Approval of Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education student 960031112 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 960031112 concerning services and/or school placement, a formal settlement agreement was offered on March 23, 2026 to the parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the student's parents, without admitting any liability.

Fiscal Impact:

Not to exceed $80,421

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960031112, total not to exceed $80,421, (01.0-65000.0-50010-36000-5813-7440000), July 1, 2025 through August 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 9, 2026
SUBJECT:	Approval of Instructional Consultant Services

Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

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

Fiscal Impact:
See Attached

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: April 9, 2026

Site	Name	Purpose	Dates	Cost	Appropriation Number
Roosevelt Elementary	The Music Center	Dance, music and history assembly to all students at Roosevelt Elementary (grades TK-5)	4/30/26	$2450	010-67700.0-11100-10000-5810-2140000
John Muir Middle School	Eric Michael Hernandez	Presentation on growing up Native American in America. It culminates in an informative hoop dance demonstrating Native American customs and their meanings.	5/15/26	$1800	01.0-90904.0-11100-10000-5850-322000
Edison Elementary	Robyn Kreisberg	Music Instruction/5th grade promotion	4/20/26 – 5/26/26	$750.00	01.0-6700.0-11100-10000-2710-202000

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 11th (Day) day of March (Month), 2026 (Year) by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Music Center (Consultant Name) hereinafter referred to as "Consultant."

The Music Center	[redacted]	[redacted]
Payee's Name (Person or Company)	Social Security or Federal I.D. #	Phone Number

[redacted]	Los Angeles	CA	90084
Mailing Address	City	State	Zip

Matt Osmond	Principal	Roosevelt Elementary
Sponsoring Administrator Name	Title	Location

April 9, 2026	01.0-67700.0-11100-10000-5810-2140000
Date Submitted to Board	Funding Source (Resource)

STRS/PERS Member: ☐ Yes ☒ No

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $ 2450.00 ☐ per hour / ☒ per day/ ☐ per session for a total not to exceed $ 2450.00, including benefits.
2. The term of the Agreement shall be the period commencing on April 30, 2026 and terminating on April 30, 2026.
    a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

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6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state and local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

	Keith Wyffels *Keith Wyffels*
District Administrator	Consultant Name & Signature
	[redacted]
Title	Mailing Address
	Los Angeles, CA 90084-6999
Board Approval Date	City, State Zip

Instructions: Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

Revised 7/17/2025

Doc ID: b648c871e6646293b107ab3827f94d56b407f2d0

STATEMENT OF WORK

Program/Project Purpose:

Educational enrichment assembly for Roosevelt Elementary

Basis for Request:

To provide a dance, music, and history assembly to all students at Roosevelt Elementary (grades TK-5).

Background/Scope/Objectives:

As one of the nation's largest performing arts centers, and as a cultural anchor in Los Angeles County, The Music Center brings together artists, communities and ideas with the goal of enriching the cultural lives of every Angeleno. The non-profit Music Center organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming inside our four theatres, on Jerry Moss Plaza, outside at Grand Park—a 12-acre adjacent green space—in schools and neighborhoods all over Los Angeles County and on a variety of digital platforms. TMC Arts also has a comprehensive K-12 arts learning program.

Got Rhythm! is a captivating dance and music performance based in the indigenous American art form of rhythm tap dance. Channing Cook-Holmes, tap dancer and drummer extraordinaire, presents rhythm tap in its purest form with live instrumentation. It is a contemporary look at the origins of tap dance and the masters of the art, featuring drums, bass, and keyboards. Channing, along with the ensemble, interacts with and engages the audience in rhythm making, encouraging each student to discover the tap dancer or musician inside.

Deliverables/Milestones:

Three 45-minute assemblies, performed on the day of April 30, 2026.

Invoice Approver:

Matthew Osmond, Principal

Doc ID: b648c871e6646293b107ab3827f94d56b407f2d0

Timeline:

April 30, 2026: Consultant performs three assemblies at Roosevelt Elementary at 8:35 am, 10:30 am, and 11:35 am.

Payment Terms:

$2450.00 flat rate, payable within 30 days of receipt of invoice

Doc ID: b648c871e6646293b107ab3827f94d56b407f2d0

Our Story



Welcome to The Music Center

With America's most diverse population, Los Angeles is the cultural hub of the country and the location for more entertainment options and venues than anywhere else in the U.S. As one of the nation's largest performing arts centers, and as a cultural anchor in Los Angeles County, The Music Center brings together artists, communities and ideas with the goal of enriching the cultural lives of every Angeleno. With our vision, The Music Center is poised to become a multidisciplinary arts center for the 21st century and a driving artistic voice for diversity and inclusion that reflects and responds to the ever-evolving landscape of Los Angeles. By offering compelling cultural and civic programs that are relevant to a wide range of audiences, The Music Center is both the home and the force behind some of the greatest creative expression today.

The non-profit Music Center organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming inside our four theatres, on Jerry Moss Plaza, outside at Grand Park—a 12-acre adjacent green space—in schools and neighborhoods all over Los Angeles County and on a variety of digital platforms. TMC Arts also has a comprehensive K-12 arts learning program. TMC Ops manages The Music Center's four theatres, Jerry Moss Plaza and Grand Park on behalf of the County of Los Angeles, while TMC Business Resources includes services provided by our Advancement, Finance and Marketing and Communications teams. The Music Center has four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Making Art

Visit The Music Center, and you'll find many ways you can experience arts and cultural experiences. The Music Center's programming arm, TMC Arts, creates inclusive arts and cultural experiences across numerous genres—for, with and by the community—both on our stages and in our outdoor spaces including on Jerry Moss Plaza and in Grand Park. Our four resident companies offer world-class presentations on our stages with an emphasis on theatre, choral music, opera and classical music.

Title	Burbank USD Agreement for Consultant Services
File name	Consultant_Agreem..._-_Got_Rhythm.pdf
Document ID	b648c871e6646293b107ab3827f94d56b407f2d0
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

SENT	**03 / 13 / 2026** 21:52:55 UTC	Sent for signature to Keith Wyffels (kwyffels@musiccenter.org) from vlopez@musiccenter.org IP: 47.33.67.19
VIEWED	**03 / 13 / 2026** 21:56:50 UTC	Viewed by Keith Wyffels (kwyffels@musiccenter.org) IP: 174.193.145.53
SIGNED	**03 / 13 / 2026** 21:57:11 UTC	Signed by Keith Wyffels (kwyffels@musiccenter.org) IP: 174.193.145.53
COMPLETED	**03 / 13 / 2026** 21:57:11 UTC	The document has been completed.

BURBANK UNIFIED SCHOOL DISTRICT
1900 W. Olive Avenue
Burbank, CA 91506-2460

THE UNDERSIGNED ACKNOWLEDGES SERVICES & AUTHORIZATION FOR PAYMENT:

School Site or Department **Req./PO Number**

TO: **Burbank Unified School District**
Accounts Payable
1900 W. Olive Avenue
Burbank, CA 91506-2460

Payee's Name: The Music Center

Retiree? (required) **No** X **If yes, circle:** ☐ **CalPERS** **or** ☐ **CalSTRS**

[redacted]
Address

Los Angeles | CA | 90084-6999
City **State** **Zip Code**

Keith Wyffels
Consultant's Signature

Date of service: April 30, 2026

Amount to be paid: $2450.00 **Hours worked:** _____
(required if retiree)

Payment Terms: Payment due within 30 days of receipt of invoice

Appropriation No.: 01.0-67700.0-11100-10000-5810-2140000

APPROVED BY THE BOARD: April 9, 2026

Matt Osmond
Signature-Principal/Sponsoring Administrator
Certifying Receipt of Services & Approval of Payment

3/23/26
Date

AFTER COMPLETION OF SERVICE Submit the COMPLETED form with the following to Purchasing:
Enter Purchase Requisition in Smarte after Board approval
1) Attach invoice if available
2) W9 for fiscal year first payment
3) Completed/Signed Agreement or Contract
4) Attach all paperwork in Smarte when entering Purchase Requisition

July, 2019

Doc ID: b648c871e6646293b107ab3827f94d56b407f2d0

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

PERFORMING ARTS CENTER OF LOS ANGELES COUNTY

2 Business name/disregarded entity name, if different from above.

THE MUSIC CENTER

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☑ Other (see instructions) **Nonprofit corporation exempt under IRS Code Section 501(c)(3)**

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

[redacted]

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

[redacted]

or

Employer identification number

[redacted]

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** *Laura Canon* **Date** 02/19/26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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 25 day of March, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Eric Michael Hernandez hereinafter referred to as "Consultant."

Eric Michael Hernandez [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Greg Miller, EdD, Principal, John Muir MS
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 01.0-90904.0-11100-10000-3220000

STRS/PERS Member: Yes No

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $ 900.00 per hour ☐ / per day ☐ / per session ■ for a total not to exceed $ 1800.00, including benefits.
2. The term of the Agreement shall be the period commencing on 5/15/20 and terminating on 05/15.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

	Eric Michael Hernandez
Administrator	Consultant
	[redacted]
Title	Address
	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Basis for Request: In order to facilitate 8th Grade Day, we bring in 2 hours of presentations to enhance student experience. Presenters provide enrichment and engagement.

Background/Scope/Objectives: The contract provides cultural connections to the Native American experience. The content covers teen isolation, bullying, struggles and perseverance

Deliverables: The first hour is a Ted Talk presentation about what it is like to grow up Native American in America. It culminates in an informative hoop dance that demonstrates Native American customs and their meanings

The second hour is an interactive dance experience where students join the presenter on stage and try to hoop dance with the presenter.

Invoice Approver: Dr. Greg Miller, Principal

Time Line: May 15, 2026

Payment Terms: Payment Upon Completion of Presentation

Eric Hernandez Performance Summary

Overview:

Eric Hernandez, a Native American hoop dancer of the Lumbee Tribe, delivers a live performance that blends traditional hoop dancing with personal storytelling. His performance is both physical and spoken, rooted in his culture and life journey. It is designed to educate, inspire, and challenge stereotypes about Native identity.

Key Themes and Content:

Cultural Identity:

Eric speaks about growing up Native in a world where he often felt the pressure to hide who he was. He shares how reconnecting with his cultural identity gave him confidence, purpose, and strength.

The Hoop Dance:

The hoop dance is a traditional healing practice. Eric explains that each hoop represents a different part of life; Family, nature, growth, and struggle. As he dances, he links the hoops together to tell a visual story of transformation and unity.

Overcoming Fear and Stereotypes:

Eric discusses the fear he once had of being judged or misunderstood. Through performing and sharing his story, he has learned to face that fear and use his art to break down stereotypes and educate others.

Movement and Symbolism:

The performance includes live dance segments. The dance is fluid and symbolic, forming shapes like animals or global forms to represent messages of resilience, healing, and interconnectedness.

Performance Dynamics:

The spoken sections are reflective and personal, sharing Eric's background, thoughts, and message. The dance segments are expressive, requiring spatial awareness and timed transitions with the hoops. The tone is uplifting, empowering, and emotionally resonant.

Purpose:

Eric's performance is meant to both honor his heritage and encourage others to embrace their own identities. It blends movement and meaning in a way that is accessible to diverse audiences and emphasizes the importance of cultural expression, resilience, and healing.

Burbank Unified School District
Instructional Services

Budget Pre-Approval

Signed by_____Ext._____

CONSULTANT REQUEST FOR BOARD APPROVAL

Please send the following Consultants to the Board for approval. Board Meeting on _____

Site	Consultant(s)*	Service	Date(s)	Cost	Appropriation No. and Program Name
JOHN MUIR MIDDLE SCHOOL	ERIC MICHAEL HERNANDEZ	8TH GRADE DAY WILD WEST HISTORY	MAY 15, 2026	$ 1800.00	8TH GRADE DAY 01.0-90904.0-11100-10000-5850-3220000

*If the consultant is being paid through a company or organization, this needs to be indicated in the "consultant's box" for proper payment.

Consultant's Qualifications: Eric Michael Hernandez is a Native American hoop dancer affiliated with the Lumbee Tribe. He is an esteemed Native American hoop dancer. Eric's skills took center stage as the lead in Cirque de Soleil's Totem production, touring over 17 countries. A past TEDx speaker, his mission is to challenge stereotypes and spread ancestral wisdom about Native Americans through the art of hoop dance.

Purpose: Eric Hernandez will present to Muir students cultural diversity within the history of his Lumbee Tribe roots. He will use this platform to challenge stereotypes, share Native American culture, and build community with all. His engaging content blends tradition with contemporary storytelling, fostering meaningful interactions and celebrating indigenous heritage

Greg McD — **Authorized Signature**

JOHN MUIR MIDDLE SCHOOL — **Location**

March 23, 2026 — **Date**

ATTACH A COPY OF THE CONSULTANT'S RESUME OR FACT SHEET (one page only) AND RETURN COMPLETED FORM TO JENNY JONES IN INSTRUCTIONAL SERVICES

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Eric Michael Hernandez

2 Business name/disregarded entity name, if different from above.

Legacy Vision Productions LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☑ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

[redacted] and apt. or suite no.). See instructions.

[redacted]

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

[redacted]

or

Employer identification number

[redacted]

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** [signature] **Date** 02/01/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

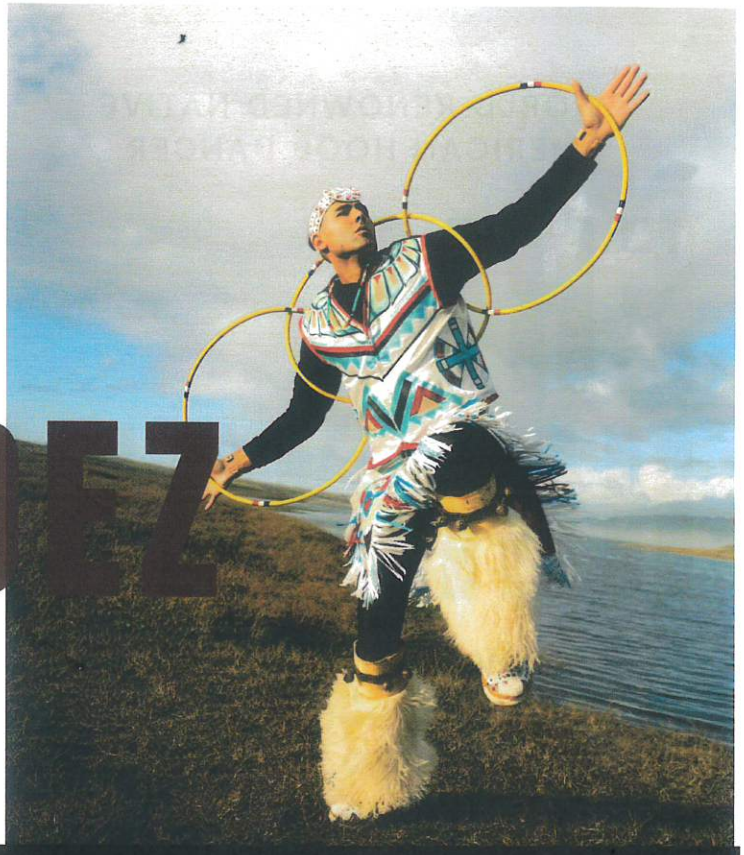
New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

WORLD RENOWNED NATIVE AMERICAN HOOP DANCER

ERIC HERNANDEZ



Bring the Art, Culture, and Storytelling of Native American Hoop Dance to Your Event

Cultural Education:

Eric goes beyond performing, sharing the history and significance of hoop dancing to inspire and educate audiences of all ages.

Community Connection:

With 478,000+ followers on social media, Eric uses storytelling to celebrate Indigenous culture and foster meaningful connections.

What Your Audience Will Experience:

Stunning Native American hoop dance performances. Thought-provoking stories and cultural education. A memorable, transformative experience.

Captivating Cultural Performances

Eric Hernandez, a proud member of the Lumbee Tribe, is an esteemed Native American hoop dancer with over 20 years of experience. Mentored by Terry Goedel, Eric's skills took center stage as the lead in Cirque du Soleil's Totem, touring over 17 countries. A recent TEDx speaker, his mission is to challenge stereotypes and spread ancestral wisdom about Native Americans through the art of hoop dance. Now, Eric brings his story to the screen as the writer and director of Courage, a powerful short film inspired by his real-life journey of learning hoop dance from his Uncle Terry. Courage is a tribute to the strength of cultural storytelling and the importance of reclaiming identity through tradition.

INSPIRE CONNECTION • CELEBRATE CULTURE

legacyvisionproductions.com bookings@legacyvisionproductions.com

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 9 day of , 20 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Robyn Kreisberg hereinafter referred to as "Consultant."

Robyn Kreisbert [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: 321 N. Beachwood Dr [redacted] [redacted]
City State Zip

Sponsoring Administrator: Nicole Cody Principal Edison
Print Name Title Location

Date Submitted to Board: 4/9/2026 Funding Source (Resource): 01.0-67700.0-11100-10000-2170-2020000

STRS/PERS Member: Yes No

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $ 50 per hour ■ / per day ☐ / per session ☐ for a total not to exceed $ 750 , including benefits.
2. The term of the Agreement shall be the period commencing on 4/20/26 and terminating on 5/26/26.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

	[redacted]
Administrator	[redacted]
	[redacted]
Title	[redacted]
	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

BURBANK UNIFIED SCHOOL DISTRICT
1900 W. Olive Avenue
Burbank, CA 91506-2460

THE UNDERSIGNED ACKNOWLEDGES SERVICES & AUTHORIZATION FOR PAYMENT:

Edison Elementary

School Site or Department **Req./PO Number**

TO: **Burbank Unified School District**
Accounts Payable
1900 W. Olive Avenue
Burbank, CA 91506-2460

Payee's Name: Robyn Kreisberg

Retiree? (required) No X

[redacted]

[redacted] [redacted]

[redacted]

[redacted] [redacted] [redacted]

City **State** **Zip Code**

Robyn Kreisberg

Consultant's Signature

Date of service: 4/20/26-5/26/26

Amount to be paid: $750 **Hours worked:** 15
(required if retiree)

Payment Terms: Payed upon completion

Appropriation No.: 01.0-67700.0-11100-10000-2170-2020000

APPROVED BY THE BOARD: _____

Signature-Principal/Sponsoring Administrator
Certifying Receipt of Services & Approval of Payment

3/24/26
Date

AFTER COMPLETION OF SERVICE Submit the COMPLETED form with the following to Purchasing:
Enter Purchase Requisition in Smarte after Board approval
1) Attach invoice if available
2) W9 for fiscal year first payment
3) Completed/Signed Agreement or Contract
4) Attach all paperwork in Smarte when entering Purchase Requisition

July, 2019

Burbank Unified School District
Instructional Services

Budget Pre-Approval
Signed by_____ Ext._____

CONSULTANT REQUEST FOR BOARD APPROVAL

Please send the following Consultants to the Board for approval. Board Meeting on April 9, 2026

Site	Consultant(s)*	Service	Date(s)	Cost	Appropriation No. and Program Name
Edison Elementary	Robyn Kreisberg	Music instruction/ 5th grade promotion	4/20/26-5/26/26	$ 750	01.0-67700.0-11100-10000-2170-2020000

*If the consultant is being paid through a company or organization, this needs to be indicated in the "consultant's box" for proper payment.

Consultant's Qualifications: Robyn has been teaching music to children since 1976.

Purpose: Music instruction for the 5th grade promotion performance

Authorized Signature	Location	Date
	Edison Elementary	4/20/26-5/26/26

ATTACH A COPY OF THE CONSULTANT'S RESUME OR FACT SHEET (one page only) AND RETURN COMPLETED FORM TO JENNY JONES IN INSTRUCTIONAL SERVICES

STATEMENT OF WORK

Program/Project Purpose:

The purpose of this is to instruct and lead classes to a completion of 5th grade promotion concert performance.

Basis for Request:

Music instruction and arrangement of songs for 5th grade promotion concert performance.

Background/Scope/Objectives:

Robyn Kreisberg has been teaching music to children since 1976. She has worked here at Edison in arranging our winter concert, promotion performances and class music lessons for over a decade.

Deliverables/Milestones:

5th graders will preform songs as part of their promotion ceremony.

Invoice Approver:

Edison Principal, Nicole Cody

Timeline:

Every Monday and Thursday starting at the end of April, culminating in their 5th grade promotion performance.

Payment Terms:

$50/hr. for a total of $750 upon completion of service.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
Robyn Kreisberg

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☑ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.
[redacted]

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[redacted]

or

Employer identification number
[ ][ ] - [ ][ ][ ][ ][ ][ ][ ]

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Robyn Kreisberg Date Oct. 21, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Robyn Kreisberg
[redacted]

Objective:
Music instruction for elementary level education

Experience and Skills:
Played in orchestra (cello) Junior High/High School
Sang in choirs, accompanied choir on piano
Music counselor at local camps
Piano lessons from age 7 – 17
Music counselor at Braille Institute Youth Center – Los Angeles

Certified Yamaha School Teacher 1978 – 1986 (for children ages 3 – 9)
Los Angeles, Ca (310)477-9544
Director: Ann Pittel

Piano Teacher for children 1980 – present
I currently have 10 private students who give recitals twice a year that I host

Volunteer Music Coordinator 1991 – present
For PTA functions, talent shows, school programs, etc.
Disney Elementary School

Volunteer Choir Director 1998 – present
Temple Beth Emet – Burbank, Ca

Music Teacher 1998 - present
Disney Elementary School

Duties include:
Part time instruction 2 days per week 7-8 hours per week in half-hour slots. Grades K-4 using piano, guitar and various instruments to give general music education and appreciation , ear training, singing, musical terms and symbol recognition, some music history. I teach recorder for 4th graders and choir for 5th graders. Students participate at Thanksgiving, Winter Holiday Program and Promotion.

Education:
Hunter College – Music Major
New York, New York

University of New York at Potsdain – Music Major
Potsdain, New York

CSUN - BA Degree, Music
Northridge, Ca

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 9, 2026
SUBJECT:	Ratification of Agreement for Instructional Consultant Services

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Background:

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

Discussion and Issues:

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

Fiscal Impact:

See attached.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: April 9, 2026

Site	Name	Purpose	Dates	Cost	Appropriation Number
Emerson Elementary School	Stand by Productions	Script writing workshop for 4th grade	4/6/26 – 4/10/26	$550	010-67700.0-17011-10000-5810-2030000

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 23 day of March, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Stand By Productions, Inc. [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Jennifer Almer, Principal, Emerson
Print Name Title Location

Date Submitted to Board: 4/9/26 Funding Source (Resource): 010-67700-2-17011-10000-5810-203-0000-0000

STRS/PERS Member: Yes No

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $ 50.00 per hour ■ / per day ☐ / per session ☐ for a total not to exceed $ 550.00, including benefits.
2. The term of the Agreement shall be the period commencing on 4/6/26 and terminating on 4/10/26.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

Administrator	Consultant [redacted]
Title	
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

SCRIPT WRITING WORKSHOPS BY DAVE MALKOFF

Basis for Request:

TO PROVIDE 4th GR WITH CONFIDENCE IN CREATIVE WRITING SKILLS. TO EXPLORE ALL OF THE ELEMENTS THAT GO INTO WRITING A SCRIPT, SETTING, CHARACTERS, STORY AND DIALOGUE.

Background/Scope/Objectives:

DAVID HAS WRITTEN ON TV SHOWS, VICTORIOUS, SAM & CAT, HENRY DANGER AND SIDE HULSTLE AND THE REBOOT OF iCARLY.

Deliverables/Milestones:

WILL COLLABORATIVELY WRITE AN ORGINBAL SHORT SCRIPT.

Invoice Approver:

JENNIFER ALMER, PRINCIPAL

Timeline:

4/6/26 - 4/10/26

Payment Terms:

$50.00 PER HOUR FOR A TOTAL OF 11 HOURS, $550.00



David Malkoff

Personal details

Alternative name Dave Malkoff

Born [redacted]

Trivia
Graduated from Syracuse University.





HONDA

SHOP NOW

Important Info

Sponsored

Known for



Side Hustle
★ 5.6 TV Series
Producer
2020–2022 • 46 eps



iCarly
★ 6.7 TV Series
Producer
2023 • 10 eps



Henry Danger
★ 6.4 TV Series
Producer (as Dave Malkoff)
2016–2020 • 78 eps



Victorious
★ 7.0 TV Series
Writer (as Dave Malkoff)
2012 • 1 ep

Credits

Producer 14 ✕ | Writer 7 ✕ | Additional Crew 4 ✕ | Actor 4

Production Department 1 | Thanks 1 | Self 1 | IMDbPro

Collapse below All credits

Producer

Previous 14



iCarly
★ 6.7 TV Series
co-executive producer
10 episodes 2023



Side Hustle
★ 5.6 TV Series
executive producer
46 episodes 2020–2022



Henry Danger
★ 6.4 TV Series
supervising producer producer co-producer (as Dave Malkoff, as Dave Malkoff)
78 episodes 2016–2020



Hell's Kitchen
★ 7.2 TV Series
challenge producer
66 episodes 2009–2012



Hungry Girl
★ 4.7 TV Series
producer
14 episodes 2011



Hair Battle Spectacular
★ 6.2 TV Series
senior producer
8 episodes 2010



Bank of Hollywood
★ 3.8 TV Series
producer
8 episodes 2009–2010

Are You Smarter Than a 5th Grader?
★ 4.9 TV Series
producer



71 episodes 2007–2009



Celebrity Fit Club

★ 5.5 TV Series

challenge producer (as Dave Malkoff)

1 episode 2008



Instant Beauty Pageant

★ 7.6 TV Series

producer field producer

6 episodes 2006–2007



Bandits vs. Smokies

★ 4.1 TV Series

senior producer

2007



The Cut

★ 6.5 TV Series

field producer (as Dave Malkoff)

2005



Golf Cart Driving School

★ 8.4 Short

producer

2004



Big Brother

★ 5.6 TV Series

segment producer

2000

Writer

Previous 7



iCarly

★ 6.7 TV Series

written by (as Dave Malkoff)

1 episode 2023



Side Hustle

★ 5.6 TV Series

written by created by (as Dave Malkoff)

32 episodes 2020–2022



Henry Danger
★ 6.4 TV Series
written by part one co-written by part 2 co-written by (as Dave Malkoff, as Dave Malkoff, ...
57 episodes 2014–2020



The Adventures of Kid Danger
★ 2.8 TV Series
written by staff writer (segment "Yoohoo Tube", as Dave Malkoff, as Dave Malkoff)
4 episodes 2018



Sam & Cat
★ 5.8 TV Series
staff writer written by (as Dave Malkoff)
34 episodes 2013–2014



Victorious
★ 7.0 TV Series
written by (as Dave Malkoff)
1 episode 2012



Golf Cart Driving School
★ 8.4 Short
Writer
2004

Additional Crew

Previous 4



Celebrity Fit Club
★ 5.5 TV Series
challenge producer
8 episodes 2008



Instant Beauty Pageant
★ 7.6 TV Series
field producer
6 episodes 2006



Big Brother
★ 5.6 TV Series
challenge producer
89 episodes 2004–2006

The Cut
★ 6.5 TV Series
field producer

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Administrative Services
PREPARE BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	April 9, 2026
SUBJECT:	Approval of Amended Agreement for Professional Services, Lozano Smith, Attorneys at Law, (General, Bond, and Special Education Funds)

Background:

The Burbank Unified School District requires legal advice, support and direction in areas of specialty such as construction, general and special education. These services may also include preparation for and representation in court.

Discussion/Issues:

Lozano Smith, Attorneys at Law, has provided legal services since 1988 and maintains offices throughout California, including San Francisco Bay Area, the Central Valley, the Central Coast, the Los Angeles area and the San Diego area. Its attorneys practice in all state and federal courts in California with a particular focus on Education Law, and provide access to specialists in various legal disciplines

Many bond funded projects require legal counsel for example:

- Addressing work stoppages or unsatisfactory performance by contractors.
- Reviewing and responding to contractor requests for changes to District standard contracts
- Providing interpretation support related to the Community Workforce Agreement

The District receives itemized invoices from Lozano Smith that clearly distinguish the matters worked on, with each matter coded to the appropriate account string. No non bond legal matters are charged to bond funds.

Fiscal Impact:

The District will use the services of this firm on an as-needed basis as is already our practice with other attorneys. The rate per hour for the firm is as follows:

Client agrees to pay Attorney by the following standard hourly rate*:

	Effective 7/1/2025
Partner**/Senior Counsel/Of Counsel	$ 350 - $ 410 per hour
Associate	$ 275 - $ 340 per hour
Paralegal/Law Clerk	$ 225 - $ 300 per hour
Consultant	$ 125 - $ 395 per hour

* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request.
** Rates for work performed by Senior Partners with 20 years of experience or more may range from $395 - $450 per hour.

Recommendation:

Administrative Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2025 through June 30, 2026, not to exceed $503,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund) and (01.0-65000.0-50010-21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Note: The agreement was originally ratified on September 4, 2025 for a total not to exceed $403,000. This amendment increases the amount by $100,000 (General Fund), due to the unexpected cost of ongoing cases. The new not to exceed amount is $503,000.

LS Lozano Smith
ATTORNEYS AT LAW

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT ("Agreement") is effective July 1, 2025 ("Effective Date"), between the BURBANK UNIFIED SCHOOL DISTRICT ("Client") and the law firm of LOZANO SMITH, LLP ("Attorney") (each a "Party" and collectively the "Parties"). Attorney shall provide legal services as requested by Client on the following terms and conditions:

1. ENGAGEMENT. Client hires Attorney on an as-requested basis as its legal counsel with respect to matters the Client refers to Attorney. When Client refers a matter to Attorney, Attorney shall confirm availability and ability to perform legal services regarding the matter. After Attorney has completed services for the specific matter referred by Client, then no continuing attorney-client relationship exists unless Client requests further services and Attorney accepts a new engagement. If Attorney undertakes to provide legal services to represent Client in such matters, Attorney shall keep Client informed of significant developments and respond to Client's inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client's interests, to keep Attorney fully informed of developments material to Attorney's representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.

2. RATES TO BE CHARGED. Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement).

3. REIMBURSEMENT. Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation, arbitration fees and e-discovery service fees. Attorney shall not be required to advance costs on behalf of Client over the amount of $1,000 unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services necessary to represent Client for a specific matter.

4. MONTHLY INVOICES. Attorney shall send Client a statement for fees and costs incurred every calendar month (the "Statement"). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney's Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed 10% per annum.

5. COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT. The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product

Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information.

6. POTENTIAL AND ACTUAL CONFLICTS OF INTEREST. If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.

7. INDEPENDENT CONTRACTOR. Attorney is an independent contractor and not an employee of Client.

8. TERMINATION.

a. Termination by Client. Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.

b. Termination by Mutual Consent or by Attorney. Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date; (b) Client fails to comply with other terms and conditions of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests; (c) Client has failed to disclose material facts to Attorney; or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client. Even if this Agreement is not terminated, under paragraph 1, an attorney-client relationship exists only when Attorney is providing legal services to Client.

c. Following Termination. Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file documents maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client

from Attorney after the date of termination, failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.

9. MAINTENANCE OF INSURANCE. Attorney agrees that, during the term of this Agreement, Attorney shall maintain commercial liability and professional errors and omissions insurance.

10. CONSULTANT SERVICES. Attorney works with professional consultants that provide services, including but not limited to, investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent/chancellor relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

11. DISPUTE RESOLUTION.

a. Mediation. Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115, et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.

b. Dispute Regarding Fees. Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. & Prof. Code §§ 6200, et seq.).

c. Binding Arbitration. Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either

following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall make a good faith attempt to select an arbitrator and complete the arbitration within ninety (90) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney or a retired judge, unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client may be ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.

d. Effect of Termination. The terms and conditions of this section shall survive the termination of the Agreement.

12. ENTIRE AGREEMENT. This Agreement with its Professional Rate Schedule attached supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by the Parties.

13. SEVERABILITY. Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.

14. NON-WAIVER. None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.

15. NO THIRD PARTY RIGHTS. This Agreement shall not create any rights in, or inure to the benefit of, any third party.

16. ASSIGNMENT. The terms and conditions of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

17. EXECUTION IN COUNTERPARTS; SIGNATURES. This Agreement may be executed in counterparts with signatures appearing on separate signature pages. A copy, or an original, with all signatures appended together shall be deemed a fully executed Agreement. Signatures transmitted by facsimile or electronic image shall be deemed original signatures and binding on the Parties.

WHEREFORE, the Parties hereto, by their signatures below, enter into this Agreement pursuant to the above terms and conditions as of the Effective Date.

CLIENT SIGNATURE	**ATTORNEY SIGNATURE**
Burbank Unified School District	**Lozano Smith, LLP**
BY *(Authorized Signature)*	BY *(Authorized Signature)*
PRINTED NAME AND TITLE OF PERSON SIGNING Peter Knapik Assistant Superintendent, Educational Services	PRINTED NAME AND TITLE OF PERSON SIGNING Karen M. Rezendes, Managing Partner
DATE EXECUTED September 17, 2025	DATE EXECUTED 04/11/2025

LS Lozano Smith
ATTORNEYS AT LAW

PROFESSIONAL RATE SCHEDULE
FOR BURBANK UNIFIED SCHOOL DISTRICT

HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate*:

Partner**/ Senior Counsel/ Of Counsel	$ 350 - $ 410 per hour
Associate	$ 275 - $ 340 per hour
Paralegal/ Law Clerk	$ 225 - $ 300 per hour
Consultant	$ 125 - $ 395 per hour

* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request. ** Rates for work performed by Senior Partners with 20 years of experience or more may range from $395 - $450 per hour.

SALE OR LEASE OF REAL PROPERTY WORK

Partner/ Senior Counsel/ Of Counsel	$ 450 per hour
Associate	$ 375 per hour
Paralegal/ Law Clerk	$ 225 per hour

BILLING PRACTICE

Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into 1/10 (.10) hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

COSTS AND EXPENSES

Facsimile	No Charge
Copying and Printing	$0.25 per page
Postage	Actual Usage
Mileage	IRS Standard

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

LEADERSHIP COACHING AND CONSULTING

As part of Lozano Smith's Concierge Consulting Services (CCS), clients have the option of receiving up to five (5) hours of complimentary services which can be utilized each fiscal year. These services may include coaching, mentoring, or strategic planning guidance from a CCS Consultant.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Facilities Services Department
SUBMITTED BY:	Megan Burkhart, Facilities Operations and Construction Technician
DATE:	April 9, 2026
SUBJECT:	Approval of Award of Contract, Reliable Floor Covering Inc., CUPCCAA Bid 2526-017, Furnish and Install Flooring in Three (3) Rooms, Burbank Adult School (Adult Ed Fund)

Background:
The classroom flooring at Burbank Adult School is significantly outdated and in urgent need of replacement. Installed approximately 30 years ago, the floors have experienced extensive wear and tear over decades of continuous use. In recent months, their condition has deteriorated at an accelerated rate due to water damage. This issue was exacerbated by heavy winter rains, which led to water intrusion into several classrooms. As a result, the compromised flooring has contributed to an unhealthy and substandard learning environment for both teachers and students.

The District held a CUPCCAA informal bid for Flooring Replacement for three (3) classrooms at the Burbank Adult School. There was only one (1) conforming bid, Reliable Floor Covering Inc.

Discussion/Issues:
Replacing the floors in three classrooms (D400, D401, D402) is essential to restoring these rooms to optimal learning conditions. The existing floors are beyond cleaning due to severe wear and tear and must be replaced. Attempting to clean them is a temporary solution that fails to ensure a safe environment conducive to teaching and learning.

The Burbank Adult School is dedicated to providing educational opportunities where all students can excel and further their education in optimal learning conditions. Maintaining a well-kept educational facility is essential not only for the health and safety of our current adult learners and staff but also for attracting new students. Ensuring that the school environment is in excellent condition minimizes adverse effects on learning and enhances the overall educational experience

Fiscal Impact:
$28,980.00 (Adult Ed Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Reliable Floor Covering Inc., for the CUPCCAA Bid 2526-017 Furnish and Install Flooring in Three (3) Rooms at Burbank Adult School, effective April 10, 2026 through April 9, 2027, not to exceed $28,980.00 (11.0-63910.0-41102-10000-6250-5330000) Adult Ed Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM

BID 2526-017 FLOORING COVERING REPLACEMENT AT BURBANK ADULT SCHOOL

The undersigned doing business under the firm name of:

Reliable Floor Covering, Inc

hereby propose and agree to enter a Contract, to furnish any and all labor, materials, applicable taxes, equipment and services for the completion of Work described hereinafter and in the Contract Documents:

Prepared by: Burbank Unified School District

BASE BID: $ 28,980.00

Your detailed proposal must be attached to this bid form.

If written notice of the Award of Contract is mailed or delivered to the undersigned at any time before this bid is withdrawn, the undersigned shall, within ten (10) days after the date of delivery of such notice, execute and return an agreement in the form of agreement present in these Contract Documents and give Performance and Payment Bonds in accordance with the specifications and bid as accepted.

The undersigned hereby designates where such Notice of Award of Contract may be mailed or delivered:

Reliable Floor Covering, Inc	2304 Townsgate Road	Westlake Village	CA	91361
Company Name	Address	City	ST	ZIP

will@reliablefloor.org
Email Address

Our Public Liability and Property Damage Insurance is placed with:

LA Alliant Insurance Inc	333 S Hope Street #3700	Los Angeles	CA	90071
Company Name	Address	City	ST	ZIP

Our Workers' Compensation Insurance is placed with:

LA Alliant Insurance Inc	333 S Hope Street #3700	Los Angeles	CA	90071
Company Name	Address	City	ST	ZIP

Circular letters, bulletins, addenda, etc., bound with the specifications or issued during the time of bidding are included in the bid, and, in completing the Contract, they are to become a part thereof.

The receipt of the following addenda to the specifications is acknowledged:

Addendum No. 1 Date 3/6/26 Addendum No. ___ Date _____ Addendum No. ___ Date _____

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM

A bidder shall not submit a bid unless the bidder's contractor's license number appears clearly on the bid, the license expiration date and class are stated, and the bid contains a statement that the representations made therein are made under penalty of perjury. Any bid submitted by a contractor who is not licensed pursuant to Business and Professions Code section 7028.15 shall be considered nonresponsive and shall be rejected. Any bid not containing the above information, or a bid containing information which is subsequently proven false, may be considered nonresponsive and may be rejected.

Each bid must give the full business address of the bidder and be signed by bidder with bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this bid are true and correct.

Print or Type Name Jon Rumkin

Title President

Name of Company as Licensed Reliable Floor Covering, Inc

Business Address 2304 Townsgate Road

Westlake Village, CA 91361

Telephone Number (805) 495-4811

Contractor License No. 839258

Class and Expiration Date C-15 & C-54 / 5/31/26

State of Incorporation, if Applicable California

DIR# and Expiration Date 1000001948 7/31/26

(✓) Evidence of authority to bind corporation is attached.

Signed: Jon Rumkin

Date: March 6, 2026

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

DESIGNATION OF SUBCONTRACTORS

To Be Executed by Bidder and Submitted with Bid

Each bidder shall set forth below the name and the location of the place of business of each subcontractor and the California contractor license number of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the Work or improvement, or to a subcontractor licensed by the State of California who, under subcontract to the Contractor, specially fabricates and installs a portion of the Work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent (0.5%) of the bidder's total bid, and the portion of the Work which will be done by each subcontractor. An inadvertent error in listing a California contractor's license number shall not be grounds for filing a bid protest or for considering the bid nonresponsive if the bidder submits the corrected contractor's license number to the Owner within 24 hours after the bid opening, or any continuation thereof, so long as the corrected contractor's license number corresponds to the submitted name and location for that subcontractor.

If the Contractor fails to specify a subcontractor for any portion of the Work to be performed under the Contract in excess of one-half of 1 percent (0.5%) of the Contractor's total bid, the Contractor shall be deemed to have agreed to perform such portion itself, and shall not be permitted to subcontract that portion of the Work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the Work as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the legislative body of the Owner.

As of March 1, 2015, for any bid proposal submitted, and as of April 1, 2015, for any contract for public work entered into, an inadvertent error in listing a subcontractor who is not registered under Labor Code section 1725.5 shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive, provided that either: the subcontractor is registered prior to the bid opening; or the subcontractor is registered and has paid the penalty registration fee specified in Labor Code section 1725.5(a)(2)(E), if applicable, within 24 hours after the bid opening; or the subcontractor is replaced by another registered subcontractor under Public Contract Code section 4107. Failure of a listed subcontractor to be registered shall be grounds under Public Contract Code section 4107 for the Contractor, with the Owner's consent, to substitute a registered subcontractor for the unregistered subcontractor.

Failure to provide this information in a legible manner may result in the rejection of an otherwise acceptable bid.

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

DESIGNATION OF SUBCONTRACTORS

If there are none, please check this box: ☑

Subcontractor Name | City & State | Phone

CSLB# | Class(es) | Expiration | DIR# | Expiration

Description of Work | % of Total

Subcontractor Name | City & State | Phone

CSLB# | Class(es) | Expiration | DIR# | Expiration

Description of Work | % of Total

Subcontractor Name | City & State | Phone

CSLB# | Class(es) | Expiration | DIR# | Expiration

Description of Work | % of Total

I am the authorized representative of the Bidder submitting this Designation of Subcontractors and I declare that each subcontractor listed holds a valid and current contractor license in good standing in California to perform the portion of work for which the subcontractor is listed.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signed: Jon Rumkin

Printed Name: Jon Rumkin

Company Name: Reliable Floor Covering, Inc

Title: President

Date: March 6, 2026

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

WORKERS' COMPENSATION CERTIFICATION

To Be Executed by Bidder and Submitted with Bid

Labor Code Section 3700, in relevant part, provides:

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer or as one employer in a group of employers. Said certificate may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees, … "

I am aware of the provisions of the Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. I shall supply the Owner with Certificates of Insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Signed: Jon Rumkin

Printed Name: Jon Rumkin

Company Name: Reliable Floor Covering, Inc

Title: President

Date: March 6, 2026

In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certification must be signed and filed with the awarding body prior to performing any work under the contract.

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

NONCOLLUSION DECLARATION

To Be Executed by Bidder and Submitted with Bid

Owner: BURBANK UNIFIED SCHOOL DISTRICT

Project: BID 2526-017 Floor Covering Replacement at Burbank Adult School

The undersigned declares:

This bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signed: Jon Rumkin

Printed Name: Jon Rumkin

Company Name: Reliable Floor Covering, Inc

Title: President

Date: March 6, 2026

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

(Education Code Section 45125.2)

To Be Executed by Bidder and Submitted with Bid

Business entities entering into contracts with the Owner for the construction, reconstruction, rehabilitation or repair of a facility must comply with Education Code sections 45125.1 and 45125.2. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law.

1. If the District determines your employee(s) will have more than limited contact with students, then you must take one or more of the following steps:

   a. Install a physical barrier at the worksite to limit contact with pupils.
   b. Have an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, continually monitor and supervise employees. The entity shall verify in the Independent Contractor Student Contact Form to the Owner that the employee charged with monitoring and supervising its employees has no such convictions. (See attached.)
   c. Arrange for surveillance by personnel, with Owner approval.

   If one or more of these steps is taken, you are not required to comply with Education Code section 45125.1.

2. If you are providing the services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.2. An "emergency or exceptional" situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. Owner shall determine whether an emergency or exceptional situation exists.

I have read the foregoing and agree to comply with the requirements of Education Code §45125.1 and §45125.2 as applicable.

Signed: Jon Rumkin

Printed Name: Jon Rumkin

Company Name: Reliable Floor Covering, Inc

Title: President

Date: March 6, 2026

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

ATTACHMENT

Under Education Code section 45125.1, no employee of a contractor or subcontractor who has been convicted of or has criminal proceedings pending for a violent or serious felony may come into contact with any student.

A violent felony is any felony listed in subdivision (c) of Section 667.5 of the Penal Code. Those felonies are presently defined as:

(1) Murder or voluntary manslaughter.
(2) Mayhem.
(3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
(4) Sodomy as defined in subdivision (c) or (d) of Section 286.
(5) Oral copulation as defined in subdivision (c) or (d) of Section 288a.
(6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
(7) Any felony punishable by death or imprisonment in the state prison for life.
(8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.
(9) Any robbery.
(10) Arson, in violation of subdivision (a) or (b) of Section 451.
(11) Sexual penetration as defined in subdivision (a) or (j) of Section 289.
(12) Attempted murder.
(13) A violation of Section 12308, 12309, or 12310.
(14) Kidnapping.
(15) Assault with the intent to commit a specified felony, in violation of Section 220.
(16) Continuous sexual abuse of a child, in violation of Section 288.5.
(17) Carjacking, as defined in subdivision (a) of Section 215.
(18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.
(19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22 of the Penal Code.
(20) Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22 of the Penal Code.
(21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
(22) Any violation of Section 12022.53.
(23) A violation of subdivision (b) or (c) of Section 11418.

JR
Initials

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

ATTACHMENT

A serious felony is any felony listed in subdivision (c) Section 1192.7 of the Penal Code. Those felonies are presently defined as:

(1) Murder or voluntary manslaughter
(2) Mayhem
(3) Rape
(4) Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person
(5) Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person
(6) Lewd or lascivious act on a child under the age of 14 years
(7) Any felony punishable by death or imprisonment in the state prison for life
(8) Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm
(9) Attempted murder
(10) Assault with intent to commit rape, or robbery
(11) Assault with a deadly weapon or instrument on a peace officer
(12) Assault by a life prisoner on a non-inmate
(13) Assault with a deadly weapon by an inmate
(14) Arson
(15) Exploding a destructive device or any explosive with intent to injure
(16) Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem
(17) Exploding a destructive device or any explosive with intent to murder
(18) Any burglary of the first degree
(19) Robbery or bank robbery
(20) Kidnapping
(21) Holding of a hostage by a person confined in a state prison
(22) Attempt to commit a felony punishable by death or imprisonment in the state prison for life
(23) Any felony in which the defendant personally used a dangerous or deadly weapon
(24) Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code
(25) Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person

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Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

ATTACHMENT

(26) Grand theft involving a firearm
(27) Carjacking
(28) Any felony offense, which would also constitute a felony violation of Section 186.22
(29) Assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220
(30) Throwing acid or flammable substances, in violation of Section 244
(31) Assault with a deadly weapon, firearm, machine gun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245
(32) Assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Sections 245.2, 245.3, or 245.5
(33) Discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246
(34) Commission of rape or sexual penetration in concert with another person, in violation of Section 264.1
(35) Continuous sexual abuse of a child, in violation of Section 288.5
(36) Shooting from a vehicle, in violation of subdivision (c) or (d) of Section 12034
(37) Intimidation of victims or witnesses, in violation of Section 136.1
(38) Criminal threats, in violation of Section 422
(39) Any attempt to commit a crime listed in this subdivision other than an assault
(40) Any violation of Section 12022.53
(41) A violation of subdivision (b) or (c) of Section 11418
(42) Any conspiracy to commit an offense described in this subdivision

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Initials

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	The Facilities Department
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	April 9, 2026
SUBJECT:	Approval of Additive Change Order No.1, Sierra School Equipment Co., Furnish and Install New Crusader Chairs, Auditorium, Roosevelt Elementary (Gift Fund)

Background:
The Roosevelt School PTA is the process of fundraising to upgrade the seats in the Auditorium as many are broken and unusable, making it difficult to seat large audience groups. The BUSD Facilities Department has repaired throughout the years, but many of the parts are no longer available due to their age.

On October 17, 2023, the Arvin Union School District awarded a contract for a piggyback bid, No. 2023-24-012, with Sierra School Equipment Company for school furnishings, office furniture, and accessories. The bid was extended from October 17, 2024-October 16, 2025 using the current manufactures price list.

Discussion/Issues:
On August 29, 2025, a proposal from Sierra School Equipment Co., was received to remove and dispose of the existing auditorium seats and replace with new Irwin Crusader chairs. There will be a total of 238 fixed floor-mounted chairs with maple veneer plywood seats as well as maple hardwood center and aisle armrests. In addition, there will be three (3) ADA swing-away aisle standard sets as well as spares of each chair/equipment provided. Two (2) inch round aluminum row letter plates mounted into a recess on the aisle end panel and oval aluminum seat number plates mounted into a recess on the armrests will also be included for an additional price.

On October 9, 2026, the Board of Education approved the award of contract to Sierra School Equipment Co., to furnish and install new crusader chairs at the Roosevelt Elementary School Auditorium.

Fiscal Impact:
$3,000 increase for a revised total of $137,092.00 (Gift Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and Sierra School Equipment Co., for the Furnish and Install of New Crusader Chairs in the Auditorium at Roosevelt Elementary, not to exceed $137,092.00 (010-90820-0-11100-10000-6405-214-0000-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The $3,000 increase, bringing the not to exceed to $137,092.00, is to include the additional labor mobilization to offload new auditorium seating product and store on auditorium stage. Sierra School Equipment Co., was notified on March 23, 2026, the site would not be ready for the installation of new seats on the previously agreed upon installation date of March 26, 2026, due to reflooring. The new auditorium seating product was already in transit by the time Sierra School Equipment Co., was informed necessitating an additional labor mobilization to offload product.

Project: Burbank USD - Roosevelt ES Auditorium Seating | **CONTRACT CHANGE ORDER**

CONTRACTOR	**CONTRACTEE**	**DATE**
Burbank Unified School District	Sierra School Equipment Company Inc	3/25/2026
1900 W. Olive Ave	P.O Box 80667	**Contract #**
Burbank, CA 91506	Bakersfield, CA 93380	26001758
818-729-4400	**CONTRACT WORK**	**CHANGE ORDER #**
	Roosevelt ES Auditorium Seating	1

It is mutually agreed that the Contract between **Burbank Unified School District** and **Sierra School Equipment Company (SSEC)** is hereby amended to include the following:

Item	**Description**	**Type of Revision**	**Amount**
001	One (1) additional labor mobilization to offload new auditorium seating product and store on auditorium stage. SSEC was informed on Monday, March 23, 2026 that site would not be ready for the installation of new seats on the previously agreed upon installation date of Thursday, March 26, 2026. The new auditorium seating product was already in transit by the time SSEC was informed, necessetating an additional labor mobilization to offload the product.	**ADD**	$ 3,000.00

Add to Cost Provided in Original Bid: $ 3,000.00

Please note that all other terms and conditions of the contract remain unchanged and that all costs to maintain our original contract schedule with the inclusion of the adjusted scope of work as set forth by this change order are included within the lump sum change order amount stated herein.

Original Contract Amount for this Project	$	134,092.00
Amount for Change Order #01	$	3,000.00
New Contract Amount	$	137,092.00

Kindly acknowledge your acceptance of this Change Order by signing in the space provided below.

Owner:

(Signature) (Date)

(Print Name) (Title)

Trade Contractor:

(Signature) (Date)

Patrick M. McDermott CFO

(Print Name) (Title)

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Technology Services
PREPARED BY:	Archana Vazirani, Technology Services Manager
SUBMITTED BY:	Lourdes Moya, Administrative Secretary I
DATE:	April 9, 2026
SUBJECT:	Approval of Renewal of Agreement with NTT for Cisco Flex Licenses (General Fund)

Background:
The District has contracted with NTT for the past few years to purchase Cisco Flex licenses for our district-wide telephone system. These licenses support our existing Cisco Phones (VoIP) systems.

Discussion/Issues:
Our Flex licenses are due for renewal, and we received quotes from both NTT and AMS.NET. While the license cost has increased (from $7,008 to $8,768 monthly), NTT provided the lower quote. We would like to proceed with the three-year renewal option with NTT.

Fiscal Impact:
Please see attached quote. The cost for three years is $315,658.08, monthly billing is $8,768.28.

Recommendation:
The Technology Services Department recommends that the Board of Education approve the renewal of agreement with NTT for Cisco Flex Licenses, not to exceed $315,658.08 (01.0-00000.0-00000-77000-5840-7730000) (General Fund), effective May 17, 2026 through May 17, 2029, and that authority to sign the agreement be exercised pursuant to BUSD—3314, as presented.

NTT
Corporate Address:
NTT America, Inc.
1061 Red Ventures Drive, Suite 100
Fort Mill, SC 29707 United States

Quotation Details	
Quotation #:	4693309
Quote Name:	Burbank Unified School District_36mo_Monthly_03.23.2026
Date:	24-Mar-26
Document Expiration Date:	31-May-26
Estimated Service Start Date:	17-May-26
Created By:	Boddu Gopi
Payment Net Terms:	Net 30
Currency:	USD
Bill To	
Customer Name:	Burbank USD
Address:	1900 West Olive Avenue
City, State, Zip:	Burbank, CA 91506
Country:	United States
Contact Name:	Accounts Payable
Contact Phone:	-
Contact Email:	APINVOICES@BURBANKUSD.ORG
Service To	
Customer Name:	Burbank USD
Address:	1900 West Olive Avenue
City, State, Zip:	Burbank, CA 91506
Country:	United States
Contact Name:	Archana Vazirani
Contact Phone:	818-729-3400
Contact Email:	ArchanaVazirani@burbankusd.org
Client Technical Contact Name:	(if different from Service To contact)
Client Technical Contact Email:	(if different from Service To contact)

Subscription Details

Section 1: Non-Recurring Fees

Mfr Part #	Description	Qty	Unit Price	Extended Price
N/A				$ -
			Total Non-Recurring Fees	$ -

Section 2: Recurring Subscription Fees

Mfr Part #	Description	Qty	Unit Net Price	Extended Price
A-FLEX-3	Collaboration Flex Plan 3.0	1	$ -	$ -
A-FLEX-P-CA	Common Area Smart License (1)	800	$ -	$ -
A-FLEX-SRST-E	SRST Endpoints (1)	3198	$ -	$ -
A-FLEX-MSG-ENT	Messaging Entitlement	1920	$ -	$ -
A-FLEX-PROPACK-ENT	Pro Pack for Cisco Control Hub Entitlement	1920	$ -	$ -
A-FLEX-P-ER	Emergency Responder Smart License (1)	4797	$ -	$ -
A-FLEX-P-EA	On-Premises Smart License - EA (1)	1919	$ -	$ -
SVS-FLEX-SUPT-BAS	Cisco Support Standard	1600	$ -	$ -
A-FLEX-P-UCXN	Unity Connection Smart License (1)	1919	$ -	$ -
A-FLEX-EAPL	EntW On-Premises Calling	1599	$ 5.48	$ 8,762.52
A-FLEX-FILESTG-ENT	File Storage Entitlement	38400	$ -	$ -
A-FLEX-P-ACC	Access Smart License (1)	320	$ -	$ -
A-FLEX-C-DEV-ENT	Cloud Device Registration Entitlement	1920	$ -	$ -
A-FLEX-SME-S	Session Manager	1	$ -	$ -
A-FLEX-EXP-RMS-S	Expressway Rich Media Session included with Flex (1)	320	$ -	$ -
A-SW-EXPWY-15X-K9	Expressway Version 15 Restricted Software	1	$ -	$ -
A-FLEX-SW-15-K9	On-Premises SW Bundle v15	1	$ -	$ -
A-FLEX-CL-CA	Webex Calling Common Area Entitlement	1	$ -	$ -
A-FLEX-C-PRO	Webex Calling Entitlement	2	$ -	$ -
A-FLEX-P-CALL	Prem to Webex Calling / UCM Cloud	1	$ -	$ -
A-FLEX-EDU-CUST	Education Customer	1	$ -	$ -
A-FLEX-EACL-E	EntW Webex Calling for Education	1	$ 5.76	$ 5.76

Initial Subscription Term (months)	36
Auto Renewal	Disabled
Auto Renewal Term Length (months)	NA

Monthly Subtotal	$ 8,768.28
Initial Term Total Contract Value:	$ 315,658.08
Billing Frequency:	Monthly
Total for each billing:	$ 8,768.28

Subscription Pricing Notes: Prices included in this quote are exclusive of tax. Sales tax will be assessed upon invoicing, if applicable. Additional charges may be incurred for Consumption in excess of the above quoted quantities pursuant to the Governing Terms (as defined herein)

Section 3: Variable Usage Fees

Mfr Part #	Description	Unit of Measure	Price
A-FLEX-ERC	Emergency Response Center Call fee per location search US	Per Instance	$ 39.34

Section 4: Client Acceptance

1. Governing Terms: This "Subscription Agreement" is governed by the NTT America, Inc. ("NTT" or "Vendor") Terms and Conditions (https://hello.global.ntt/-/media/ntt/global/legal/united-states/ntt-america-solutions-terms-and-conditions-us.pdf), and Cisco's End User License Agreements (https://www.cisco.com/c/en/us/about/legal/cloud-and-software/software-terms.html), including the Enterprise Agreement (EA) program terms for orders purchased under the EA program, as applied to NTT as the Cisco Approved Source and Client as the user (collectively, the "Governing Terms"). Capitalized terms used but not defined in this Subscription Agreement shall have the same meaning as given in the Governing Terms. This Subscription Agreement is not binding upon NTT until it is accepted by NTT, as evidenced by the release of the Services described herein at the charges indicated.

Additional offer-specific Service Terms can be found at the following link: http://www.cisco.com/c/en/us/about/legal/cloud-and-software/cloud-terms.html.

In case of conflict between the Governing Terms and this Subscription Agreement, the conflict will be resolved by giving precedence to the terms of the documents in the following order: (1) this Subscription Agreement; (2) Cisco's End User License Agreements; and (3) any existing applicable Master Services Agreement, General Terms and Conditions or other similar agreement between NTT and Client.

2. Automatic Renewal: If applicable to this Subscription, Client acknowledges and agrees that the term will automatically renew for additional terms equal to twelve (12) months (each a "Renewal Term") unless Client gives written notice to Vendor that they do not wish to renew at least 45 days in prior to expiration of the then-current Term or Renewal Term. Client agrees that if notification is not given then a Renewal Term will automatically commence and Client agrees to pay all charges and fees for such Renewal Term regardless of whether a corresponding Client purchase order is issued.

3. Payment: Client agrees to pay the Subscription Fees according to the payment terms described in this Subscription Agreement. For those charges that are billed on a usage-basis, billing shall commence from the date Client commences using the relevant Service. For all other charges, billing shall commence on the date that the Service is ready for use by Client, as determined by NTT acting reasonably. Please note additional charges apply where Client exceeds the committed capacity. Client agrees to these overages according to the rates in this Subscription Agreement.

If any payment is not paid when due, then in addition to any other remedy Vendor may have hereunder, Vendor may impose and, if imposed, Client shall pay, immediately upon demand, (i) a late fee equal to the greater of twenty five dollars ($25.00) or five percent (5%) of the amount then due for each thirty (30) days or portion thereof that said overdue payments are not made (but in no event to exceed the highest late charge permitted by applicable law). Client agrees to pay Vendor any fees assessed for each return check or ACH return for insufficient funds.

4. Acceptance: Client may accept NTT's offer by (1) issuing a valid purchase order against this Quote (with this Quote along with the purchase order forming the order); or (2) by signing and returning this quote (with the signed and returned Quote forming the order), and such action shall be deemed to be Client's unconditional acceptance of the Terms and Conditions and this Quote. Notwithstanding anything to the contrary, any terms additional to or different from those in the Terms and Conditions or this Quote that appear in a Client purchase order are expressly excluded and will not apply as between the parties.

CLIENT'S OBLIGATION TO PAY THE ENTIRETY OF THE TOTAL SUBSCRIPTION FEES FOR THE FULL INITIAL SUBSCRIPTION TERM AND ALL SUBSEQUENT RENEWAL TERMS IS ABSOLUTE AND UNCONDITIONAL AND IS NOT SUBJECT TO ANY ABATEMENT, SET-OFF, EARLY TERMINATION, DEFENSE, OR COUNTERCLAIM FOR ANY REASON WHATSOEVER. In the event (A) Client fails to make payment in a timely fashion of any payment due hereunder, (B) any information, representation, warranty or financial statement is false or misleading in any material manner as of the date it was given to Vendor; (C) Client fails to perform in any material manner any term, condition, covenant or obligation set forth in this Subscription Agreement and such failure continues for a period of ten (10) days after written notice thereof is given to Client; (D) Client assigns this Subscription Agreement or sells, transfers, removes, encumbers, subleases, lends, abandons or parts with possession of any Equipment, or attempts to do so, or suffers or permits, any of the foregoing, except as expressly consented to in writing by Vendor; or (E) Client ceases doing business as a going concern or merges with, or a substantial portion of Client's assets are acquired by, any other entity whose financial condition is less than that of Client, as determined in good faith by Vendor, or which entity, if acceptable to Vendor, fails to fully assume Client's obligations in form acceptable to Vendor; (F) the occurrence of a material adverse change in the financial condition or general creditworthiness of Client or Guarantor or withdrawal of any Guarantor; or (G) If Client or a person who has furnished a guarantee of Client's obligations ("Guarantor") is a natural person, the death of said person then Vendor may exercise its rights to enforce this Subscription Agreement by accelerating all of the payments then not yet paid without any notice to Client. Client agrees to pay all of Vendor's costs of enforcing Vendor's rights against Client including its court costs and attorneys' fees. The foregoing remedy is not intended to be exclusive, but shall be cumulative and in addition to any other remedy otherwise available to Vendor at law or in equity.

The person whose signatures appears below confirms that they are authorized to execute this commitment on behalf of Client.

Client Signature	**Date**
Printed Name/Title	**Client Billing Reference** (will be referenced on the subscription invoice) If not filled out, it will be considered: Quote_4693309





Technology Solution **Quotation**

CISCO FLEX PLAN SUBSCRIPTION AGREEMENT:
Cisco FLEX On Prem - 3 Year

Burbank Unified School District
Quote #Q-00099218







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

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Introduction

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

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

A Social Impact Commitment

DEFINED BY IMPACT

We align with Burbank Unified School District's dedication to delivering communication and productivity tools through a reliable subscription model. AMS.NET, LLC. provides a range of communication solutions designed to empower organizations with technology, enhancing both their communication capabilities and the communities they serve.

MGT's Expertise

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

Strategy & Implementation

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

IT Infrastructure & Digital

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

Cybersecurity & Resilience

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

Performance & Operations

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

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Overview

Cloud services offered include: Webex Cloud Calling, Webex Teams, Webex Teams File Storage, Cloud Video Device Registration *(including Webex Board)*, Webex Hybrid Services and Webex Meetings.

In an on-premised deployment, Cisco offers: Webex Teams, Webex Teams File Storage, Cloud Video Device Registration, Webex Hybrid Services and Webex Meetings, Cisco Unified Communications Manager, Cisco Unity Connections, Cisco Emergency Responder, Cisco Expressway, Cisco Jabber, Cisco Unified Attendant Consoles, and Common Area Device License.

Please refer to Customer Price Quote and chart below for the features included in your contract.

Cisco Collaboration Flex Plan Features:

Features Included in Collaboration Flex	Cloud	On-Premise
Cloud Calling	-	-
Webex Teams	-	-
Webex Meetings	-	-
Webex Teams File Storage	20GB	-
Cloud Video Device Registration	✓	-
Webex Hybrid Services	✓	-
Cisco Unified Communications Manager	-	✓
Cisco Unity Connections	-	✓
Cisco Emergency Responder	-	✓
Cisco Expressway	-	✓
Cisco Jabber	-	✓
Cisco Unified Attendant Consoles	-	With EA
Common Area Device License	-	With EA

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Quote # Q-00099218

Billing Information

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

SaaS Contract Cost Summary:

Contract Term	3 Year	**Monthly Total**	$9,920.00
Billing Term	Annual	**Annual Total**	$119,040.00
		Total Contract	**$357,120.00**

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

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

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

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Quote # Q-00099218

Customer Responsibilities

- Customer must provide minimum 10MB internet connection, with access to Cisco Webex Cloud
- Customer must allow Cisco Webex traffic through firewall
- Customer must provide hardware/VMWare environment for all on-premise applications
- Customer is responsible for PSTN access
    - Cloud deployments must use one of Cisco Preferred Partners
    - On-premise PSTN access supports SIP, PRI and Analog Integrations
- Customer responsible for updating E911 information
- Customer responsible for proper network configuration to support VoIP including but not limited to: QoS, VLAN, routing, etc.
- Customer responsible for any certificates that may be required

AMS.NET, LLC. is not responsible for service or SLA agreement degradation delays due to lack of customer compliance with the above items.

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Quote # Q-00099218

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

Quote Description
Cisco FLEX On Prem - 3 Year

Merced County FOCUS contract 2021092

Estimated Contract Start	5/1/2026
Estimated Contract Expiration	4/30/2029
Contract Term	3 Year
Billing Term	Annual
Modified	2/10/2026
Account Mgr.	Greg Jaramishian (562) 236-5325 gjaramishian@mgt.us
Inside Account Mgr.	Vanessa Anderson (562) 846-4492 vanderson@mgt.us
Quote Expiration	3/8/2026

Line	Item Description	Qty	Service Term	Unit Price	Qty Months	Extended Price
1	**A-FLEX-EAPL** EntW On-Premises Calling	1600	3 Year	$6.20	36	$357,120.00

Order Summary

Monthly Total	**$9,920.00**
Contract Total	**$357,120.00**

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Quote # Q-00099218

Sign and return this page to your account manager to accept this proposal for Cisco Flex Plan Subscription.

I, the undersigned ("Customer"), hereby accept this proposal for SaaS Services(s) as detailed in the quote number **Q-00099218.** I also agree to the following:

Terms and Conditions

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

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

Year 3 Cost - Quote Total	Qty	Service Term	Unit Price	Qty Months	Extended Price
A-FLEX-EAPL EntW On-Premises Calling	1600	3 Year	$6.20	36	$357,120.00

Monthly Total	**$9,920.00**
Annual Total	**$119,040.00**
Contract Total	**$357,120.00**

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Quote # Q-00099218

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

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

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

Payment Terms and Conditions

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

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

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

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

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

6. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) You purchase from Cisco or an Approved Source and is between You and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, You agree to the terms of this Agreement. If You do

not have authority to enter into this Agreement, or if You do not agree with its terms, do not click 'accept' and do not use the Cloud Service.

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

AMS.NET, LLC.
Tax ID: 94-3291626
C7 & C10 Contractor Licenses: 763508

Purchase Order

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

Offer Description for
Cisco Collaboration Flex Plan

This Offer Description is for the Cisco Collaboration Flex Plan (the "Cisco Technology"). Capitalized terms, unless defined in this document, have the meaning in the EULA or General Terms found at https://www.cisco.com/c/en/us/about/legal/cloud-and-software/end_user_license_agreement.html, or similar terms existing between You and Cisco (the "Agreement"). For clarity, Product Descriptions like this have historically been named either Offer Descriptions or Supplemental End User License Agreements. References to those documents in the Agreement should be interpreted as a reference to this Product Description.

1. Description

1.1 Cisco Collaboration Flex Plan

A Cisco Collaboration Flex Plan subscription allows You to flexibly deploy various Cisco Technology for Cisco- hosted (**"Cloud Service(s)"**), on-premises or partner-hosted deployments. Cloud Services offered in the plan include the following:

- Webex Meetings;
- Webex Calling;
- Unified Communications Manager Cloud;
- Webex App;
- Webex Webinars (formerly Webex Events);
- Webex Video Integration for Microsoft Teams;
- Webex for Government
- Unified Communications Manager Cloud for Government.

In an on-premises or partner-hosted deployment (which includes the Webex App Cloud Service), Cisco may offer the following Software:

- Cisco Meeting Server;
- Cisco Unified Communications Manager (UCM); and
- HCS.

1.2 Cisco Collaboration Flex Plan for Education

The Cisco Technology is offered to education Users, as described in Exhibit A.

1.3 Cisco Collaboration Flex Plan for FedRAMP Certified Services

Webex for Government and UCM Cloud for Government are certified by FedRAMP, as described in Exhibit B, Section 2.1.

1.4 Cisco Webex Production Assist

Cisco offers the Production Assist Services to Webex Users as described in Exhibit C.

1.5 Extended Security Pack

The Extended Security Pack standalone offer includes access to Cloudlock for Webex. Please see the Cloudlock Offer Description for information related to Cloudlock. The Extended Security Pack with Duo Multi-Factor Authentication (MFA) bundle includes access to both Cloudlock and MFA authentication for Webex. This Duo feature-functionality is limited to basic MFA and single sign-on (SSO) for unlimited applications. Please see the Duo Offer Description for information related to Duo Security.

1.6 Webex Video Integration for Microsoft Teams

Cisco offers the Webex Video Integration for Microsoft Teams as described in its Offer Description here.

2. License Model Terms

The Cisco Technology may be available in multiple license models, as described below. You have the flexibility to change Your license model from: (a) Named User to Active User or Enterprise Agreement or (b) Active User to Enterprise Agreement. You may not change Your subscription from Enterprise Agreement to any other license model.

2.1 Named User

Your payment obligation and right to use the Cisco Technology is based on the number of Named Users on Your order, regardless of usage. If the number of Named Users who access the Cloud Services and Software exceed the number of Named Users on Your order, Your payment obligation will increase to reflect the additional Named Users. Billing reconciliation may occur at any time after You exceed the number of Named Users on Your order.

A "**Named User**" is an employee or contractor given access to the Cloud Services and Software. Each Named User receives a unique account that may not be shared or used by anyone other than the designated employee or contractor. A Named User's account may not be transferred to another person, except upon: (a) termination of the Named User's employment or (b) Cisco's prior written approval. You are solely responsible for the acts and omissions of, or any fees incurred by, Your Named Users.

2.2 Active User

The **Active User** license model provides your entire organization with access to Flex Plan Meetings. Your payment obligation is based on a minimum quantity of Active Users ("**AU Minimum**") that may increase during the Usage Term as Your organization grows or Your usage of Meetings increases. Your initial total Meetings Entitlement is determined by the number of Knowledge Workers on your initial order. Your order must reflect at least 250 Knowledge Workers or 40 Active Users for You to be eligible to participate in the Active User license model. Each Active User receives a unique account that may not be shared or used by anyone other than the designated employee or contractor.

At the beginning of the Usage Term, your AU Minimum will be determined as follows:

- If You are purchasing under a legacy AU license model, Your AU Minimum will be the greater of 40 Active Users or 15% of Your Knowledge Workers. If You are purchasing under a then-current AU license model, Your AU Minimum will be 40 Active Users.
- If you are migrating from an existing subscription, You will retain the number of Active Users associated with Your existing subscription, and Your AU Minimum will be equal to such number.
- Your AU Minimum may be adjusted if the following occurs during the first year of Your subscription:
    - If the peak number of Active Users exceeds five times (5X) Your initial AU Minimum at any time, then Your AU Minimum is subject to an immediate reset such that it would equal the actual number of peak Active Users.
    - Each year on the anniversary of the Delivery Date, Cisco will measure Your Average Active Users – this process

is called a "**True Forward**". If Your Average Active Users is found to be greater than Your AU Minimum, Your AU Minimum will be increased, and You will owe incremental True Forward fees for these additional Active Users for the remainder of the Usage Term. Billing reconciliation may occur at any time after Your AU minimum is increased as a result of the True Forward calculation. A True Forward will never result in a reduction of Your Active User count.

2.3 Enterprise Agreement

The Collab Flex Enterprise Agreement license model is governed by the Cisco Enterprise Agreement Program Terms, which require Your acknowledgement when You place Your order. See those terms for your Usage Rights.

2.4 Shared Meetings

Your payment obligation and right to use the Cisco Technology is based on the Concurrent Meetings Cap on Your order. You may host an unlimited number of meetings during Your Usage Term, as long as You do not exceed the Concurrent Meetings Cap.

- If You exceed the Concurrent Meetings Cap, You must pay for the additional meetings pursuant to the True Forward process in this Section.
- You must purchase a Concurrent Meetings Cap of at least one but no more than 25 combined cloud and on-premises meetings.
- No more than 250 of Your employees may be given access to Your cloud meetings.

A "**True Forward**" under this Section is the process to determine the fees due for Peak Concurrent Meetings that exceed the Concurrent Meetings Cap on Your order. Under the shared meetings license model, a True Forward is conducted quarterly beginning in the second quarter of Your Usage Term. If Your Peak Concurrent Meetings exceed the Concurrent Meetings Cap on Your order, Your Approved Source will bill You for the excess meetings. Your minimum payment obligation for the remainder of Your Usage Term will also increase to reflect the higher Peak Concurrent Meetings. A True Forward will not reduce Your Concurrent Meetings Cap.

2.5 Definitions

The defined terms used in this Section 2 mean the following:

"Knowledge Workers" means Your employees and contractors who use computing or communications devices capable of running the Cisco Technology as part of their duties performed on Your behalf.

"Deployed Knowledge Worker" means a Knowledge Worker who has a profile configured within the installed Cisco Technology provisioning platform and associates that profile with the applicable desk phone, any Jabber client, any Webex app client, mobile phone, video Device, or personal computing Device, as applicable.

"Active User" means a Knowledge Worker who accesses the Cisco Technology and initiated at least one Meeting.

"Average Active Users", the average number of Active Users per month in months nine, ten, and eleven of the preceding year. For clarification, months nine (9), ten (10), and eleven (11) are based on the corresponding three (3) thirty-day periods.

"Meeting" is a meeting initiated: (a) in Webex Meetings, Webex App, or Cisco Meeting Server; or (b) by phone using a Webex personal conferencing number regardless of whether Webex Meetings, Webex app, or Cisco Meeting Server is launched. An unscheduled meeting launched from a Webex app one-on-one space is not included as a Meeting.

"Concurrent Meetings Cap" is the maximum number of cloud and on-premises meetings You are entitled to host simultaneously.

"Peak Concurrent Meetings" means the greatest number of meetings hosted simultaneously during the previous quarter of the Usage Term.

3. Data Protection

The applicable Privacy Data Sheets describe the Personal Data that Cisco collects and processes as part of the delivery of the Cloud Service to You. For further detail on how Cisco processes, uses and protects all categories of data, please visit Cisco's Security and Trust Center.

4. Accounts for Personal Use

If You create an account to use the Cisco Technology for personal use, Your employer's policies will not apply to the data that You share while using the Cisco Technology. However, if You use Your employer-issued email address and Your employer later purchases the Cisco Technology from Cisco, You will be required to update the email address associated with Your account to a personal email address. Cisco recommends that You use Your personal email address to access the Cisco Technology for personal use. If You want to change Your email address, You can do so by following these instructions. If You do nothing, Your account and Personal Data will be controlled by Your employer and Your use will be subject to Your employer's policies.

5. Supplemental Terms and Conditions

5.1 Term

The initial Usage Term starts on the date any portion of the Cisco Technology is provisioned. Cisco will notify you when any portion of the Cisco Technology is ready for provisioning, at which point You must perform certain steps to begin using it. If You do not complete the provisioning steps, Cisco may automatically activate Your licenses and invoice You for usage based on that auto-activation date. You understand that such auto-activation will mark the start of the Initial Usage Term and You agree to pay for all usage from that date.

5.2 Restrictions on Use by Minor Children

Generally, the Cisco Technology is not authorized for use by persons younger than the age of consent in their relevant jurisdiction (e.g., 13 years old in the United States under the US Children's Online Privacy Protection Act of 1998, or 16 or 13 years old in the European Union as per Member State law) ("**Minor Children**"). Minor Children are not permitted to create an account to use the Cisco Technology, and You will not authorize Minor Children to access the Cisco Technology.

5.3 Geographic Terms and Restrictions

In accordance with global telecommunications law and regulations, the Cisco Technology is currently available in the countries listed here.

5.4 Webex Calling Offer

Your use of Webex Calling Plans, Webex Calling, Webex for Government, Unified Communications Manager Cloud (UCM-C) or Unified Communications Manager Cloud for Government (UCM-G) may include additional legal requirements as set out in **Exhibit D**.

With regard to Webex Meetings, when Cisco includes dial-in numbers (toll and/or toll-free) and call back features, Cisco does not operate the underlying telecommunications facilities. Cisco obtains these capabilities from authorized operators and Cisco relies on the authorized operator for PSTN-related regulatory compliance.

5.5 Cisco Webex Hybrid Services

Cisco Webex Hybrid Services allow You to connect Your existing on-premises infrastructure with the Webex cloud platform. If You choose to use Cisco Webex Hybrid Services, You will be required to download and install software applications on Your premises to enable integration with Cisco Webex ("**Hybrid Software**"). You will exercise exclusive control over the Hybrid Software in Your environment. You will maintain the Hybrid Software in a secured environment accessible only to Your Authorized Third Parties and Users. You will replace or patch Hybrid Software as new releases become available. You will implement and maintain appropriate technical and organizational measures designed to protect the Hybrid Software against accidental loss, destruction or alteration, unauthorized access, or unlawful destruction.

6. Support and Maintenance

The Cloud Service and Software include basic online support and phone support. Support will be provided by Cisco, except for Webex Calling for SP, HCS, and Unified Communication Manager Cloud for Government in which case support will be provided by Your third-party service provider. When support is provided by Cisco, Cisco will respond as set forth in the table below and may require information from You to resolve service issues. You agree to provide the information requested and understand that a delay in providing the information to Cisco may delay resolution and response time.

Online Support allows access for support and troubleshooting via online tools, email, and web case submission only. No telephone access is provided. Case severity or escalation guidelines are not applicable. Phone Support provides Cisco Technical Assistance Center (TAC) access 24 hours per day, 7 days per week to assist by telephone, or web case submission and online tools with use and troubleshooting issues.

You will also have access to Cisco.com, which provides helpful technical and general information about Cisco products, as well as access to Cisco's on-line knowledge base and forums. Please note that access restrictions identified by Cisco from time to time may apply.

For Software, Cisco will provide (i) work-around solutions or patches to reported problems and (ii) major, minor, and maintenance releases of the licensed Software version, which can be accessed on Cisco Software Central. You may be required to update to the latest Software release to correct a reported Software problem.

The below table outlines Cisco's response objectives for submitted cases based on case severity. Cisco may adjust assigned case severity to align with the Severity definitions below.

Software Support Service	Technical Support Coverage	Response Time Objective for Case Severity 1 or 2	Response Time Objective for Case Severity 3 or 4
Basic with Phone Support	24x7 via Phone & Web	Response within 1 hour	Response within next Business Day
Basic with Online Support	Web	Response to all cases within next Business Day during Standard Business Hours	

The following definitions apply to this Section 6:

"Response Time" means the time between case submission in the case management system to support engineer contact.

"Severity 1" means the Cloud Service or Software is unavailable or down or there is a critical impact to a significant impact to Your business operation. You and Cisco both will commit full-time resources to resolve the situation.

"Severity 2" means the Cloud Service or Software is degraded or significant aspects of Your business operation are negatively impacted by unacceptable software performance. You and Cisco both will commit full-time resources during Standard Business Hours to resolve the situation.

"Severity 3" means the Cloud Service or Software is impaired, although most business operations remain functional. You and Cisco both are willing to commit resources during Standard Business Hours to resolve the situation.

"Severity 4" means minor intermittent functionality or performance issue, or information is required on the Cloud Service or Software. There is little or no impact to Your business operation. You and Cisco both are willing to provide resources during Standard Business Hours to provide assistance or information as requested.

"Business Day" means the generally accepted days of operation per week within the relevant region where the support will be performed, excluding local holidays as observed by Cisco.

"Local Time" means Central European Time for support provided in Europe, Middle East and Africa, Australia's Eastern Standard Time for support provided in Australia, Japan's Standard Time for support provided in Japan, and Pacific Standard Time for support provided in all other locations.

"Standard Business Hours" means 8am to 5pm Local Time (relative to the location of the Cisco TAC) on Business Days.

Exhibit A: Offer Description Supplement for Education Users

1. Supplemental Terms and Conditions

The following paragraphs are included at the end of Section 3 of the Offer Description:

2. Education Users

Cisco Collaboration Flex Plan for Education is intended for use by public or private institutions considered a school, college, university, or other education provider, under applicable law, regulation, or other government policy **("Education User")**.

3. Obligations with Respect to Minor Children

As between You and Cisco:

Education User is solely responsible for providing notices to and obtaining appropriate consents from parents and guardians of Minor Children for the collection, use, and processing of Personal Information by Education User and Cisco in connection with the delivery of the Cisco Technology;

Education User will provide such notices and obtain such consents before any collection, use, or other processing of Personal Information of Minor Children, and upon reasonable request will provide evidence of such notices and consents to Cisco in a timely manner; and

Education User will provide parents and guardians with the ability to request access, correction, deletion, or suppression of the Personal Information collected from Minor Children.

Exhibit B: Offer Description Supplement for FedRAMP Certified Cloud Services

1. Supplemental License Model Terms

Under the Active User licensing model, Your order must reflect the greater of the following number of Active Users: (a) 40 Active Users; (b) 10% of Your Employees; or (c) if You are migrating from an existing subscription, the number of Active Users on the order associated with Your existing subscription. After Your initial subscription year, Your minimum payment obligation will be the greater of the following number of Active Users: (a) 40 Active Users; (b) 10% of Your Employees; or (c) Your Average Active Users. "**Average Active Users**" means the average number of Active Users per month in months nine (9), ten (10), and eleven (11) of Your previous subscription year.

2. Supplemental Terms and Conditions

The following paragraphs are inserted at the end of Section 3 of the Offer Description:

2.1 FedRAMP Certified Cloud Services

Both Webex for Government and Unified Communication Manager Cloud for Government, have been certified by the Federal Risk and Authorization Management Program ("FedRAMP"). Personal Data processed in connection with Your Use of these Cloud Services is stored in the United States and not subject to international data transfers. If You have access to federal information, it is Your responsibility to ensure that such information is restricted to a FedRAMP-authorized environment and not accessed in connection with the Cloud Services that are not FedRAMP-authorized. In addition, if You authorize Your Cisco Partner to access certain applications and exercise privileged operator rights on your behalf (e.g., the right to configure and manage Your organizations' use of the Cloud Services in Your Control Hub), You hereby authorize Cisco to grant Your Cisco Partner such rights, and it is Your responsibility to ensure that Your Cisco Partner meets Your FedRAMP and other security requirements.

2.2 Disclaimer of Cisco's Liability Related to PSTN Traffic

When connecting to the Cloud Service from locations outside the United States, Cisco strongly recommends that You and Your meeting participants use integrated VoIP. You acknowledge that calls placed over PSTN are unencrypted and subject to local laws. If You use a PSTN connection and suffer harm resulting from the lack of encryption, You are solely responsible, and Cisco disclaims all liability for any such harm.

Exhibit C: Offer Description Supplement for Webex Production Assist

Supplemental Description

The following paragraph is inserted at the end of Section 1.4. of the Offer Description as pertains to Webex Production Assist Services:

The Webex Production Assist Services team provides services through an assigned Cisco resource to assist in the use of Cisco Technology to conduct Webex Meetings, Trainings, and Webex Webinars (formerly Webex Events). Cisco Production Assist Services may include Technical Monitoring Assist, Standard Assist, Premium Assist, Premium Plus Assist, Event Assist or Lifecycle Assist. Your personnel must be available during the course of the services. Each service is further described in the order and the confirmed reservation. Reservations are required. Requests for reservations are not confirmed until the Webex Production Assist Services team sends a written confirmation. Additional charges apply to add-on services. In the event of cancellation of a confirmed reservation by customer, cancellation fees may apply. Your payment obligation is based on actual usage by Employees together with any applicable cancellation fees.

Exhibit D: Cisco Calling Offers Supplement

This Supplement covers all uses of Cisco VoIP services, including the use of any device, system, network, or account in connection with Webex Calling, Cisco Calling Plans, Unified Communications Manager Cloud (UCM-C), and Unified Communications Manager Cloud for Government (UCM-G) (collectively, **"Cisco Calling Offers"**). It also covers the use of on-premise UCM.

1. PSTN Requirement & Disclaimer

To use Webex Calling, UCM-C, or UCM-G, You must purchase a public switched telephone network ("PSTN") local, long-distance, emergency dialing, and direct- inward-dial service from either (1) a Cisco-approved third-party service provider or (2) Cisco as part of Cisco Calling Plans, to be combined with the Cisco Technology. When you purchase PSTN service from Cisco, the applicable Cisco Affiliate, including BroadSoft Adaption LLC in the United States and Canada, is the provider of the service.

2. Emergency Calling Policy

Emergency calling through Cisco Calling Offers operates differently than traditional emergency calling services. Cisco Calling Offers allow You to make or receive telephone calls over the Internet to or from the PSTN. Though Cisco Calling Offers are similar to traditional telephone services, the nature of voice-over-IP services creates unique limitations and circumstances for emergency calling.

When you deploy Webex Calling or UCM-C combined with PSTN, You must ensure the collection of an emergency response location for Your Users, for purposes of their emergency calls to national or state-designated emergency numbers, as required in Your jurisdiction. This includes if you obtain PSTN service from Cisco via Cisco Calling Plans.

If You obtain PSTN service from Cisco via Cisco Calling Plans, You are also responsible for informing Your Users of Cisco's relevant policies (located in this Exhibit) and of the need to update their emergency response location if the User's location changes or the User relocates the equipment used to access the Cisco-provided PSTN service. Please note that Cisco's Numbering Policy applies to Cisco Calling Plans.

For Webex Calling users, text to emergency services (including 911 and 988) is not supported. Contact emergency services using another means.

2.1 Registered Location

Because a voice-over-IP call can be made anywhere a User has an Internet connection, the caller's telephone number will not necessarily correspond with the caller's physical location. All customers must therefore provide Cisco with a "Registered Location" for each User when Cisco Calling Offers service is set up. The "**Registered Location**" is the street address where the Users will be using the service.

If You or Your Users move the equipment to a new location, You or Your Users must immediately update the Registered Location with the new physical location of the device in Your Control Hub. If the Registered Location is not updated, any emergency calls made from the device may be sent to the wrong emergency response center and will transmit incorrect location information to emergency responders, delaying emergency assistance to Your Users. Customers with multiple Users are responsible for ensuring that an accurate and up-to-date Registered Location is maintained for each User, and that their Users are aware of how the Registered Location can be changed. There may be a delay in making the updated Registered Location available for routing and to emergency call centers.

You are responsible for notifying, and You agree to notify, any User or potential Users of Your VoIP services of the nature and limitations of emergency calls on the VoIP services described in this Policy.

2.2 Emergency Call Routing

Emergency calls will be handled differently than traditional phone service. When Your Users make an emergency call, Cisco and/or a third-party service provider will attempt to automatically route Your User's call to the emergency call center corresponding to the Registered Location on Your or Your User's account. If Your User's call cannot be routed to the designated emergency call center, for example because Your User's account does not contain a Registered Location, the call will be routed to a specialized call center, for which You may incur a fee. Your User may be required to provide a name, address, and telephone number to the specialized call center.

Cisco will attempt to automatically provide the emergency call center dispatcher or emergency service operator

with the name, Registered Location and telephone number associated with Your or Your User's account. It is possible that the dispatcher receiving the call may not be able to capture or retain this information. Therefore, when making an emergency call, callers should always immediately inform the dispatcher of their location (or the location of the emergency, if different). If callers are unable to speak, the dispatcher may not be able to locate You if Your location information is not up to date.

Callers should remain on any emergency call until told to disconnect by the dispatcher, as the dispatcher may not have the caller's number or contact information. If a caller is inadvertently disconnected, the caller should call back immediately.

For technical reasons, including network congestion, it is possible that an emergency call will produce a busy signal or will take longer to connect when compared with traditional emergency calls.

2.3 Service Limitations

Emergency calling will not work in certain circumstances:

- if the equipment You or Your Users use to make voice-over-IP calls fails or is not configured correctly;
- if You or Your Users are experiencing a power outage or an outage, suspension, or disconnection of Your Internet service; and
- if Your service has been terminated or suspended.

If You or Your Users are not comfortable with the limitations of emergency calls made using Cisco services, Cisco recommends that You or Your Users consider an alternate means for accessing traditional emergency calling services.

2.4 Disclaimer

YOUR EMERGENCY RESPONSE LOCATION FOR PURPOSES OF EMERGENCY CALLS MAY BE LIMITED TO YOUR COMPANY ADDRESS. IT IS YOUR RESPONSIBILITY TO ADVISE YOUR AUTHORIZED USERS TO ALWAYS PROVIDE THEIR CURRENT LOCATION WHEN CALLING EMERGENCY SERVICES. IF YOUR BROADBAND CONNECTION, PSTN SERVICE, OR ELECTRICAL POWER FAILS OR IS TEMPORARILY SUSPENDED OR INTERRUPTED, OR ANY OTHER ISSUE INTERRUPTS YOUR NETWORK CONNECTIVITY, THE CISCO TECHNOLOGY (INCLUDING EMERGENCY CALLS) WILL ALSO FAIL. CISCO WILL NOT BE LIABLE FOR ANY CLAIMS ARISING FROM FAILURE OF YOUR NETWORK CONNECTIVITY.

The availability of certain features, such as transmission of an emergency response location or Your or Your User's telephone number, depends on factors outside of Cisco's control, including whether local emergency response centers support those features. Cisco disclaims all responsibility for the conduct of local emergency response centers, third parties engaged by You to facilitate emergency response location or other address updates, and all other third parties involved in the provision of emergency response services. As permitted by applicable law, You hereby release, discharge, and hold harmless Cisco (including its directors, officers, employees, contractors, licensors, and agents) from and against any liability relating to or arising from (1) any acts or omissions of such third parties or other third parties involved in the handling of or response to any emergency call, (2) Your inability to use a Cisco-provided PSTN service to contact emergency services, or (3) Your failure to make additional arrangements to access emergency services.

3. Authorized Use of Cisco Calling Plans

Cisco Calling Plans may be used only for lawful, proper, and appropriate purposes. You shall not use Cisco Calling Plans to engage in any of the following prohibited activities. Likewise, You shall ensure that Your Affiliates and Users do not use Cisco Calling Plans to engage in any of these activities. Additionally, You shall not authorize, assist, or enable any third party to use Cisco Calling Plans to engage in any prohibited activities including:

- Activity that is illegal or that promotes illegal activity or violence, including activity that is defamatory, harassing, threatening, abusive, libelous, malicious, deceptive, or fraudulent behavior
- Activity in connection or conjunction with any pornographic and/or adult entertainment industry purposes, regardless of whether such activity is lawfully permitted
- Misrepresentations as to identity or affiliation with any entity or organization

- Activity that threatens, exploits, or otherwise harms minors or that facilitates or supports human trafficking or terrorism
- Violating or infringing any intellectual property or proprietary rights of Cisco or others
- Unauthorized messages, advertising, or spam, including:
- Posting multiple messages similar in content to Usenet or other newsgroups, listservs, forums, email mailing lists or other similar groups or lists
- High volume use (e.g., customer service numbers) or contact center deployments
- Conducting or forwarding surveys, contests, pyramid schemes, charity requests, or chain letters
- Relaying email in an anonymous fashion or forging any TCP-IP packet header
- Mailbombing, flooding, overloading, attacking, or otherwise interfering with a system or network
- Sending unsolicited calls, messaging, or e- mailings (including without limitation, commercial advertising, and informational announcements) if such unsolicited activities could reasonably be expected to or do in fact provoke complaints
- Harvesting, collecting, or gathering user data without consent
- Activity that is harmful or disruptive to Cisco Calling Plans
- Attempting to circumvent restrictions on access, usage, or security of Cisco Calling Plans
- Bulk call-in lines and auto-dialing or "predictive" dialing
- Repetitive and/or continuous messaging or calling to the same destination or number if such activity could reasonably be expected to or in fact does provoke complaints
- Long duration calls (defined as calls to the same number in excess of four continuous or cumulative hours within a 24-hour period) and/or calls placed to specific numbers/destinations for the purpose of generating charges or fees for or with a third party or any other calling activity that could be construed as traffic pumping or access stimulation
- Use of call services in a manner that does not consist of uninterrupted live human voice dialog by and between natural human beings
- Selling, reselling, subleasing, assigning, licensing, or sublicensing Cisco Calling Plans or any component thereof or using or offering the same on a service-bureau or time-sharing basis
- Using Cisco Calling Plans in any manner that violates industry standards or any third-party policies (including, without limitation, all of the applicable guidelines published by the CTIA (Cellular Telecommunications Industry

  Association), the Mobile Marketing Association, NENA (National Emergency Number Association), or any other applicable accepted industry associations, carrier guidelines or other similar or analogous industry standards, third party policies or requirements in any jurisdiction)
- Without permission from the owner of a system or network, doing any of the following: o accessing the system or network,
  - monitoring data or traffic,
  - probing, scanning, and/or testing firewalls,
  - testing the vulnerability of a system or network, or
  - breaching or bypassing any security or authentication routines of a system or network
- Operating a server in connection with the Services in an "open relay" configuration (a configuration whereby a mail server processes email messages where neither the sender nor the recipient is a local user)

- Use of an open telephone line as a monitoring, intercom, or similar service.

4. Supplemental Country-Specific Terms

In certain countries, additional supplemental terms apply to Your Cisco Calling Plans. Those terms may be found here: http://cs.co/callingplansterms.

5. Authorized Use of Business Texting

To the extent Cisco makes business texting available to Users, they may only use business texting to send person-to-person texts to their contacts. You shall not use business texting to engage in any of the following prohibited activities. Likewise, You shall ensure that Your Affiliates and Users do not use business texting to engage in any of these activities. Additionally, You shall not authorize, assist, or enable any third party to use business texting to engage in any prohibited activities including:

- Outgoing/outbound automated messaging, bot messaging, chatbots or any kind of high volume SMS/texts
- Sending more than 10 texts per minute per User
- A2P, or application-to-person messaging
- Sending unsolicited texts
- Posting multiple texts similar in content to Usenet or other newsgroups, listservs, forums, email mailing lists or other similar groups or lists
- Unauthorized texts or phishing text messages

6. UCM Software

UCM is solely for Your use. If You host UCM in a third-party data center, then You must hold legal title to all necessary hardware and related infrastructure required to run UCM, and a valid license to the software. A third-party cannot host UCM and deliver it as a partner-hosted or similar service without Cisco's written permission. Please contact Cisco or Your Cisco Partner to get this permission.

Exhibit E: Offer Description Supplement for Real Time Translation – Active User

Supplemental Term

The following term is a Supplemental Term and Condition specific to customers who have purchased Real Time Translation (RTT) for Webex Meetings under an Active User (AU) licensing model. For such customers, the following term is to be added to the end of Section 3 of the Offer Description:

Real time translation (RTT) is an add-on service for Webex Meetings or Webinars. RTT Active User (RTT AU) offers customers an Active User licensing model for consumption of RTT services. Under this model, Cisco may conduct a True Forward for customers who purchase RTT AU. The "True Forward" operates as follows:

- If the peak number of RTT Active Users exceeds five times (5X) Your initial RTT Active User Minimum at any time, then Your RTT Active User Minimum is subject to an immediate reset such that it would equal the actual number of peak RTT Active Users.
- Each year on the anniversary of the Delivery Date, Cisco will measure Your Average Active Users. If Your Average Active Users is found to be greater than Your AU Minimum, Your AU Minimum will be increased, and You will owe incremental True Forward fees for these additional Active Users for the remainder of the Usage Term.
- Billing reconciliation may occur at any time after Your AU minimum is increased as a result of the True Forward calculation.
- A True Forward will never result in a reduction of Your Active User count.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Ratification of Agreement for Professional Services Provided by SoCal Psychology Center for Special Education

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Background:

The Board of Education is being asked to ratify an agreement for professional services to provide a psychoeducational IEE for Special Education student 960043433, 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 $6,500.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and SoCal Psychology Center, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960043433, effective March 26, 2026 through December 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 26th day of March 2026 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and SoCal Psychology Center hereinafter referred to as "Provider."

Payee's Name: SoCal Psychology Center Daytime Phone Number: 818-439-1122

Mailing Address: 14144 Ventura Blvd., Suite 220, Sherman Oaks, CA 91423 Email Address: dr.aggie@doctoraggie.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 04/09/2026 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of Providers.

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

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

The parties mutually agree as follows:

1. The Provider agrees to perform the following services for the District, at a rate not to exceed $6,500 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 03/26/2026 and terminating on: 12/30/2026.

3. Payment Terms: Net 60 Days

4. District desires to enter into an Agreement in which SoCal Psychology Center will provide an Independent Psychoeducational Evaluation for special education student 960043433.

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

6. It is expressly understood and agreed to by both parties hereto that the Provider, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

7. Provider agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Provider's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Provider breach this agreement or fail to perform the required services in a satisfactory manner.

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Provider pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

11. District and Provider will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to SoCal Psychology Center the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless SoCal Psychology Center from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

SoCal Psychology Center shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of SoCal Psychology Center or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of SoCal Psychology Center, its agents, subcontractors, employees or other representatives referred to in this Agreement, SoCal Psychology Center shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If SoCal Psychology Center fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by SoCal Psychology Center demand.

District shall save and hold SoCal Psychology Center, harmless from and against and shall indemnify SoCal Psychology Center for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If SoCal Psychology Center is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, SoCal Psychology Center may defend the same and any expenses, including reasonable attorney's fees, which SoCal Psychology Center may pay or incur in defending said action and the amount of any judgment which SoCal Psychology Center may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

SoCal Psychology Center
Provider/Company

Agnesa Papazyan
Print Representative Name

CEO/clinical psychologist
Title

Agnesa Papazyan,PsyD
Signature

03/26/26
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Ratification of Reimbursement to Parent for Transportation (Special Education)

Background:

Student 960045365 currently attends a Non Public School (NPS) outside the local area. Per Student's Individualized Educational Plan (IEP), Student's parent(s) is/are eligible to receive travel reimbursement to cover two round trips to visit the student during the 2025/2026 regular and extended school year.

Discussion/Issues:

The District is obligated to reimburse Student's Parent(s) for travel related costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parent(s).

Fiscal Impact:

Total not to exceed $4,000.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education student 960045365 to visit student who attends a Non Public School (NPS) outside the local area and per their IEP, not to exceed $4,000, effective March 10, 2026 through September 11, 2026, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

pBurbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 9, 2026
SUBJECT:	Ratification of Agreement for Professional Services Provided by Karen Lynn Epport, Ph.D. (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to provide a psychoeducational and speech and language IEE for Special Education student 960039691, 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:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Karen Lynn Epport, Ph.D., to provide a psychoeducational and speech and language IEE, not to exceed $10,000 (01.0-65000.0-57602-11901-5850-744000) for Special Education student 960039691, effective March 24, 2026 through December 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 24th day of March 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Karen Lynn Epport hereinafter referred to as "Provider."

Payee's Name: Karen Lynn Epport Daytime Phone Number: 310-503-7880

Mailing Address: 7933 Flight Place, Los Angeles, CA 90045 Email Address: karenepportphd@gmail.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 04/09/2026 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of Providers.

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

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

The parties mutually agree as follows:

1. The Provider agrees to perform the following services for the District, at a rate not to exceed $10,000 **Amount to include mileage, observation(s), parent/teacher interviews, written report, IEP attendance and any additional fees.
2. The term of the Agreement shall be the period commencing on: 03/24/2026 and terminating on: 12/31/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Karen Lynn Epport will provide a Psychoeducational and Speech and Language IEE for Special Education student 960039691.
5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Provider, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Provider agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Provider's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Provider breach this agreement or fail to perform the required services in a satisfactory manner.

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Provider pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

11. District and Provider will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Karen Lynn Epport the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Karen Lynn Epport from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Karen Lynn Epport shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Karen Lynn Epport or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Karen Lynn Epport, its agents, subcontractors, employees or other representatives referred to in this Agreement, Karen Lynn Epport shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Karen Lynn Epport fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Karen Lynn Epport upon demand.

District shall save and hold Karen Lynn Epport, harmless from and against and shall indemnify Karen Lynn Epport for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Karen Lynn Epport is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Karen Lynn Epport may defend the same and any expenses, including reasonable attorney's fees, which Karen Lynn Epport may pay or incur in defending said action and the amount of any judgment which Karen Lynn Epport may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the breach, termination or validity thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO:

District:

Burbank Unified School District

District/Company Name:

Jennifer Nicholson

Print Representative Name

Director of Special Education

Title

Signature

Date:

ACKNOWLEDGED AND AGREED TO:

Provider:

Karen Vanderpool

Provider/Company:

Karen L. Vanderpool

Print Representative Name

Director of Special Education

Title

Karen L. Vanderpool, M.S.

Signature

Date: