BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, April 03, 2025

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

Burbank City Hall
275 E. Olive Avenue
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/Btxm8Md3fCRmCY6D9 3pm on Wednesday, April 2nd. 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 speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled.

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

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6
Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services
Employee Organization: Burbank Teachers Association (BTA)

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

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

3.d Action on Student Expulsion
The Board of Education will take action in closed session pursuant to Education Code Section 48900(c) and 48915(c)(3) on the expulsion recommendation by the Administrative Hearing Panel for Student 960029781, as presented.

3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960029506, 960038413, 960038962 and 960040308

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of SkillsUSA Participants of 2025
Oscar Macias, Assistant Superintendent, Instructional Services, in collaboration with Peggy Flynn, Director, Arts and CTE programs, will recognize the SkillsUSA participants of 2025, as presented.

9. REPORTS FROM THE BOARD AND STAFF

9.a Student Representatives
Lala Nestor, John Burroughs High School; Rose Ilangesyan, Burbank High School and Hayk Smbatyan, Monterey High School, will report on activities at their respective schools.

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

9.c Reports from the Superintendent
John Paramo, Superintendent will report on items of interest to the Board of Education and the

community.

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

John Paramo, Superintendent, will respond to public comment.

10.c Board Members' Responses

Board Members will respond to public comment.

11. REPORTS TO THE BOARD

11.a Report on the Developer Fee Justification Study

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the developer fee justification study results, as presented.

Developer Fee Study Report 040325.pdf

11.b Enrollment Update

Julie Markussen, Director, Student Services, will report on the District's current and projected enrollment numbers, as presented.

Board Report 4.3.25 - Enrollment.pdf

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

12.a Public Hearing of Intent to Raise School Facilities (Developer) Fees

The Board of Education will conduct a public hearing to receive input from any interested parties on its intent to raise school facilities (developer) fees consistent with the amounts set by the State Allocation Board and the results of the developer fee study which has been made available for public review prior to the Board meeting, per the requirements of law, as presented.

Developer Fees - Notice of Public Hearing 040325.pdf

13. NEW AND/OR UNFINISHED BUSINESS

13.a Adoption of Resolution 31 Proclaiming May 6, 2025 as Day of the Teacher and May 5, 2025 through May 9, 2025 as Burbank Unified School District Teacher Appreciation Week
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 31 Proclaiming May 6, 2025 as Day of the Teacher and May 5, 2025 through May 9, 2025 as Burbank Unified School District Teacher Appreciation Week, as presented.

Adoption of Resoluton 31 Proclaiming May 6, 2025 as Day of the Teacher and May 5, 2025 through May 9, 2025 as Burbank Unified School District Teacher Appreciation Week.pdf

13.b Adoption of Resolution 32 Proclaiming May 7, 2025 as School Nurse Day
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 32 proclaiming May 7, 2025 as School Nurse Day, as presented.

Adoption of Resolution 32 Proclaiming May 7, 2025 as School Nurse Day.pdf

13.c Adoption of Resolution 33 Proclaiming the Week of May 5, 2025 through May 9, 2025, as Substitute Teacher Appreciation Week
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 33 Proclaiming the Week of May 5, 2025 through May 9, 2025, as Substitute Teacher Appreciation Week, as presented.

Adoption of Resolution 33 Proclaiming the week of May 5, 2025 through May 9, 2025, Substitute Teacher Appreciation Week.pdf

13.d Adoption of Resolution 34 Proclaiming May 2, 2025 , as School Lunch Hero Day
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 34 Proclaiming May 2, 2025 as School Lunch Hero Day

Adoption of Resolution 34 Proclaiming May 2, 2025 as School Lunch Hero Day.pdf

13.e Adoption of Resolution 35 – Increasing Level 1 Developer Fees
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 35, for the increase of school facilities (developer) fees, per Senate Bill 50, 1998 (Education Sections 17620) and Government Code Section 65995, and that authority to sign the resolution be exercised pursuant to BUSD—AR 3314, as presented.

Resolution 35 - Developer Fee 040325.pdf

13.f Approval of Administrative Regulation 6171 Title 1 Programs
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Administrative Regulation 6171, as presented.

Board Item Title I Administartive Regulation 4 3 25.pdf

14. 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.

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960038962, total not to exceed $4,750, (01.0-65000.0-50010-36000-5813-7440000), March 11, 2025 through March 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960038962 Settlement Agreement.pdf

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960040308, total not to exceed $7,000, (01.0-65000.0-50010-36000-5813-7440000), March 24, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960040308 Settlement Agreement.pdf

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960038413, total not to exceed $20,316, (01.0-65000.0-50010-36000-5813-7440000), August 17, 2023 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960038413 Settlement Agreement.pdf

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960029506, total not to exceed $169,866, (01.0-65000.0-50010-36000-5813-7440000), August 1, 2024 through June 25, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029506 Settlement Agreement.pdf

14.e Second Amendment of Agreement for Consultant Services with Amergis Healthcare Staffing DBA Amergis Educational Staffing

Julie Markussen, Director, Student Services, recommends that the Board of Education approve the amended agreement for consultant services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective August 12, 2024 through June 30, 2025, not to exceed $180,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo Amergis 2425 2nd amend signed.pdf

14.f Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Gunn Psychological Services of California, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960040308, effective March 6, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960040308 Gunn Psychological Services_Ratification.pdf

14.g Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify mileage reimbursement to the parents of Special Education Student 960030413 to transport student from home to school, per IEP, not to exceed $327.60, effective March 3, 2025 through March 21, 2025, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960030413_Parent Reimbursement Ratified.pdf

14.h Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Gwendolyn Olicker for Special Education Student 960034998, for a total not to exceed of $17,500 (01.0-65360.0-57602-11900-5850-7440000), effective March 11, 2025 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034998 Gwendolyn Olicker_Ratification.pdf

14.i Approval of the 2024-2025 Purchase Order Report
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through March 10, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf

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

Approval of Instructional Consultant 040325.pdf

14.k Approval of John Burroughs High School SkillsUSA (Overnight) Field Trip
Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School SkillsUSA Teams (Overnight) Field Trip

request to participate in the 58th Annual SkillsUSA Leadership Conference & Skills Competition Thursday, April 10, 2025 through Sunday, April 13, 2025, as presented.

JBHS Skills USA Overnight Field Trip 4 3 25.pdf

14.l Approval of John Burroughs High School Construction Class (Overnight) Field Trip
Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Construction class (Overnight) Field Trip request to participate in the SoCal Design Build Competition in Huntington Beach, CA from Tuesday, April 8, 2025 to Thursday, April 10, 2025, as presented.

JBHS Construction Class Trip 4 3 25.pdf

14.m Approval of John Burroughs High School Key Club (Overnight) Field Trip
Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Key Club (Overnight) Field Trip request to participate in the Key Club District Convention in Ontario, CA from Friday, April 25, 2025 to Sunday, April 27, 2025, as presented.

JBHS Key Club Field Trip 4 3 25.pdf

14.n Approval of Personnel Report Number 24-25-17
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Personnel Report number 24-25-17, covering Certificated and Classified personnel, and consisting of Pages 1 to 6 inclusive, as presented.

Personnel Report 24-25-17.pdf

14.o Approval of University Agreement- Fresno Pacific University
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Fresno Pacific University to provide educational field experience, effective April 4, 2025 through until terminated five (5) years on April 4, 2030, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of University Agreement- Fresno Pacific University.pdf

15. REPORTS FROM BOARD MEMBERS

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

16. ADJOURNMENT

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education and Superintendent
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	April 3, 2025
SUBJECT:	Report on the Developer Fee Justification Study

Background:

The State Allocation Board sets the statewide rate for Level I Developer Fees and updates that amount every other year, publishing the new rate in January. In order to collect developer fees, school districts must conduct a study that meets all the requirements of code, make that study available for public review, hold a public hearing and then take action to adopt the fee structure justified in the study. The fees are to be used to finance the construction, reconstruction and modernization of school facilities, and to provide for interim housing.

Discussion/Issues:

The District contracted with Total School Solutions to perform a Developer Fee Justification Study to determine the appropriateness of increasing current rates to the new statutory rates for collection of Developer Fees. The study is attached.

Fiscal Impact:

Cost of Fee Justification Study $13,250 (Capital Facilities Fund)

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the developer fee justification study results, as presented.

Level 1
Developer Fee Justification Study for Residential, Commercial, and Industrial Development Projects

Burbank Unified School District

February 2025

Prepared For

Burbank Unified School District
1900 W. Olive Ave
Burbank, CA 91506

Prepared By

Total School Solutions
4751 Mangles Boulevard
Fairfield, CA 94534

Burbank Unified School District

February 2025

BOARD OF TRUSTEES

Armond Aghakhanian	President
Abigail Pontzer Kamkar	Vice President
Charlene Tabet	Clerk
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Emily Weisberg	Board Member

ADMINISTRATION

John Paramo, Ed.D.	Superintendent

DISTRICT INFORMATION

1900 W. Olive Ave, Burbank CA 91506

www.burbankusd.org	818-729-4400

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FORWARD

This "Developer Fee Justification Document" has been prepared to support the levying of Level 1 developer fees for the Burbank Unified School District ("District" or "Districts"). It incorporates recent data, such as changes made to California law and State Allocation Board (SAB) regulations, residential development data, SAB construction grant allowances per student for School Facilities Program (SFP) projects and inflationary increases in construction costs.

Government Code Section 65995 stipulates that the maximum fees that can be imposed on a development be adjusted biannually in even-numbered years by the change in the Class B Construction Cost Index (CCI), as determined by the SAB at its January meeting. According to California's Department of General Services' Office of Public School Construction website on January 24, 2024, the SAB increased Level 1 fees to $5.17/sf on residential construction and to $0.84/sf on commercial/industrial construction based on an 7.84% inflationary factor reported in the RS Means Construction Cost Index.

The State School Facility Program (SFP) grant allowances are adjusted annually in accordance with SFP regulations which require the SAB to adjust new construction and modernization grants to reflect cost changes in the Class B Construction Cost Index as determined by the SAB in January of each year. On January 24, 2024, the SAB adjusted the SFP grants to reflect a 1.33% decrease during the period January 1, 2024, through December 31, 2024, using the RS Means Class B Construction Cost Index (See Annual Adjustment for Tentative Map Extension table on the GES website mentioned above for more information).

Total School Solutions

Total School Solutions
February 2025

EXECUTIVE SUMMARY

This Developer Fee Justification Study was prepared for the Burbank Unified School District and demonstrates the District is justified in charging the maximum allowable Level I developer fees as well as the maximum allowable commercial and industrial fees due to the impact from residential and commercial/industrial development.

The Burbank Unified School District currently levies developer fees in the amount of $4.79 /sf for residential development and $0.78/sf for commercial/industrial development based on 2022 legal maximums.

On January 24, 2024, the State Allocation Board (SAB) increased the allowable fee a District may charge to $5.17/sf for residential construction and $0.84/sf for most commercial and industrial development. The District is now justified to collect $5.17/sf of residential development as authorized by Government Code Section 65995 (Level 1 fees), as future residential development and enrollment growth creates a school facility cost that exceeds $5.17/sf. The District is also justified to collect $0.84/sf of development on some categories of commercial/industrial development as those categories of development create school facility costs (except rental self-storage) that exceed $0.84/sf of future development. There are several categories of commercial development that are charged less than the commercial/industrial rate shown above. These rates can be found in the commercial/industrial section of this report.

This change increases the maximum allowable rate by $0.38/sf for residential construction and $0.06/sf for most commercial/industrial construction. The following table shows the previous fee amount, the new fee amount, and the increase.

Table 1: 2024 Change in Developer Fee Rate

Category	Previous	New	Change
Residential	$4.79	$5.17	$0.38
Commercial/Ind.	$0.78	$0.84	$0.06

The total projected housing units to be built within District boundaries over the next five years is 5,485 units, and based on student generation factors, should generate approximately 1,650 students. The estimated fees generated by this construction of $34,028,940 are insufficient to pay for the impact the increased number of students has on facilities and therefore the increased rates for both residential and commercial construction are therefore justified.

PURPOSE AND SCOPE

This report analyzes the cost of providing school facilities for students generated by future residential and commercial/industrial development projects in the Burbank Unified School District ("District"). Total School Solutions has been retained by the District to conduct the analysis and prepare this report.

Level 1 fees are adjusted every two years according to the inflation rate for Class B construction as determined by the State Allocation Board (SAB). Government Code Section 66001 requires that a reasonable relationship exists between the amount and use of the fees and the development on which the fees are to be charged. The purpose of this report is to show that the District meets pertinent requirements of state law regarding the collection of developer fees.

State law gives school districts the authority to charge fees on new residential and commercial/industrial developments if those developments generate additional students and cause a need for school facilities. Government Code Section 65995 authorizes school districts to collect Level 1 fees on future development of no more than $5.17/sf for residential construction and $0.84/sf for commercial/industrial construction.

To collect these fees, a district must demonstrate and document a reasonable relationship that exists between the need for the construction or reconstruction of school facilities and the residential and commercial development. Three basic required connections or nexuses between the need for the construction and reconstruction and the commercial and industrial development included in this report are the:

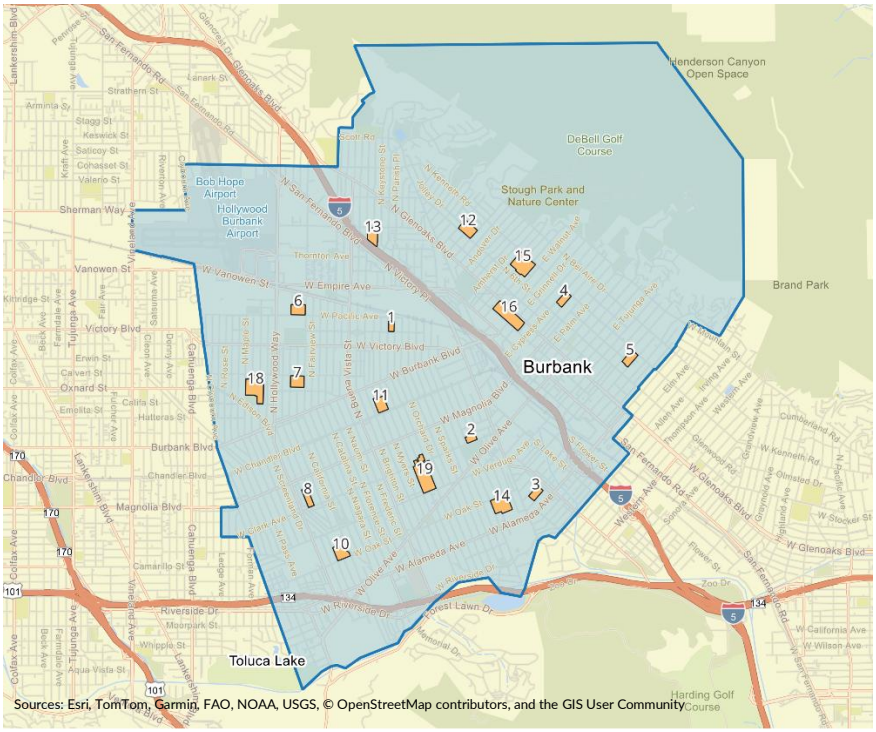
- → **Burden Nexus:** This report identifies the number of students projected to be generated by residential, industrial and commercial development and the facility cost impact of these students.
- → **Cost Nexus:** This report identifies the cost of providing school facilities for students generated by future residential and commercial/industrial development and that this cost exceeds the expected revenues generated from this development.
- → **Benefit Nexus:** This report shows the students generated by this development will benefit from the construction or reconstruction of school facilities in the Burbank Unified School District.

NEW ENROLLMENT CAUSED BY DEVELOPMENT

Student Enrollment

Located in Los Angeles County, Burbank Unified School District serves the city of Burbank. Approximately 14,214 students attend grades TK-12 which consists of 11 elementary schools, 3 middle schools, and 5 high schools. The District boundary along with the school campus boundaries are shown in the figure below.

Figure 1: District and City Boundary with School Campuses



No.	School
1	Monterey High (Continuation)
2	Walt Disney Elementary
3	William McKinley Elementary
4	Ralph Emerson Elementary
5	Joaquin Miller Elementary
6	Providencia Elementary
7	Bret Harte Elementary
8	Magnolia Park
9	Theodore Roosevelt Elementary
10	R. L. Stevenson Elementary
11	Thomas Edison Elementary
12	Thomas Jefferson Elementary
13	George Washington Elementary
14	Dolores Huerta Middle
15	John Muir Middle
16	Burbank High
17	Luther Burbank Middle
18	Burbank Unified Independent Learning Academy
19	Burroughs High

Table 2 in the next page provides the list of schools in the District along with the grade-levels they serve and enrollment count for the year 2023-24.

Table 2: District 2023-24 Enrollment

Schools	Grades	Enrollment 2023-2024
Bret Harte Elementary	K-5	537
George Washington Elementary	K-5	431
Joaquin Miller Elementary	K-5	748
Providencia Elementary	K-5	403
R. L. Stevenson Elementary	K-5	529
Ralph Emerson Elementary	K-5	540
Theodore Roosevelt Elementary	K-5	585
Thomas Edison Elementary	K-5	461
Thomas Jefferson Elementary	K-5	749
Walt Disney Elementary	K-5	402
William McKinley Elementary	K-5	440
John Muir Middle	6-8	1,362
Luther Burbank Middle	6-8	967
Dolores Huerta Middle	6-8	910
Burbank Unified Independent Learning Academy (BUILA)	9-12	168
Burbank High	9-12	2,471
Burroughs High	9-12	2,358
Monterey High (Continuation)	9-12	93
Sub Total	**K-12**	**14,182**
Nonpublic, Nonsectarian Schools	2-12	32
Total	**K-12**	**14,214**

New Residential Development

To estimate future residential development in the District, this report utilized the Southern California Associations of Governments 6th cycle Regional Housing Needs Allocation Plan (SCAG). This plan estimated the following housing needs by economic needs category for Cycle 6 (2021-2029) consisting of the following:

Table 3: Southern California RHNA Plan 2021-2029

Jurisdiction	Very Low	Low	Moderate	Above Moderate	Total
Burbank city	2,553	1,418	1,409	3,392	8,772

The District is only a portion of Los Angeles County, and therefore only the jurisdictions that are within the District are used to project residential growth in this report. The District's share of the Southern California Regional Housing Needs Allocation (RHNA) for Cycle 6 (2021-2029) was calculated as 1,097 housing units per year for the 8-year period (2021-2029). SB 50 allows for a five-year window to project residential construction. The RHNA projects that 1,097 housing units per year are to be built, which equates to 5,485 housing units over a five-year period. Therefore, this study uses the projection of 5,485 housing units of residential development over this five-year period.

Student Generation Factor

In assessing the impact of new developments, the District must accurately gauge the student influx resulting from these projects. To ensure that the financial burden borne by new developments accurately reflects the impact of generated students, a student generation factor (SGF) is employed. This factor correlates the number of students to the number of new housing units, providing a crucial linkage between residential construction endeavors and enrollment projections.

While the state-wide factor provided by the Office of Public-School Construction stands at 0.4, 0.1 and 0.2 for grades K-6, 7-8 and 9-12 respectively, this study adopts local factors to determine the new students generated from residential development, which will result in a more accurate projection. The SGF is determined by comparing the number of housing units within the school district to the student enrollment recorded in the 2022 Census.

Table 4: District Student Generation Factor

Grades	SGF
TK-5	0.12
6-8	0.07
9-12	0.11
Total	**0.30**

Data from the 2022 US Census reveals that 66% of all housing units within the district are multi-family dwellings. It is logical to infer that the composition of new housing units will mirror the existing housing.

New Residential Development Impacts

Based on the SGF and 1,097 housing units annually, the estimated number of students from residential construction is calculated as follows:

Table 5: Students Generated from Residential Development

Grades	SGF	District Annual Students	District 5-Year Students
TK-5	0.12	132	660
6-8	0.07	77	385
9-12	0.11	121	605
Total	**0.30**	**330**	**1,650**

Impact on Total Enrollment Due to Development

Using the projected 5-year increase in student enrollment calculated above, and based on the District 2023-24 enrollment, the 2028-29 enrollment was estimated as given below and compared with the capacity for each grade level.

Table 6: Enrollment Impact of Generated Students

Grades	District 2023-24 Enrollment	District 5 Year Students	District 2028-29 Enrollment
TK-5	5,825	660	6,485
6-8	3,239	385	3,624
9-12	5,118	605	5,723
Total	**14,182**	**1,650**	**15,832**

The District's enrollment is projected to increase by 1,650 students in the next 5 years due to residential development and increase to 15,832 students using the 2023-24 enrollment.

FACILITY CAPACITY

The impact of development will bring an estimated 1,650 students to the District over a 5-year period. It is, therefore, important to analyze the capacity of the existing facilities and compare this capacity to the projected enrollment. The District's capacity is calculated using the State classroom loading standards which are listed below.

Table 7: State Loading Factor

Grade Level	Students per Classroom
TK-Kindergarten	25
Grades 1-3	25
Grades 4-6	25
Grades 7-8	27
Grades 9-12	27
Non-Severe Special Education	13

These loading standards are established by the state and used when the District submits an application for funding to the State Facility Program. The above table does not include non-severe special education, which is limited to 13 students per classroom. As explained below, this report utilizes an 85% maximum capacity. Therefore, it is assumed that special education programs that require a smaller loading standard are contained in the 15% that is not being counted towards capacity.

Existing Facility Capacity

The capacity of each site and the District is determined by counting the number of teaching stations at each site and multiplying that number by the loading standard for the grade levels being served. The classroom count was taken from the District's 2022 developer fee study found in the district website. Since portable classrooms are temporary classrooms and not considered a long-term solution for student housing, portable classrooms were excluded from the District capacity for the purpose of this study. Furthermore, since there are other non-classroom programs in a school that require classroom usage, schools cannot load to 100% of capacity and offer a variety of educational programs required in today's schools. A reasonable percentage to load schools is 75% to 85% of capacity, and therefore 85% of capacity is shown below.

Table 8: Existing District Capacity

Grade Level	Classrooms	Permanent	Portables	Loading Standard	Total Capacity	85% Capacity	2023-24 Enrollment	Existing Capacity
K-5	363	258	105	25	6,450	5,483	5,825	0
6-8	169	159	10	26.33	4,186	3,558	3,239	319
9-12	261	231	30	27	6,237	5,301	5,118	183
Total	**793**	**648**	**145**	**-**	**16,873**	**14,342**	**14,182**	**502**

Based on the existing facility information, the district has capacity for 319 grade 6-8 and 183 grade 9-12 students. Despite of that though there is excess enrollment, but the district does not have any existing capacity for K-5.

District Projected Unhoused Students

Based on the District's capacity calculated above, and the estimated 2028-29 enrollment, the number of unhoused students was estimated as follows:

Table 9: Unhoused Students Generated by Residential Development

Grades	District Capacity	District 2028-29 Enrollment	Unhoused Students
K-5	5,483	6,485	1,002
6-8	3,558	3,624	66
9-12	5,301	5,723	422
Total	**14,222**	**15,832**	**1,490**

Although the District is projected to have 1,490 unhoused students when portables are not included in the classroom count, residential development is only projected to account for 1,148 of that number. Therefore, the cost impact of the 1,148 students will be used to determine the needed new construction cost caused by new development. Hence, the existing capacity can accommodate 502 generated students but proper modernization will be needed.

FISCAL IMPACT ON SCHOOLS

The District's facilities need and associated costs consider the following categories:

→ School Construction
→ Modernization and Reconstruction

Construction Costs

The state SFP New Construction grant amounts for grades K-6, 7-8, 9-12, SDC-Non-Severe and SDC-Severe were adjusted by the State Allocation Board on January 24, 2024. The updated grant amounts, including grants for automatic fire detection/alarm and sprinkler systems, are as follows:

Table 10: New Construction Grants

Grades	Base Grant	Fire Detection/ Alarm	Sprinklers	Grant per Student
K-8	$15,770	$19	$264	$16,053
7-8	$16,679	$25	$315	$17,019
9-12	$21,223	$42	$327	$21,592
SDC-Non-Severe	$29,637	$56	$559	$30,252
SDC- Severe	$44,314	$79	$835	$45,228

It is assumed with these grants that the cost is split between the District and the state, therefore the grant amount represents only 50% of the construction cost, which in actuality may be less than the cost the District will pay for construction.

Unhoused Student Costs

From the projection of unhoused students provided in the previous section, the number of unhoused students resulting from new construction is 1,148. The cost to provide school facilities for these 1,148 future unhoused students from projected residential housing developments based on the state SFP Construction grant amount is shown in the following table:

Table 11: Cost Impact of Unhoused Students

Grades	Future Unhoused Students	Per Pupil Cost	Estimated Construction Cost
K-5	660	$32,106	$21,189,960
6-8	66	$33,394	$2,204,004
9-12	422	$43,184	$18,223,648
Total	**1,148**	**-**	**$41,617,612**

Modernization and Reconstruction Needs

In addition to new construction, it is necessary for the District to modernize existing facilities to maintain the same level of service to the students who are generated by new development. This report considers the modernization costs of the District and attributes the appropriate percentage of these costs to the students generated by new development.

The state SFP Modernization grant amounts for grades K-6, 7-8, 9-12, SDC-Non-Severe and SDC-Severe were adjusted by the State Allocation Board on January 24, 2024. The updated grant amounts, including grants for automatic fire detection/alarm, are as follows:

Table 12: Modernization Grants

Grades	Base Grant	Fire Detection/ Alarm	Grant per Student
K-6	$6,005	$195	$6,200
7-8	$6,350	$195	$6,545
9-12	$8,315	$195	$8,510
SDC-Non-Severe	$12,804	$360	$13,164
SDC- Severe	$31,900	$537	$32,437

It is assumed with these grants that the cost is split between the District and the state, therefore the grant amount represents only 50% of the modernization cost. The District currently has a capacity for 319 grade 6-8 and 183 grade 9-12 students generated by residential development. However, appropriate modernization and upgrades need to be made for these students.

New Development Share of Modernization Costs

The modernization expense attributable to new development is calculated below using OPSC modernization grant amounts and the number of new students projected to be generated by new residential construction.

The District currently has a capacity for 1,600 K-12 students, therefore from the total 1,535 K-5, 6-8 and 9-12 grade students generated by residential development, 1,458 K-8 students can be accommodated in the existing facilities. However, appropriate modernization and upgrades need to be made for these students so that the District can maintain the appropriate learning environment.

Table 13: Modernization Cost Incurred by New Students

Grade	Students	Cost Per OSPC Construction Grant	Total
6-8	319	$12,860	$4,102,340
9-12	183	$17,020	$3,114,660
Total	**502**	**-**	**$7,217,000**

Five Year Cost Summary

The total costs of the District's facility need over the next five years caused by residential development are summarized as follows:

Table 14: Cost Impact Summary

Construction Category	Cost
New School Construction	$41,617,612
Modernization/Renovation	$7,217,000
Total Cost	**$48,834,612**

Projected Revenue versus the Cost of Providing School Facilities

While residential development is not responsible for all the unmet facility needs of the District, imposing a Level 1 developer fee is justified to provide funds to partially help

finance the facilities construction and modernization projects needed due to residential and commercial development.

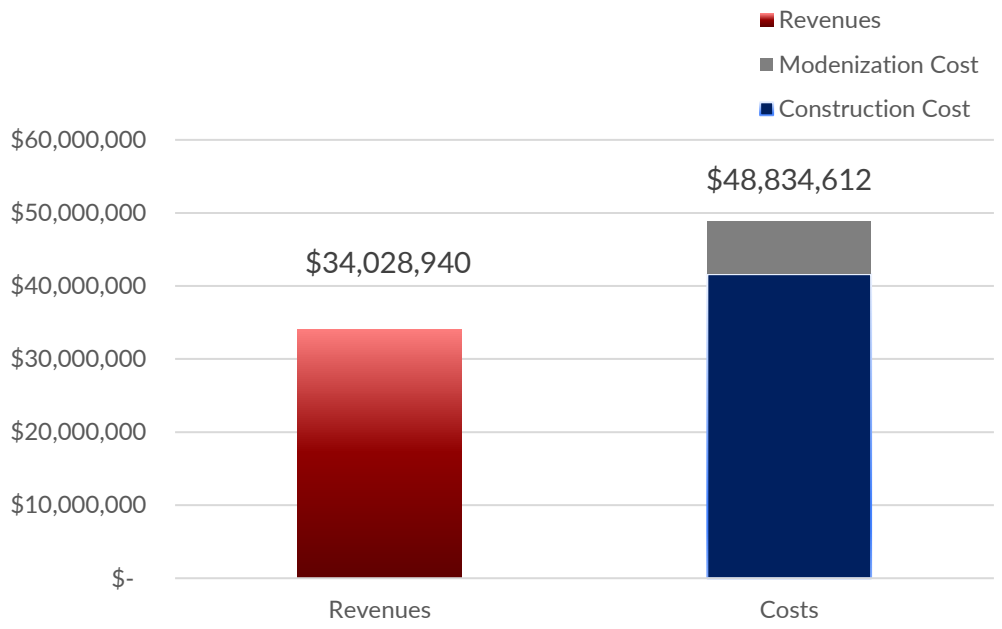
As shown in Section I of this report, an estimated 1,097 housing units are projected to be constructed annually which equates to 1,316,400 square feet of new construction built annually (assuming an average of 1,200 sf per single-family and multi-family unit). This translates to 6,582,000 sf built in the next 5 years. This construction will be subject to a Level 1 developer fee over the next 5 years and, at $5.17, will result in revenues of $34,028,940. To raise the **$48,834,612** needed due to construction and modernization needs caused by new development, a fee of $7.42/sf would need to be levied. Based on this calculation, the needed fee per square foot exceeds the SAB maximum of $5.17/sf and a fee of 5.17/sf is therefore justified.

Table 15: Developer Fee Calculation (Per Square Feet)

Formula	Total Cost	Total Square Feet	Developer Fee/SF
Fee = Cost/Sf	$48,834,612	6,582,000	$7.42

Figure 2 provides a comparison of estimated revenues generated through updated residential developer fee rate against District's cost requirements for the construction and modernization of school facilities.

Figure 2: Comparison of Revenues against Construction and Modernization Costs



NEW COMMERCIAL/INDUSTRIAL DEVELOPMENT

Commercial/industrial development will attract additional workers to the District, and, because some of those workers will have school-age children, this development will generate additional students in the District. As shown in the earlier part of this report, adequate school facilities do not exist for these students. New commercial/industrial development, therefore, creates a fiscal impact on the District by generating a need for new school facilities.

This report multiplies the following five factors together to calculate the school facility cost incurred by the District per square foot of new commercial/industrial development:

A. Employees per square foot of new commercial/industrial development
B. Percent of District employees that live in the District
C. Houses per employee
D. Students per house
E. School facility cost per student

The report calculates each of these factors below:

1. Employees per Square Foot of Development

Education Code Section 17621 (e)(1)(B) states that "to determine the impact of the increased number of employees anticipated to result from the commercial or industrial development… shall be based upon the January 1990 edition of the San Diego Traffic Generators, a report of the San Diego Association of Governments." (SANDAG)

Table 16: Employees Per Square Foot of Commercial/Industrial Development

Commercial/Industrial Category	Avg Sf/ Employee	Employees/ Avg Sf
Banks	354	0.00283
Community Shopping Centers	652	0.00153
Neighborhood Shopping Centers	369	0.00271
Industrial Business Parks	284	0.00352
Industrial Parks	742	0.00135
Rental Self-Storage	17,096	0.00006
Scientific Research and Development (R&D)	329	0.00304
Lodging	882	0.00113
Standard Commercial Office	208	0.00480
Large High Rise Commercial Office	232	0.00432
Corporate Offices	372	0.00269
Medical Offices	234	0.00427

Source: SANDAG Traffic Generators Report, January 1990

2. Percentage of Employees Residing Within the District

According to the 2018-2022 American Community Survey 5-Year Estimates for the District, approximately 25% of people working in the District also live in the District.

3. Percentage of Employees Residing Within the District

According to the 2018-2022 American Community Survey 5-Year Estimates for the District, there are 52,659 employees and 46,112 homes in the district. This represents 1.14 employees per home and 0.87 households per employee.

4. Number of Households per Employee

It is estimated that the school facility cost per K-12 student is $35,812. This amount represents the weighted average of the OPSC construction grant for both the District and state amount.

5. Number of Students per Dwelling Unit

There were 13,970 K-12 students attending the district in 2022. This represents a ratio of 0.26 students per employee and 0.30 students per household.

6. School Facility Cost per SF of Commercial/Industrial Development

The following table calculates the school facility cost generated by a square foot of new commercial/industrial development for each of the categories of commercial/industrial projects listed in Section A. School facility costs for development projects not included on this list may be estimated by using the closest employee-per-square foot ratio available for the proposed development or by following the district's administrative procedures for appeals of school facility fee imposition.

Figure 3: Comparison of Facility Cost Per Square Foot of Commercial/Industrial Development Against Legal Maximum Fee

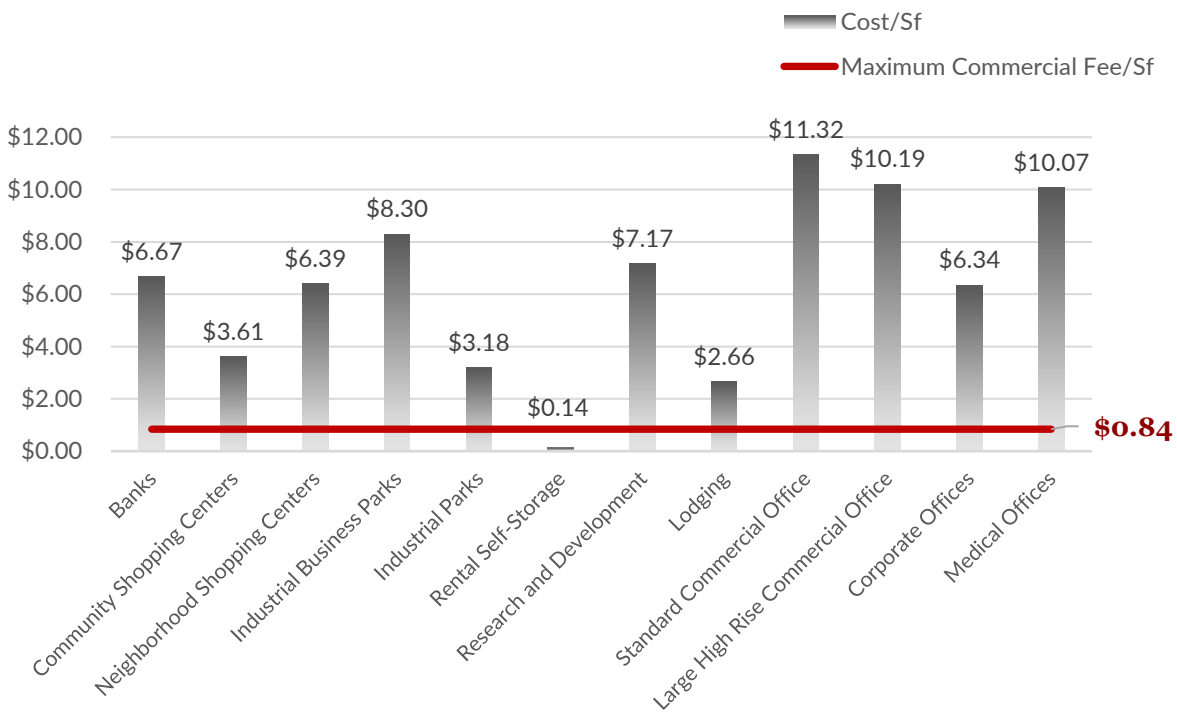


Figure 3 illustrates the District's facility cost per square foot of Commercial/Industrial Development. Since the cost of providing facilities for students generated by commercial and industrial development exceeds the revenue these developments will produce, the fee is justified. Fees for new rental self-storage, is less than the legal maximum fee of $0.84 and should be established on an individual case-by-case basis.

Furthermore, Table 17 provides the detailed calculation of facility cost per square feet for each category of Commercial/Industrial development. Since the cost of providing facilities for students generated by commercial and industrial development exceeds the revenue these developments will produce, the fee is justified. Fees for new rental self-storage, is less than the legal maximum fee of $0.84 and should be established on an individual case-by-case basis.

Table 17: Facility Cost Per Square Foot of Commercial/Industrial Development

Category	Employee/SF	Employees Residing in District (%)	Dwelling Units per Employee	Students/ Dwelling Unit	Cost per K-12 Student	Cost/Sf
Banks	0.00283	0.25	0.878	0.30	$35,812	$6.67
Community Shopping Centers	0.00153	0.25	0.878	0.30	$35,812	$3.61
Neighborhood Shopping Centers	0.00271	0.25	0.878	0.30	$35,812	$6.39
Industrial Business Parks	0.00352	0.25	0.878	0.30	$35,812	$8.30
Industrial Parks	0.00135	0.25	0.878	0.30	$35,812	$3.18
Rental Self-Storage	0.00006	0.25	0.878	0.30	$35,812	$0.14
Scientific Research and Development (R&D)	0.00304	0.25	0.878	0.30	$35,812	$7.17
Lodging	0.00113	0.25	0.878	0.30	$35,812	$2.66
Standard Commercial Office	0.0048	0.25	0.878	0.30	$35,812	$11.32
Large High Rise Commercial Office	0.00432	0.25	0.878	0.30	$35,812	$10.19
Corporate Offices	0.00269	0.25	0.878	0.30	$35,812	$6.34
Medical Offices	0.00427	0.25	0.878	0.30	$35,812	$10.07

FINDINGS

This section shows that the District meets the requirements of Government Code Section 66001 regarding the collection of developer fees and summarizes other potential funding sources for the District's capital projects.

A. Government Code Section 66001(a)(1) – Purpose of the Fee

The purpose of collecting fees on residential and commercial/industrial development is to acquire funds to construct or reconstruct school facilities for the students generated by new residential and commercial/industrial developments.

B. Government Code Section 66001(a)(2) – Use of the Fee

The District's use of the fee will involve constructing new school facilities and modernizing existing facilities. In addition, the fee may be used to construct additional facilities on existing school campuses and/or reconstruct school campuses. The District may also need to purchase or lease portable classrooms to use for interim housing while permanent facilities are being constructed.

Revenue from fees collected on residential and commercial/industrial development may be used to pay for any of the following:

1. Land (purchased or leased) for school facilities
2. Design of school facilities
3. Permit and plan checking fees
4. Construction or reconstruction of school facilities
5. Testing and inspection of school sites and school buildings
6. Interim school facilities (purchased or leased) to house students generated by new development while permanent facilities are being constructed
7. Legal and administrative costs associated with providing facilities to students generated by new development
8. Administration of the collection of developer fees (including the costs of justifying the fees)
9. Miscellaneous purposes resulting from student enrollment growth caused by new residential development

C. Government Code Section 66001(a)(3) – Relationship Between Fee Use and the Type of Project Upon Which Fee Is Imposed

Future residential development will cause new families to move into the District and, consequently, will generate additional students in the District. As shown in the housing section of this report, adequate school facilities do not exist for these students. Future residential development, therefore, creates a need for additional school facilities. The fee's use (acquiring school facilities) is, therefore, reasonably related to the type of project (future residential development) upon which it is imposed.

New commercial/industrial development will cause new workers to move into the District. Because some of these workers will have school-age children, commercial/industrial development will also generate new students in the District. As shown in this report, adequate school facilities do not exist for these students. New commercial/industrial development, therefore, creates a need for additional school facilities. The fee's use (acquiring school facilities) is, therefore, reasonably related to the type of project (new commercial/industrial development) upon which it is imposed.

D. Government Code Section 66001(a)(4) – Relationship Between the Need for the Public Facility and the Type of Project Upon Which Fee is Imposed

Future residential and commercial/industrial development in the District will generate additional students and, consequently, a need for additional school facilities. A relationship exists, therefore, between the District's need to provide additional school facilities and the construction of new residential and commercial/industrial development projects.

E. Government Code Section 66001(b) – Relationship Between the Fee and the Cost of the Public Facility Attributable to the Development on Which the Fee is Imposed

This report demonstrates that the school facilities cost attributable to future residential development exceeds the District's maximum allowable fee of $5.17/sf. Therefore, Level 1 fees of $5.17/sf on residential development are fully justified.

This report further demonstrates that the school facilities cost attributable to all categories of commercial/industrial development except rental self-storage, exceeds $0.84 /sf. Therefore, Level 1 fees of $0.84/sf on these types of development are fully justified. The school facility cost attributable to rental self-storage is less than maximum allowable fee of $0.84/sf. Fees for this type and other

low-employee-generating types of development should be examined on a case-by-case basis.

All school facility costs and fees in this report are calculated on a per-student basis to ensure that future developments only pay for the impacts these students cause.

F. Other Funding Sources

The following is a review of potential other funding sources for constructing school facilities.

1) General Fund

The District's General Fund budget is typically committed to instructional and daily operating expenses and not used for capital outlay uses, as funds are needed to meet the District's non-facility needs. General Fund monies may, however, be used for portable lease payments, COPs or facilities projects if other funding sources are insufficient to meet commitments.

2) State Programs

The District has filed past applications for new construction and modernization projects under the School Facility Program based upon hardship. For new modernization applications, unless they can be filed on a hardship basis, the State match allowance would be 60%, which leaves a shortfall between State funding and the District's actual facility's needs. The School Facility Program may provide its 60% match if state bonds are available and District will pay 40% if they also have funds available. Furthermore, the District applied for modernization applications where the state and District would split costs in a 50/50 match. State funds for deferred maintenance cannot be used to pay for new facilities. State law prohibits the use of lottery funds for facilities.

3) General Obligation Bonds

School districts can, with the approval of 2/3 or 66% of its voters, issue general obligation bonds that are paid for from property taxes.

4) Parcel Taxes

Approval by 2/3 of the voters is required to impose taxes that are not based on the assessed value of individual parcels. While these taxes have been used in school districts, the revenues are typically used to supplement operating budgets.

5) Mello-Roos Community Facilities Districts

This alternative uses a tax on property owners within a defined area to pay long-term bonds issued for specific public improvements. Mello-Roos taxes require approval from 2/3 of the voters (or land owners, if fewer than 12) in an election.

6) Undeveloped Land/Surplus Property

The District has no undeveloped land

7) Redevelopment

The District has no Redevelopment Agency funds in effect.

CONCLUSION

A reasonable relationship exists between residential, commercial and industrial development and the need to construct, reconstruct and modernize facilities in the Burbank Unified School District. The following required three nexus tests demonstrate that the District is justified in charging the maximum developer fee.

Burden Nexus

Based on the locally determined generation factors, new residential development will generate an average of 0.30 K-12 grade students per unit. The District does not have adequate facilities and will need to construct new facilities and/or modernize existing facilities to provide the same level of service to new students who enroll in the District due to development.

Cost Nexus

The cost to construct and reconstruct facilities due to the increased enrollment caused by development is $7.42/sf of residential development. The maximum rate the District may charge each square foot of residential development is $5.17 resulting in a shortfall of $ 2.07/sf and therefore the District is justified to charge the maximum developer fee rate. Commercial and industrial development also do not generate enough fees to pay for the impact on facilities caused by the number of students generated.

Benefit Nexus

The District will collect this fee and it will be used for construction and reconstruction of school facilities which will benefit the students who are generated by new development by providing them with adequate school facilities.

This study finds a reasonable relationship between the impact of the increased enrollment due to development, the fee collected from new development and the need for school facilities. Therefore, the District is justified in charging the maximum developer fee.

APPENDIX A. CENSUS DATA

Means of Transportation to Work by Selected Characteristics

United States Census Bureau

Note: This is a modified view of the original table produced by the U.S. Census Bureau. This download or printed version may have missing information from the original table.

Label	Burbank Unified School District, California		
	Total		Car,
	Estimate	Margin of Error	
Workers 16 years and over	52,659	±1,511	
EARNINGS IN THE PAST 12 MONTHS (IN 2023 INFLATION			
POVERTY STATUS IN THE PAST 12 MONTHS			
Workers 16 years and over	52,659	±1,511	
Workers 16 years and over who did not work from home	38,229	±1,462	
TIME OF DEPARTURE TO GO TO WORK			
TRAVEL TIME TO WORK			
Less than 10 minutes	11.4%	±1.3	
10 to 14 minutes	13.6%	±1.5	
15 to 19 minutes	14.9%	±1.8	
20 to 24 minutes	14.3%	±1.8	
25 to 29 minutes	4.6%	±0.9	
30 to 34 minutes	15.1%	±1.7	
35 to 44 minutes	8.1%	±1.1	
45 to 59 minutes	9.7%	±1.5	
60 or more minutes	8.2%	±1.2	
Mean travel time to work (minutes)	26.4	±0.9	
Workers 16 years and over in households	52,613	±1,512	
HOUSING TENURE			
Owner-occupied housing units	47.2%	±2.6	
Renter-occupied housing units	52.8%	±2.6	
VEHICLES AVAILABLE			
No vehicle available	2.7%	±0.7	
1 vehicle available	26.2%	±1.8	
2 vehicles available	44.5%	±2.5	
3 or more vehicles available	26.6%	±2.6	
PERCENT ALLOCATED			

Selected Housing Characteristics

United States Census Bureau

Note: This is a modified view of the original table produced by the U.S. Census Bureau. This download or printed version may have missing information from the original table.

Label	Burbank Unified School District, California	
	Estimate	Margin of Error
HOUSING OCCUPANCY		
Total housing units	46,301	±994
Occupied housing units	43,066	±997
Vacant housing units	3,235	±513
Homeowner vacancy rate	0.2	±0.3
Rental vacancy rate	4.6	±1.6
UNITS IN STRUCTURE		
Total housing units	46,301	±994
1-unit, detached	20,357	±945
1-unit, attached	2,663	±453
2 units	1,228	±306
3 or 4 units	3,462	±614
5 to 9 units	4,480	±465
10 to 19 units	4,244	±557
20 or more units	9,736	±728
Mobile home	131	±103
Boat, RV, van, etc.	0	±32
YEAR STRUCTURE BUILT		
Total housing units	46,301	±994
Built 2020 or later	187	±103
Built 2010 to 2019	1,083	±253
Built 2000 to 2009	2,905	±372
Built 1990 to 1999	2,606	±475
Built 1980 to 1989	5,811	±821
Built 1970 to 1979	4,760	±607
Built 1960 to 1969	4,539	±650
Built 1950 to 1959	8,080	±661
Built 1940 to 1949	10,292	±907

APPENDIX B. OPSC RATES

REPORT OF THE EXECUTIVE OFFICER
State Allocation Board Meeting, January 24, 2024

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

PURPOSE OF REPORT

To adopt the annual adjustment in the School Facility Program (SFP) grants based on the change in construction costs pursuant to the Education Code (EC) and SFP Regulations.

DESCRIPTION

This item presents the State Allocation Board (Board) with the annual adjustment to the SFP grants based on the statewide cost index for Class B construction. Each year the Board adjusts the SFP grants to reflect construction cost changes. In January 2016, the Board adopted the RS Means index for 2016 and future years. This item presents the 2024 annual adjustment to SFP grants based on the RS Means index.

AUTHORITY

See Attachment A.

STAFF ANALYSIS/STATEMENTS

At the January 2016 meeting, the Board adopted an increase to the SFP grants using the RS Means Construction Cost Index (CCI) as the statewide cost index for Class B construction.

The current rate of change between 2023 and 2024 for the RS Means Class B CCI is -1.33 percent. The chart below reflects the amounts previously adopted for 2023 compared to the potential amount for the new construction base grants.

			RS Means *-1.33%*
Grade Level	**Regulation Section**	**Current Adjusted Grant Per Pupil Effective 1-1-23**	*Potential Grant Per Pupil Effective 1-1-24*
Elementary	1859.71	$15,983	$15,770
Middle	1859.71	$16,904	$16,679
High	1859.71	$21,509	$21,223
Special Day Class – Severe	1859.71.1	$44,911	$44,314
Special Day Class – Non-Severe	1859.71.1	$30,036	$29,637

STAFF ANALYSIS/STATEMENTS (cont.)

The following chart shows the amounts previously adopted compared to the potential amount for the modernization base grants.

RS Means -1.33%

Grade Level	Regulation Section	Current Adjusted Grant Per Pupil Effective 1-1-23	*Potential Grant Per Pupil Effective 1-1-24*
Elementary	1859.78	$6,086	$6,005
Middle	1859.78	$6,436	$6,350
High	1859.78	$8,427	$8,315
Special Day Class – Severe	1859.78.3	$19,396	$19,138
Special Day Class – Non-Severe	1859.78.3	$12,977	$12,804

In addition, the CCI adjustment would decrease the threshold amount for Government Code Section 66452.6(a)(2) for the period of one year commencing March 1, 2024. The following chart shows the amount previously adopted for 2023 compared to the resulting threshold amount, upon approval of the proposed 2024 CCI adjustment:

RS Means -1.33%

	Effective 3-1-2023	Potential 3-1-2024
Resulting Amount	$402,416	$397,064

RECOMMENDATION

Adopt the decrease of 1.33 percent for the 2024 SFP grants based on the RS Means Construction Cost Index as shown in Attachment B.

BOARD ACTION

In considering this Item, the Board's approval consisted of three parts: 1) adopted the staff recommendation which provided a decrease of 1.33 percent for the 2024 SFP grants based on the RS Means Construction Cost Index; 2) directed staff to research alternative indices, including costs and time to implement, to use for the construction cost adjustment and provide monthly status updates on both indices and also ongoing bond negotiations with the Legislature and Administration; and 3) requested a legal opinion from its counsel to determine: a) if the Board can adopt an additional adjustment to the SFP grants later in the year; and b) if the Board does adopt an additional adjustment to the SFP grants later in the year, can the Board retroactively apply that additional adjustment to previously approved projects with the amount adopted by the Board at its January 24, 2024 meeting.

ATTACHMENT A

AUTHORITY

For the New Construction grant, EC Section 17072.10(b) states, "The board annually shall adjust the per-unhoused- pupil apportionment to reflect construction cost changes, as set forth in the statewide cost index for class B construction as determined by the board."

For Modernization funding, EC Section 17074.10(b) states, "The board shall annually adjust the factors set forth in subdivision (a) according to the adjustment for inflation set forth in the statewide cost index for class B construction, as determined by the board."

Government Code Section 66452.6 states:

(a)(1) An approved or conditionally approved tentative map shall expire 24 months after its approval or conditional approval, or after any additional period of time as may be prescribed by local ordinance, not to exceed an additional 12 months. However, if the subdivider is required to expend two hundred thirty-six thousand seven hundred ninety dollars ($236,790) or more to construct, improve, or finance the construction or improvement of public improvements outside the property boundaries of the tentative map, excluding improvements of public rights-of-way which abut the boundary of the property to be subdivided and which are reasonably related to the development of that property, each filing of a final map authorized by Section 66456.1 shall extend the expiration of the approved or conditionally approved tentative map by 36 months from the date of its expiration, as provided in this section, or the date of the previously filed final map, whichever is later. The extensions shall not extend the tentative map more than 10 years from its approval or conditional approval.

. . .

(2) Commencing January 1, 2012, and each calendar year thereafter, the amount of two hundred thirty-six thousand seven hundred ninety dollars ($236,790) shall be annually increased by operation of law according to the adjustment for inflation set forth in the statewide cost index for class B construction, as determined by the State Allocation Board at its January meeting. The effective date of each annual adjustment shall be March 1. The adjusted amount shall apply to tentative and vesting tentative maps whose applications were received after the effective date of the adjustment.

SFP Regulation Section 1859.71 states,

The new construction per-unhoused-pupil grant amount, as provided by Education Code Section 17072.10(a), will be adjusted annually based on the change in the Class B Construction Cost Index as approved by the Board each January. The base Class B Construction Cost Index shall be 1.30 and the first adjustment shall be January 1999.

The new construction per-unhoused-pupil grant amount, as provided by Education Code Section 17072.10(a), may be increased by an additional amount not to exceed six percent in a fiscal year, or decreased, based on the analysis of the current cost to build schools as reported on the Project Information Worksheet (Revised 05/10) which shall be submitted with the Forms SAB 50-05 and 50-06 and as approved by the Board.

ATTACHMENT A

SFP Regulation Section 1859.2 Definitions states,

"Class B Construction Cost Index" is a construction factor index for structures made of reinforced concrete or steel frames, concrete floors, and roofs, and accepted and used by the Board.

SFP Regulation Section 1859.78 states, "The modernization per-unhoused-pupil grant amount, as provided by Education Code Section 17074.10(a), will be adjusted annually based on the change in the Class B Construction Cost Index as approved by the Board each January.

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, January 24, 2024

Grant Amount Adjustments

New Construction	SFP Regulation Section	Adjusted Grant Per Pupil Effective 1-1-23	Adjusted Grant Per Pupil Effective 1-1-24
Elementary	1859.71	$15,983	$15,770
Middle	1859.71	$16,904	$16,679
High	1859.71	$21,509	$21,223
Special Day Class – Severe	1859.71.1	$44,911	$44,314
Special Day Class – Non-Severe	1859.71.1	$30,036	$29,637
Automatic Fire Detection/Alarm System – Elementary	1859.71.2	$19	$19
Automatic Fire Detection/Alarm System – Middle	1859.71.2	$25	$25
Automatic Fire Detection/Alarm System – High	1859.71.2	$43	$42
Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859.71.2	$80	$79
Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859.71.2	$57	$56
Automatic Sprinkler System – Elementary	1859.71.2	$268	$264
Automatic Sprinkler System – Middle	1859.71.2	$319	$315
Automatic Sprinkler System – High	1859.71.2	$331	$327
Automatic Sprinkler System – Special Day Class – Severe	1859.71.2	$846	$835
Automatic Sprinkler System – Special Day Class – Non-Severe	1859.71.2	$567	$559

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, January 24, 2024

Grant Amount Adjustments

Modernization	SFP Regulation Section	Adjusted Grant Per Pupil Effective 1-1-23	Adjusted Grant Per Pupil Effective 1-1-24
Elementary	1859.78	$6,086	$6,005
Middle	1859.78	$6,436	$6,350
High	1859.78	$8,427	$8,315
Special Day Class - Severe	1859.78.3	$19,396	$19,138
Special Day Class – Non-Severe	1859.78.3	$12,977	$12,804
State Special School – Severe	1859.78	$32,330	$31,900
Automatic Fire Detection/Alarm System – Elementary	1859.78.4	$198	$195
Automatic Fire Detection/Alarm System – Middle	1859.78.4	$198	$195
Automatic Fire Detection/Alarm System – High	1859.78.4	$198	$195
Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859.78.4	$544	$537
Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859.78.4	$365	$360
Over 50 Years Old – Elementary	1859.78.6	$8,454	$8,342
Over 50 Years Old – Middle	1859.78.6	$8,942	$8,823
Over 50 Years Old – High	1859.78.6	$11,705	$11,549
Over 50 Years Old – Special Day Class – Severe	1859.78.6	$26,948	$26,590
Over 50 Years Old – Special Day Class – Non-Severe	1859.78.6	$18,019	$17,779
Over 50 Years Old – State Special Day School – Severe	1859.78.6	$44,910	$44,313

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, January 24, 2024

Grant Amount Adjustments

New Construction / Modernization / Facility Hardship / Seismic Mitigation / Joint Use	SFP Regulation Section	Adjusted Grant Amount Effective 1-1-23	Adjusted Grant Amount Effective 1-1-24
Therapy/Multipurpose Room/Other (per square foot)	1859.72 1859.73.2 1859.77.3 1859.82.1 1859.82.2 1859.125 1859.125.1	$262	$259
Toilet Facilities (per square foot)	1859.72 1859.73.2 1859.82.1 1859.82.2 1859.125 1859.125.1	$470	$464
Portable Therapy/Multipurpose Room/Other (per square foot)	1859.72 1859.73.2 1859.77.3 1859.82.1 1859.125 1859.125.1	$59	$58
Portable Toilet Facilities (per square foot)	1859.72 1859.73.2 1859.82.1 1859.125 1859.125.1	$152	$150

New Construction Only	SFP Regulation Section	Adjusted Grant Amount Effective 1-1-23	Adjusted Grant Amount Effective 1-1-24
Parking Spaces (per stall)	1859.76	$20,325	$20,055
General Site Grant (per acre for additional acreage being acquired)	1859.76	$26,016	$25,670
Project Assistance (for school district with less than 2,500 pupils)	1859.73.1	$9,775	$9,645

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, January 24, 2024
Grant Amount Adjustments

Modernization Only	SFP Regulation Section	Adjusted Grant Amount Effective 1-1-23	Adjusted Grant Amount Effective 1-1-24
Two-stop Elevator	1859.83	$162,591	$160,429
Each Additional Stop	1859.83	$29,268	$28,879
Project Assistance (for school district with less than 2,500 pupils)	1859.78.2	$5,214	$5,145

Facility Hardship / Rehabilitation	SFP Regulation Section	Adjusted Grant Amount Effective 1-1-23	Adjusted Grant Amount Effective 1-1-24
Current Replacement Cost – Permanent Other (per square foot)	1859.2	$521	$514
Current Replacement Cost – Permanent Toilets (per square foot)	1859.2	$939	$927
Current Replacement Cost – Portable Other (per square foot)	1859.2	$119	$117
Current Replacement Cost – Portable Toilets (per square foot)	1859.2	$305	$301
Interim Housing – Financial Hardship (per classroom)	1859.81	$53,592	$52,879

Charter School Facilities Program – Preliminary Apportionment Amounts	SFP Regulation Section	Adjusted Grant Amount Effective 1-1-23	Adjusted Grant Amount Effective 1-1-24
Charter School Elementary (per pupil)	1859.163.1	$16,065	$15,851
Charter School Middle (per pupil)	1859.163.1	$17,008	$16,782
Charter School High (per pupil)	1859.163.1	$21,587	$21,300
Charter School Special Day Class – Severe (per pupil)	1859.163.1	$45,126	$44,526
Charter School Special Day Class - Non-Severe (per pupil)	1859.163.1	$30,178	$29,777
Charter School Two-stop Elevator	1859.163.5	$135,493	$133,691
Charter School Each Additional Stop	1859.163.5	$24,389	$24,065

ATTACHMENT B

NEW SCHOOL ADJUSTMENTS (REGULATION SECTION 1859.83)

State Allocation Board Meeting, January 24, 2024

Classrooms in Project	Elementary School Adjusted Grant Effective 1-1-23	Elementary School Adjusted Grant Effective 1-1-24	Middle School Adjusted Grant Effective 1-1-23	Middle School Adjusted Grant Effective 1-1-24	High School Adjusted Grant Effective 1-1-23	High School Adjusted Grant Effective 1-1-24	Alternative Education New School Effective 1-1-23	Alternative Education New School Effective 1-1-24
1	$433,578	$427,811	$1,826,446	$1,802,154	$3,972,658	$3,919,822	$1,177,977	$1,162,310
2	$1,021,617	$1,008,029	$2,048,656	$2,021,409	$4,132,539	$4,077,576	$1,429,179	$1,410,171
3	$1,533,782	$1,513,383	$2,276,285	$2,246,010	$5,108,091	$5,040,153	$2,498,385	$2,465,156
4	$1,942,971	$1,917,129	$2,525,591	$2,492,001	$5,975,247	$5,895,776	$2,810,804	$2,773,420
5	$2,281,704	$2,251,357	$2,785,739	$2,748,689	$6,579,544	$6,492,036	$3,123,223	$3,081,684
6	$2,766,767	$2,729,969	$3,048,596	$3,008,050	$7,183,845	$7,088,300	$3,435,643	$3,389,949
7	$3,257,255	$3,213,934	$3,311,451	$3,267,409	$7,788,144	$7,684,562	$3,748,064	$3,698,215
8	$3,633,927	$3,585,596	$3,598,698	$3,550,835	$8,254,240	$8,144,459	$4,076,094	$4,021,882
9	$3,633,927	$3,585,596	$3,902,201	$3,850,302	$8,628,202	$8,513,447	$4,414,853	$4,356,135
10	$4,273,451	$4,216,614	$4,208,416	$4,152,444	$8,999,452	$8,879,759	$4,753,612	$4,690,389
11	$4,273,451	$4,216,614	$4,514,631	$4,454,586	$9,373,415	$9,248,749	$6,068,168	$5,987,461
12	$4,498,372	$4,438,544			$9,714,856	$9,585,648	$6,406,928	$6,321,716
13					$10,050,879	$9,917,202	$6,745,687	$6,655,969
14					$10,386,903	$10,248,757	$7,084,447	$6,990,224
15					$10,725,635	$10,582,984	$7,423,208	$7,324,479
16					$11,061,658	$10,914,538	$7,761,966	$7,658,732
17					$11,400,391	$11,248,766	$8,100,727	$7,992,987
18					$11,736,414	$11,580,320	$8,439,486	$8,327,241
19					$12,072,437	$11,911,874	$8,778,246	$8,661,495
20					$12,411,170	$12,246,101	$9,117,007	$8,995,751
21					$12,747,191	$12,577,653	$9,456,011	$9,330,246
22					$13,083,214	$12,909,207	$9,794,771	$9,664,501
23							$10,133,532	$9,998,756
24							$10,472,290	$10,333,009
25							$10,811,051	$10,667,264
26							$11,149,812	$11,001,520
27							$11,488,570	$11,335,772

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Julie Markussen, Director, Student Services
PREPARED BY:	Julie Markussen, Director, Student Services
SUBMITTED BY:	Lauren Dieter, Administrative Secretary, Student Services
DATE:	April 3, 2025
SUBJECT:	Enrollment Update

Background:
The Board of Education has requested that staff provide a report on student enrollment. The purpose of this report is to give the Board a general overview of enrollment and provide specific information on BUSD enrollment at the elementary, middle, and high-school levels.

Discussion/Issues:
This report illustrates the total number of students who are enrolled in District schools (at each level). Some of the key points include the following:

- From 2018-2019 to 2023-2024, Burbank Unified School District's enrollment dropped by 652 students, resulting in a revenue loss of $9,780,000 for BUSD.
- Enrollment trends predict that the District, like nearly all districts in the state, will continue to lose enrollment. By 2032, the District is projected to lose approximately 1860 more students, for a revenue loss of over $28,000,000.
- The District grants approximately 150 new inter-district permits each year to students who live outside of the District boundaries. This generates around $2,250,000 per year.
- This report does not include actual new inter-district permit enrollment, as the window to apply for inter-district permits just opened on March 14, 2025.

Fiscal Impact:
*Permits account for over $13 million dollars in funding for BUSD.
*New permits each year account for approximately $2.25 million in funding for BUSD.

Recommendation:
Julie Markussen, Director, Student Services, will report on the District's current and projected enrollment numbers as presented.

BUSD ENROLLMENT UPDATE 2025-2026

ENROLLMENT DROPPING STATEWIDE

- Most areas in the state are affected by declining enrollment
- Within a decade, California is projected to lose more than 500,000 students enrolled in K-12.
- 12 counties are projected to lose 10,000 or more students between 2022-20223 and 2031-2032
- 18 counties will lose students at a rate faster than the statewide average of 8.27%
- Only ONE school district in Los Angeles County is **not** experiencing a decline in enrollment.

ENROLLMENT TRENDS IN BURBANK

2018-2019	15,114
2019-2020	15,104
2020-2021	14,694
2021-2022	14,450
2022-2023	14,462
2023-2024	14,241
2024-2025	14,173

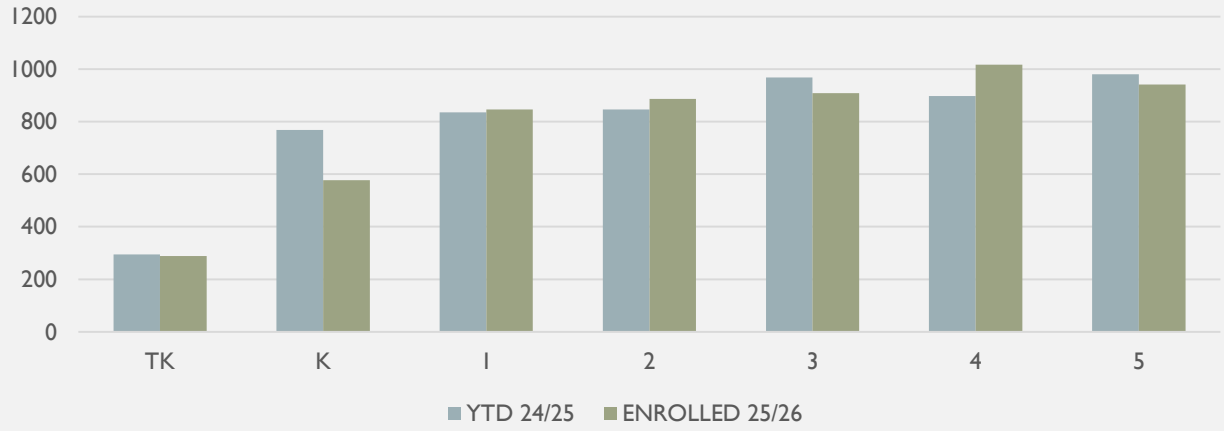
ENROLLMENT PROJECTIONS FOR THE FUTURE

2025-2026	14,042
2026-2027	13,703
2027-2028	13,507
2028-2029	13,337
2029-2030	13,044
2030-2031	12,797
2031-2032	12,564
2032-2033	12,304

RAMIFICATIONS OF DECLINING ENROLLMENT

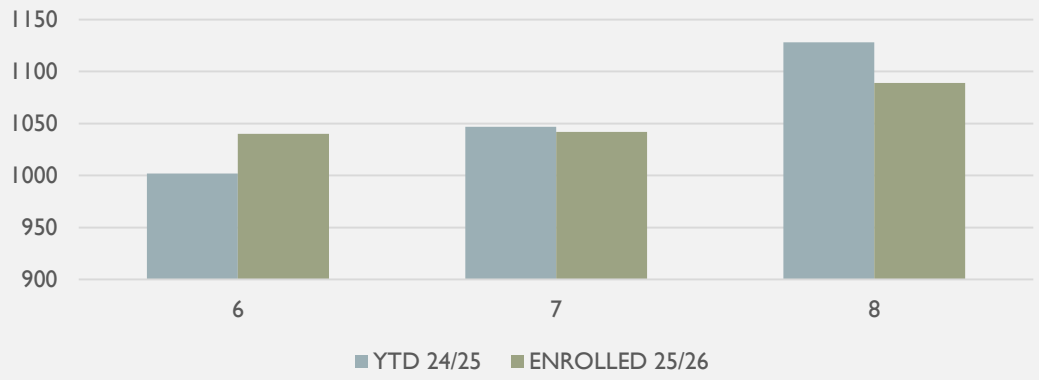
- From 2018-2019 to 2023-2024, the loss in enrollment is 652 students.
- The loss of 652 students is a loss in revenue in the amount of $**9,780,000**

TOTAL BUSD ELEMENTARY SCHOOLS



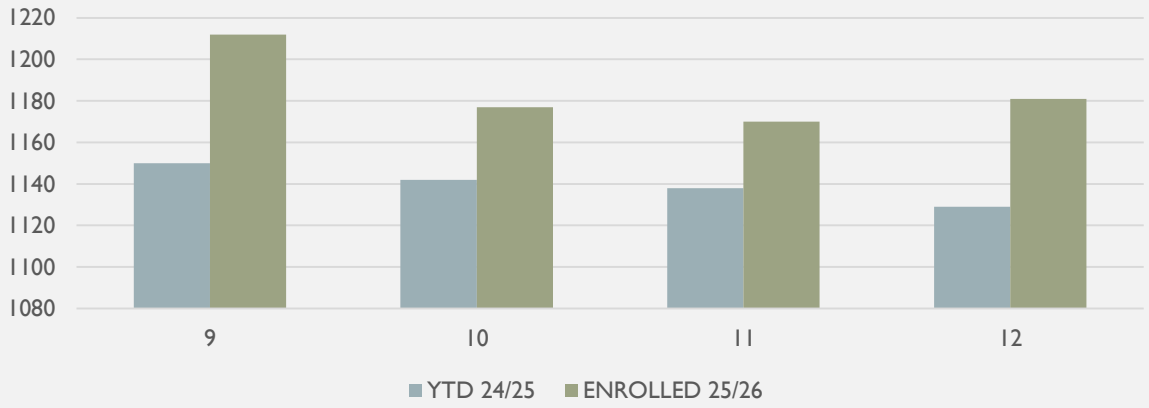
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	295	289	(6.00)
K	768	577	(191.00)
1	836	847	11.00
2	847	887	40.00
3	968	909	(59.00)
4	898	1017	119.00
5	981	942	(39.00)
TOTAL	**5593**	**5468**	**(125.00)**

TOTAL BUSD MIDDLE SCHOOLS



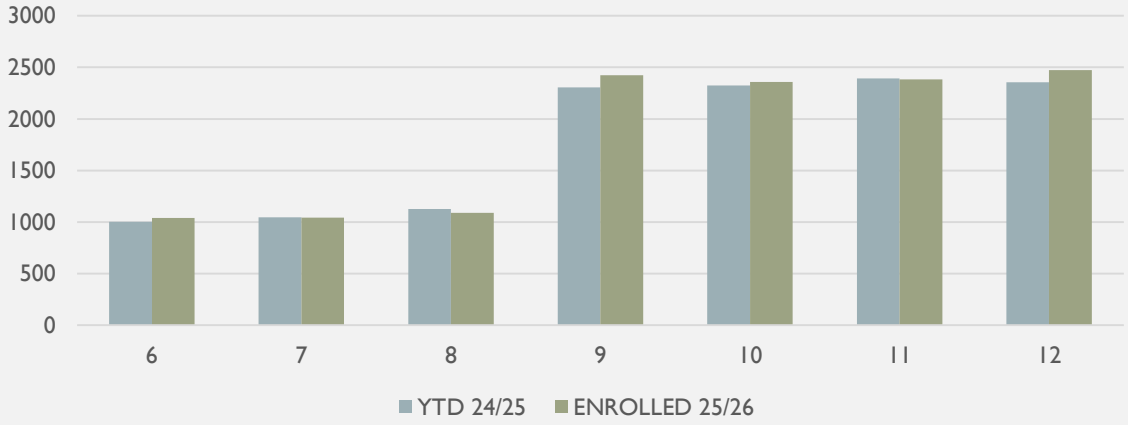
	YTD 24/25	PROJ 25/26	CHANGE
6	1002	1040	38.00
7	1047	1042	(5.00)
8	1128	1089	(39.00)
TOTAL	**3177**	**3171**	**(6.00)**

JBHS & BHS (COMPREHENSIVE)



	YTD 24/25	ENROLLED 25/26	CHANGE
9	1150	1212	62.00
10	1142	1177	35.00
11	1138	1170	32.00
12	1129	1181	52.00
TOTAL	**4559**	**4740**	**181.00**

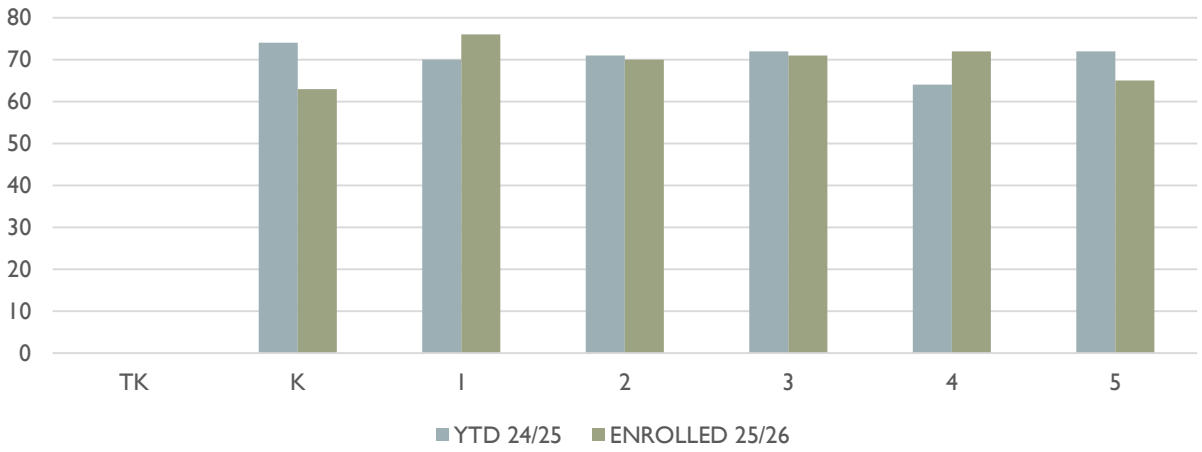
TOTAL BUSD SECONDARY SCHOOLS



	YTD 24/25	ENROLLED 25/26	CHANGE
6	1002	1040	38.00
7	1047	1042	(5.00)
8	1128	1089	(39.00)
9	2305	2424	119.00
10	2324	2357	33.00
11	2392	2382	(10.00)
12	2356	2473	117.00
TOTAL	**9377**	**9636**	**259.00**

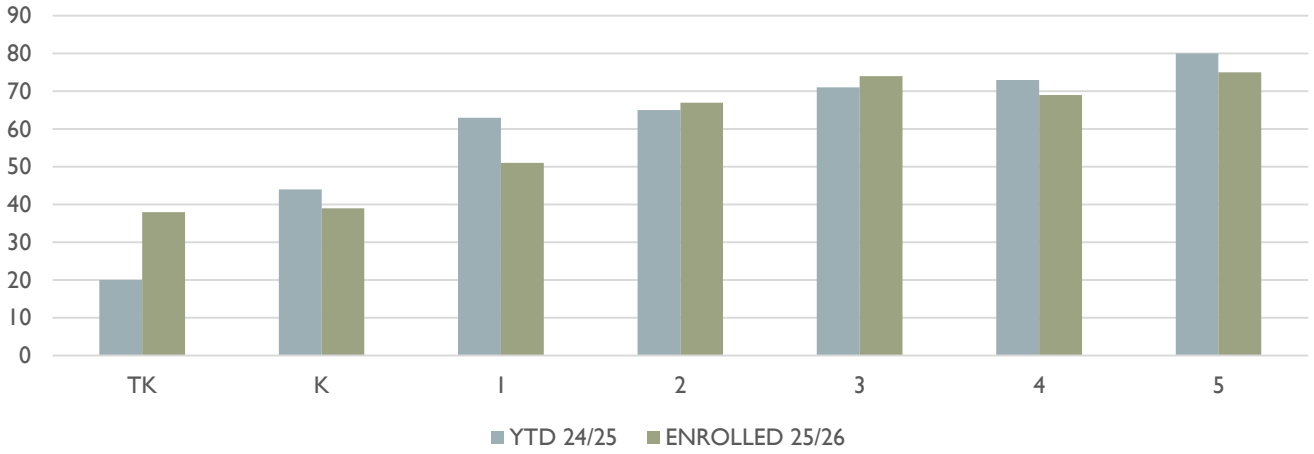
APPENDIX DATA

DISNEY ELEMENTARY SCHOOL



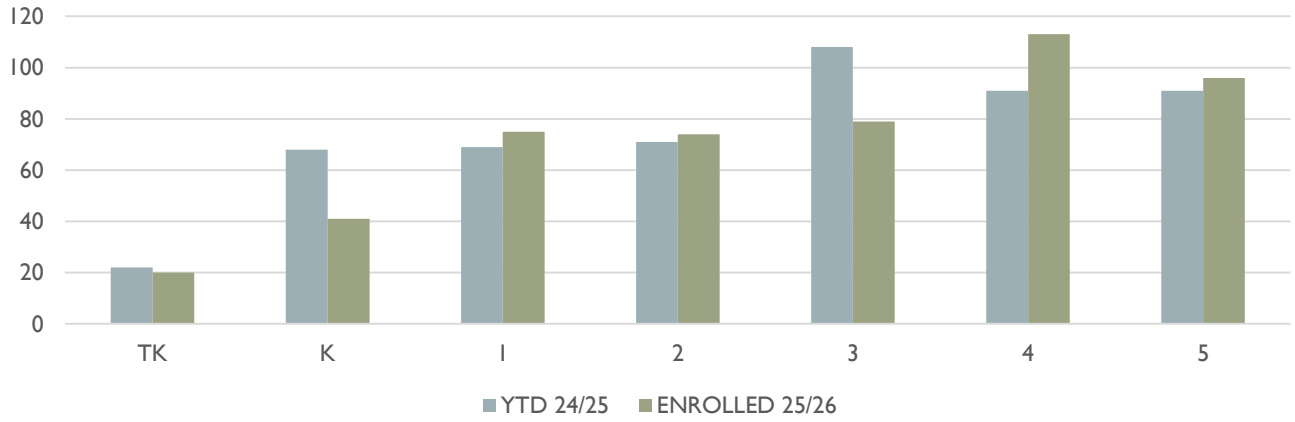
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	0	0	0.00
K	74	63	(11.00)
1	70	76	6.00
2	71	70	(1.00)
3	72	71	(1.00)
4	64	72	8.00
5	72	65	(7.00)
TOTAL	**423**	**417**	**(6.00)**

EDISON ELEMENTARY SCHOOL



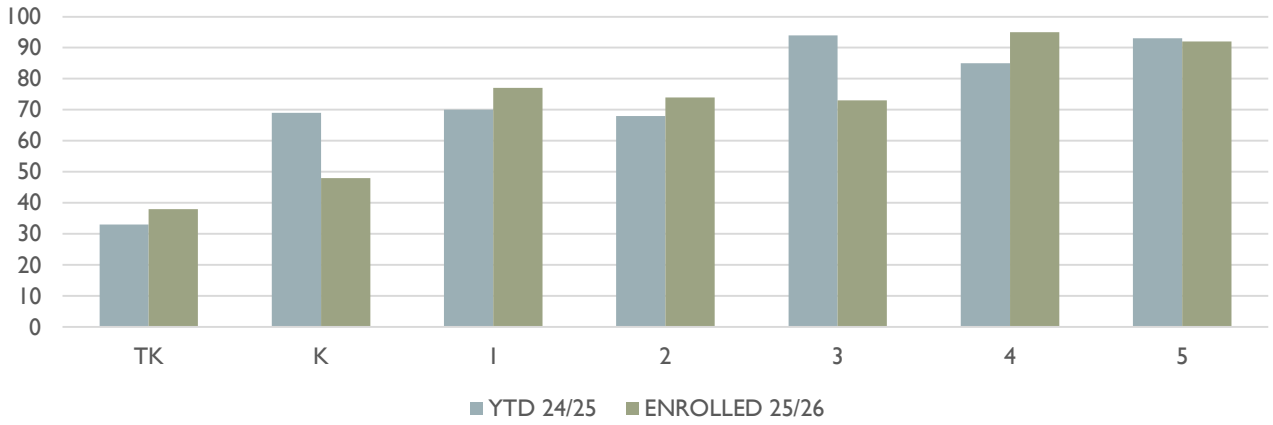
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	20	38	18.00
K	44	39	(5.00)
1	63	51	(12.00)
2	65	67	2.00
3	71	74	3.00
4	73	69	(4.00)
5	80	75	(5.00)
TOTAL	**416**	**413**	**(3.00)**

EMERSON ELEMENTARY SCHOOL



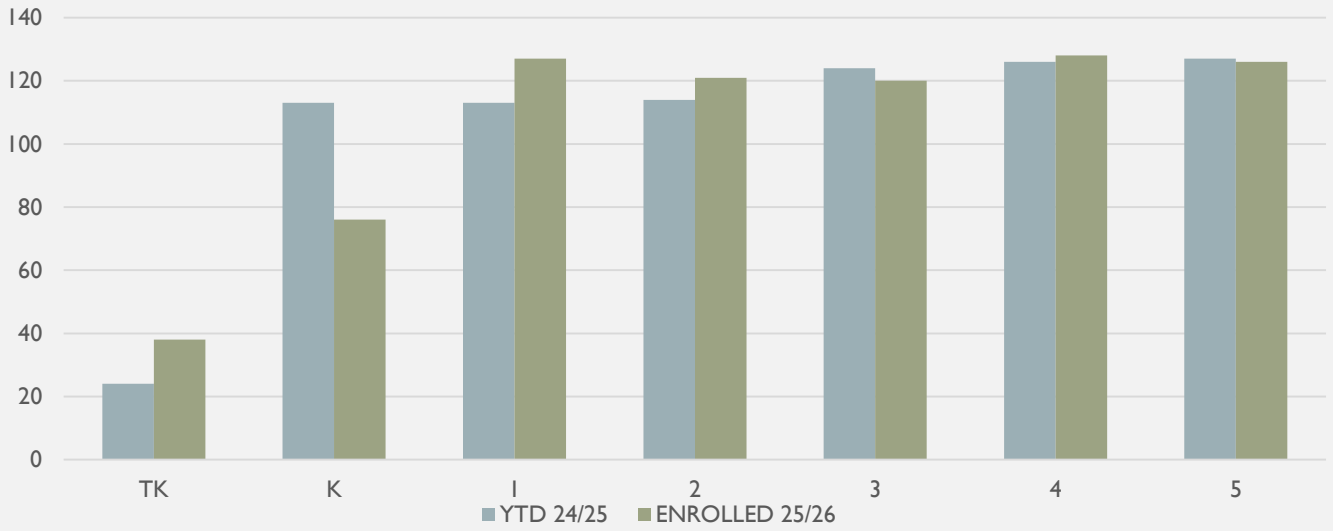
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	22	20	**(2.00)**
K	68	41	**(27.00)**
1	69	75	**6.00**
2	71	74	**3.00**
3	108	79	**(29.00)**
4	91	113	**22.00**
5	91	96	**5.00**
TOTAL	**520**	**498**	**(22.00)**

BRET HARTE ELEMENTARY SCHOOL



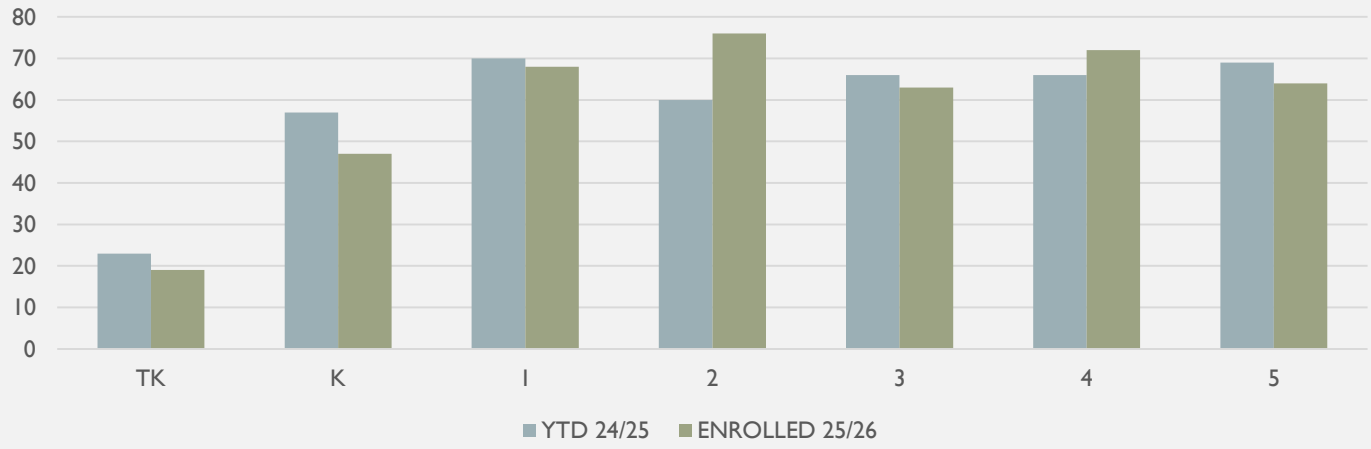
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	33	38	5.00
K	69	48	(21.00)
1	70	77	7.00
2	68	74	6.00
3	94	73	(21.00)
4	85	95	10.00
5	93	92	(1.00)
TOTAL	**512**	**497**	**(15.00)**

JEFFERSON ELEMENTARY SCHOOL



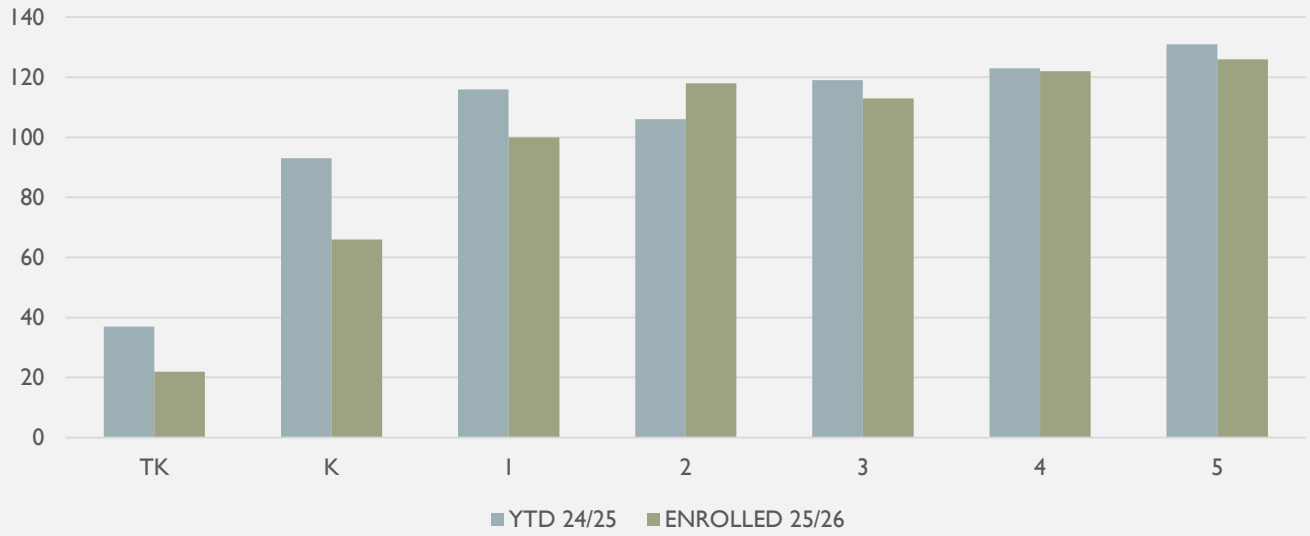
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	24	38	14.00
K	113	76	(37.00)
1	113	127	14.00
2	114	121	7.00
3	124	120	(4.00)
4	126	128	2.00
5	127	126	(1.00)
TOTAL	**741**	**736**	**(5.00)**

MCKINLEY ELEMENTARY SCHOOL



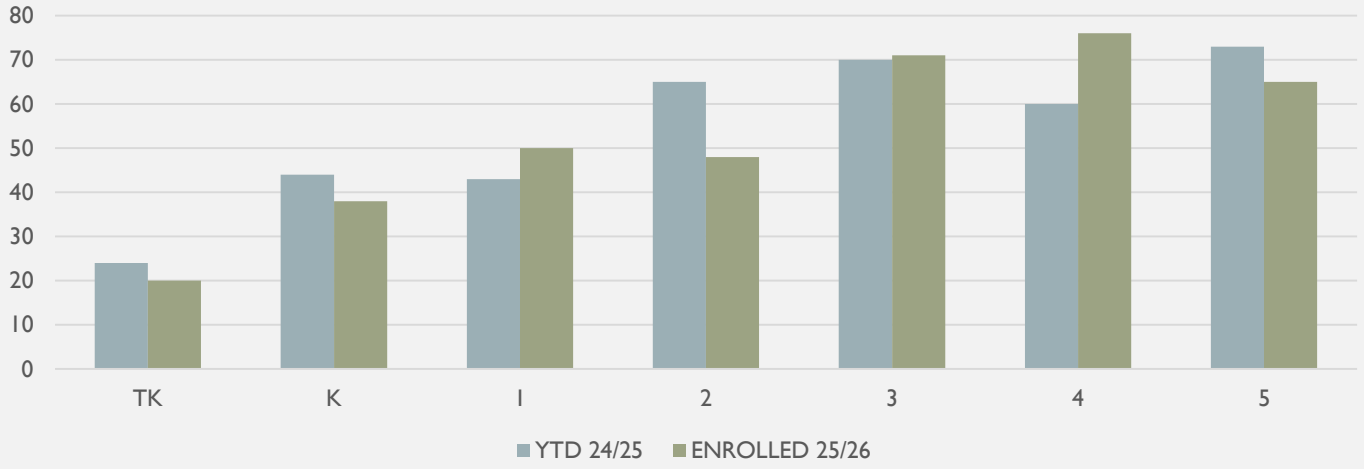
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	23	19	(4.00)
K	57	47	(10.00)
1	70	68	(2.00)
2	60	76	16.00
3	66	63	(3.00)
4	66	72	6.00
5	69	64	(5.00)
TOTAL	**411**	**409**	**(2.00)**

MILLER ELEMENTARY SCHOOL



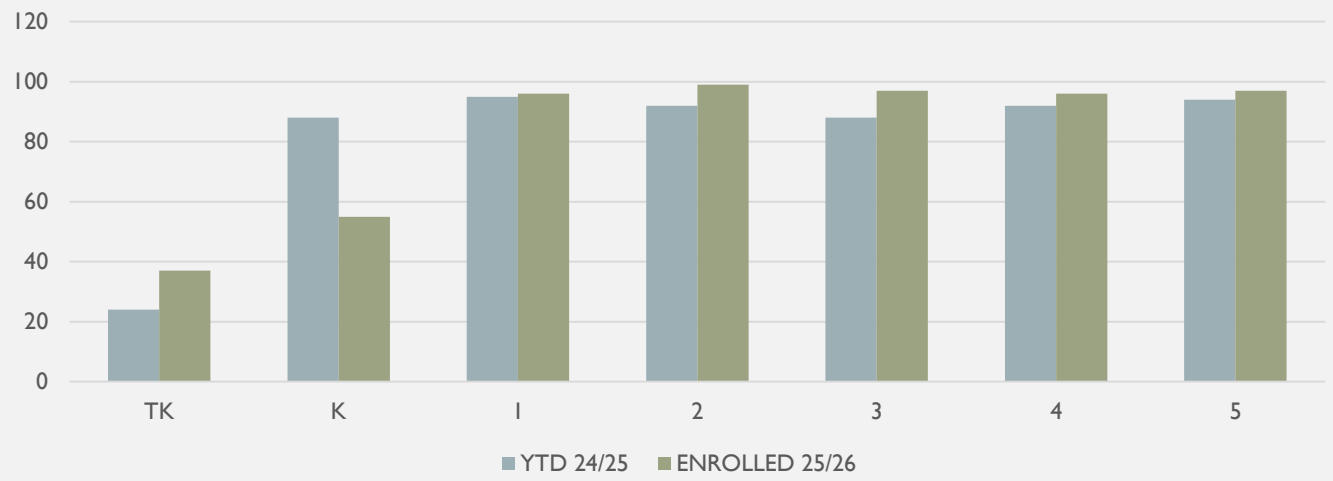
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	37	22	(15.00)
K	93	66	(27.00)
1	116	100	(16.00)
2	106	118	12.00
3	119	113	(6.00)
4	123	122	(1.00)
5	131	126	(5.00)
TOTAL	**725**	**667**	**(58.00)**

PROVIDENCIA ELEMENTARY SCHOOL



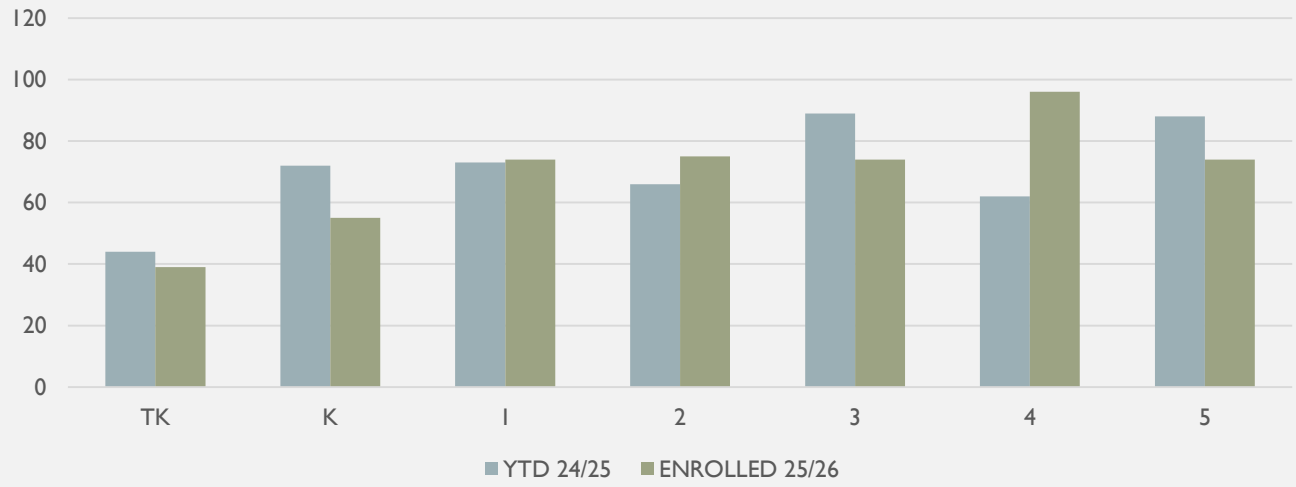
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	24	20	(4.00)
K	44	38	(6.00)
1	43	50	7.00
2	65	48	(17.00)
3	70	71	1.00
4	60	76	16.00
5	73	65	(8.00)
TOTAL	**379**	**368**	**(11.00)**

ROOSEVELT ELEMENTARY SCHOOL



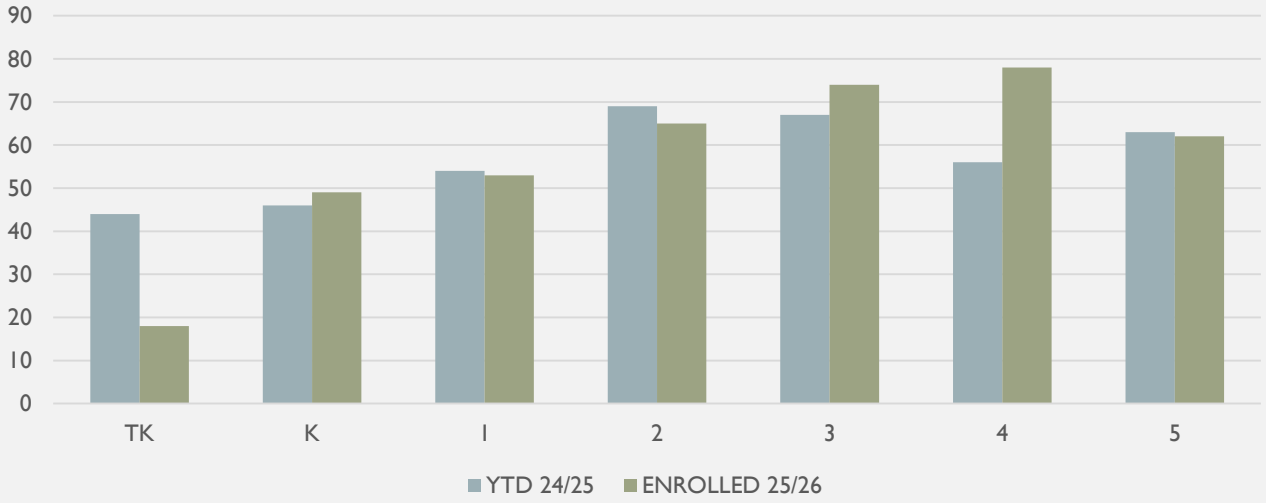
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	24	37	13.00
K	88	55	(33.00)
1	95	96	1.00
2	92	99	7.00
3	88	97	9.00
4	92	96	4.00
5	94	97	3.00
TOTAL	**573**	**577**	**4.00**

STEVENSON ELEMENTARY SCHOOL



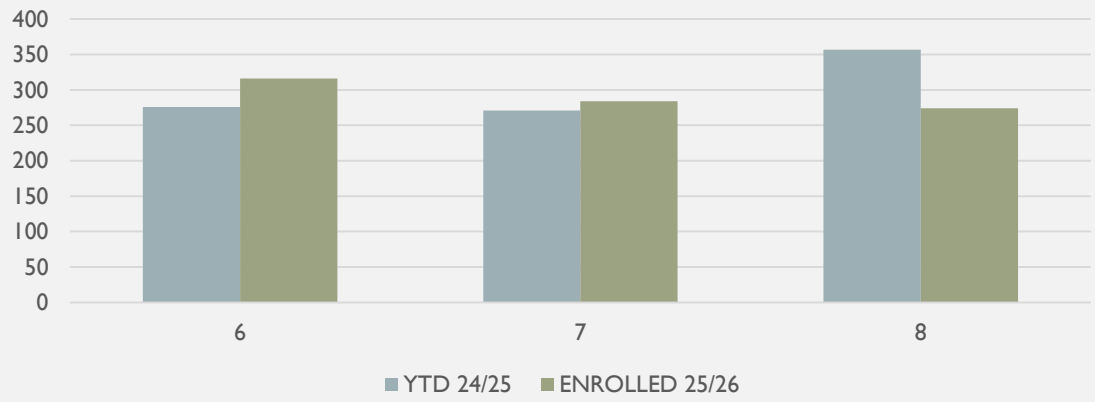
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	44	39	(5.00)
K	72	55	(17.00)
1	73	74	1.00
2	66	75	9.00
3	89	74	(15.00)
4	62	96	34.00
5	88	74	(14.00)
TOTAL	**494**	**487**	**(7.00)**

WASHINGTON ELEMENTARY SCHOOL



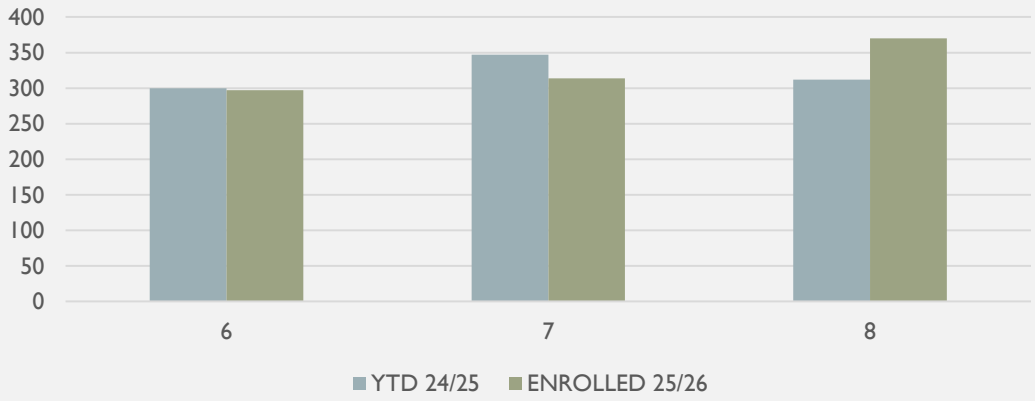
	YTD 24/25	ENROLLED 25/26	INCREASE/ DECREASE
TK	44	18	(26.00)
K	46	49	3.00
1	54	53	(1.00)
2	69	65	(4.00)
3	67	74	7.00
4	56	78	22.00
5	63	62	(1.00)
TOTAL	**399**	**399**	**0.00**

DOLORES HUERTA MIDDLE SCHOOL



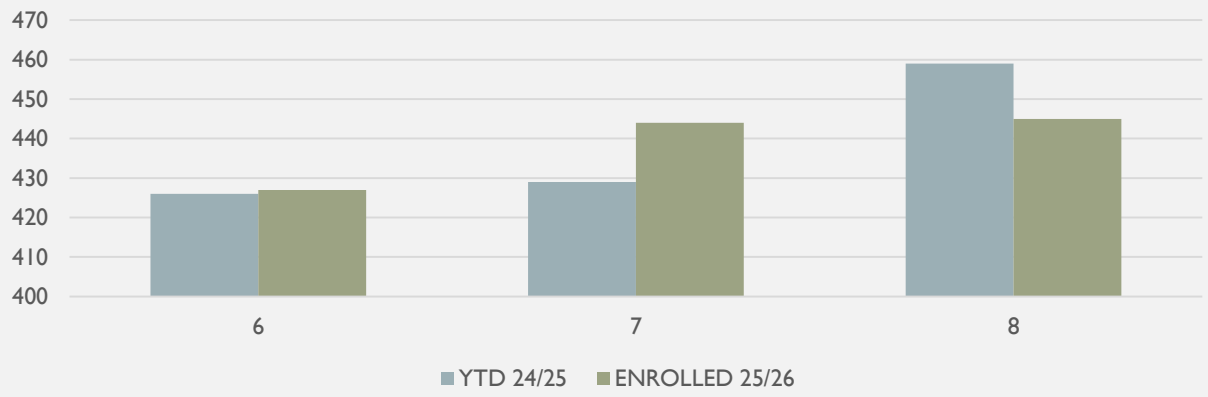
	YTD 24/25	ENROLLED 25/26	CHANGE
6	276	316	40.00
7	271	284	13.00
8	357	274	(83.00)
TOTAL	**904**	**874**	**(30.00)**

LUTHER BURBANK MIDDLE SCHOOL



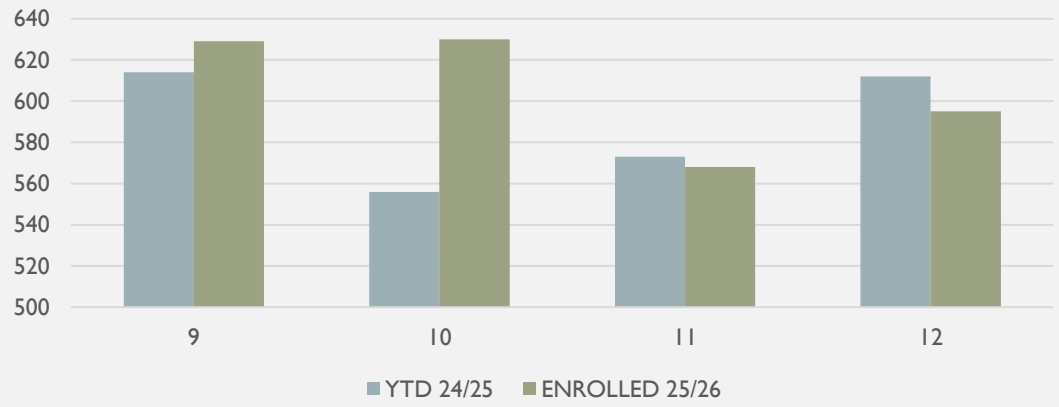
	YTD 24/25	ENROLLED 25/26	CHANGE
6	300	297	(3.00)
7	347	314	(33.00)
8	312	370	58.00
TOTAL	**959**	**981**	**22.00**

JOHN MUIR MIDDLE SCHOOL



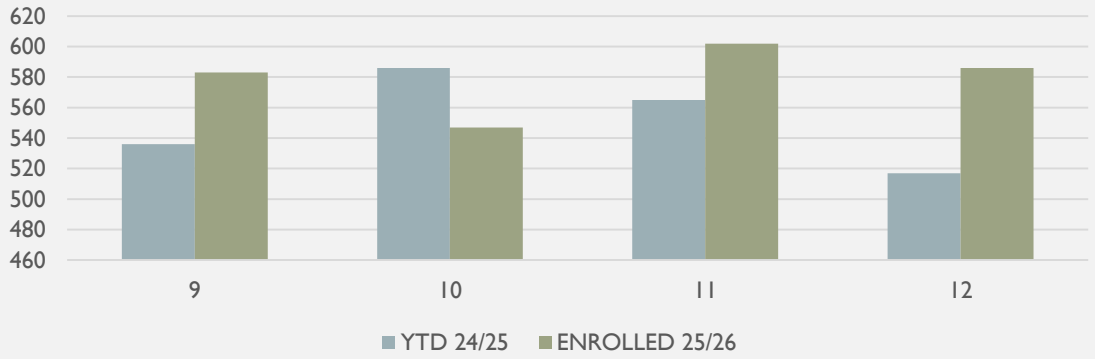
	YTD 24/25	ENROLLED 25/26	CHANGE
6	426	427	1.00
7	429	444	15.00
8	459	445	(14.00)
TOTAL	**1314**	**1316**	**2.00**

BURBANK HIGH SCHOOL



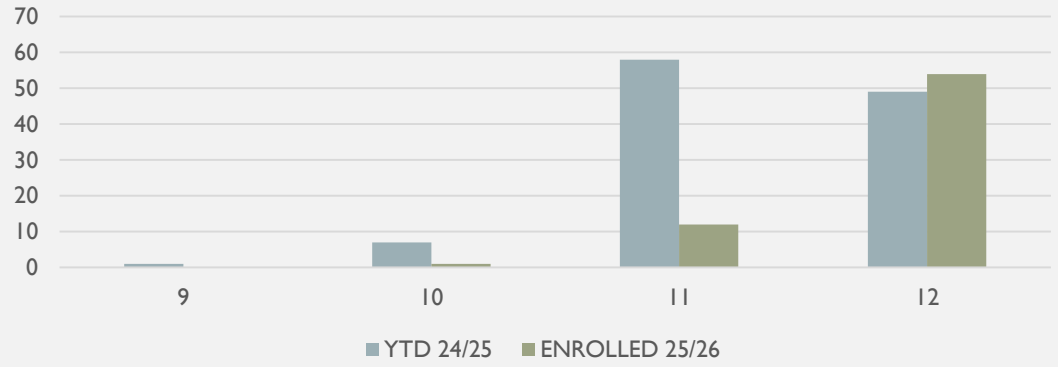
	YTD 24/25	ENROLLED 25/26	CHANGE
9	614	629	15.00
10	556	630	74.00
11	573	568	(5.00)
12	612	595	(17.00)
TOTAL	**2355**	**2422**	**67.00**

JOHN BURROUGHS HIGH SCHOOL



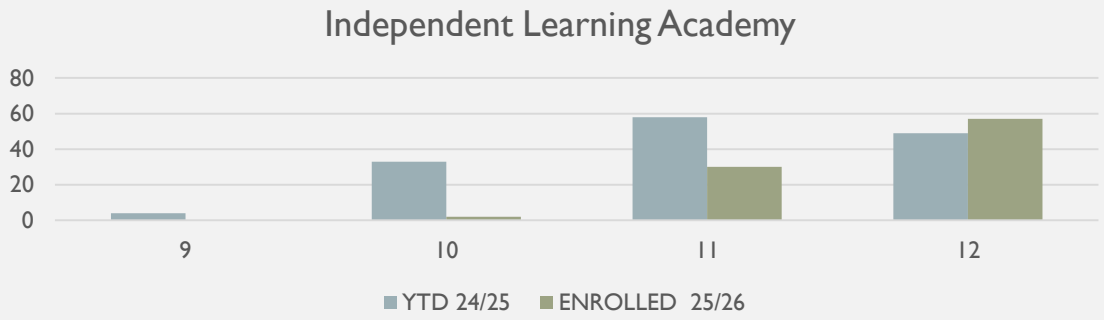
	YTD 24/25	ENROLLED 25/26	CHANGE
9	536	583	47.00
10	586	547	(39.00)
11	565	602	37.00
12	517	586	69.00
TOTAL	**2204**	**2318**	**114.00**

MONTEREY HIGH SCHOOL



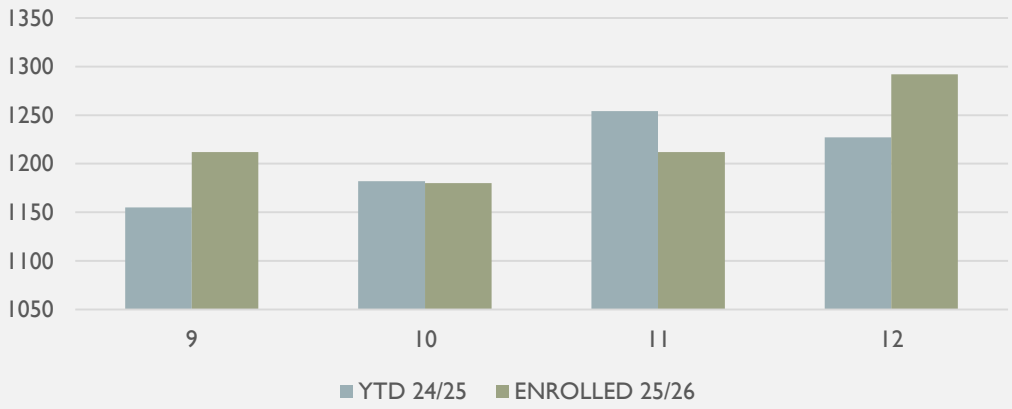
	YTD 24/25	ENROLLED 25/26	CHANGE
9	1	0	(1.00)
10	7	1	(6.00)
11	58	12	(46.00)
12	49	54	5.00
TOTAL	**115**	**67**	**(48.00)**

INDEPENDENT LEARNING ACADEMY



	YTD 24/25	ENROLLED 25/26	CHANGE
9	4		(4.00)
10	33	2	(31.00)
11	58	30	(28.00)
12	49	57	8.00
TOTAL	**144**	**89**	**(55.00)**

TOTAL HIGH SCHOOLS AND ILA



	YTD 24/25	ENROLLED 25/26	CHANGE
9	1155	1212	57.00
10	1182	1180	(2.00)
11	1254	1212	(42.00)
12	1227	1292	65.00
TOTAL	**4818**	**4896**	**78.00**

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	April 3, 2025
SUBJECT:	Public Hearing of Intent to Raise School Facilities (Developer) Fees

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Background:

The State Allocation Board sets the statewide rate for Level I Developer Fees and updates that amount every other year, publishing the new rate in January. In order to collect developer fees, school districts must conduct a study that meets all the requirements of code, make that study available for public review, hold a public hearing and then take action to adopt the fee structure justified in the study. The fees are to be used to finance the construction, reconstruction and modernization of school facilities, and to provide for interim housing.

Discussion/Issues:

Pursuant to Government Code Sections 6062(a) and 65090, the Governing Board of the Burbank Unified School District will hold a public hearing to consider a resolution to adopt the Developer Fee Justification Study.

Fiscal Impact:

Additional income to support facilities program.

Recommendation:

The Board of Education will conduct a public hearing to receive input from any interested parties on its intent to raise school facilities (developer) fees consistent with the amounts set by the State Allocation Board and the results of the developer fee study which has been made available for public review prior to the Board meeting, per the requirements of law, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

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

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

DATE: April 3, 2025

SUBJECT: Adoption of Resolution 31 Proclaiming May 6, 2025 as Day of the Teacher and May 5, 2025 through May 9, 2025 as Burbank Unified School District Teacher Appreciation Week

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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 Tuesday, May 6, 2025, and honor our teachers throughout the week from May 5, 2025 to May 9, 2025. 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:
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 31 Proclaiming May 6, 2025 as Day of the Teacher and May 5, 2025 through May 9, 2025 as Burbank Unified School District Teacher Appreciation Week, as presented.

RESOLUTION 31 PROCLAIMING MAY 6, 2025
AS DAY OF THE TEACHER AND MAY 5, 2025 THROUGH MAY 9, 2025 AS
BURBANK UNIFIED SCHOOL DISTRICT TEACHER APPRECIATION WEEK

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 6 as Day of the Teacher and May 5, 2025 through 9, 2025 as Burbank Unified School District Teacher Appreciation Week.

I HEREBY CERTIFY that Resolution 31 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 3rd day of April, 2025.

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

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

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

DATE: April 3, 2025

SUBJECT: Adoption of Resolution 32 Proclaiming May 7, 2025 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 7th . This 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:
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 32 Proclaiming May 7, 2025 as School Nurse Day, as presented.

RESOLUTION 32 PROCLAIMING MAY 7, 2025
AS SCHOOL NURSE DAY

WHEREAS, National Nurses Week is May 6 – 12 each 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 7, 2025, be recognized as "School Nurse Day" in the Burbank Unified School District.

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 3rd day of April, 2025.

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 3, 2025
SUBJECT:	Adoption of Resolution 33 Proclaiming the Week of May 5, 2025 through May 9, 2025, as Substitute Teacher Appreciation Week

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Background
The week of May 5, 2025 through May 9, 2025 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 173 Substitute Teachers that serve the District, the Board joins the nation and many school boards in adopting a resolution declaring the week of May 5-9, 2025 as "Substitute Teacher Appreciation Week." The Burbank Unified School District appreciates and honors its outstanding substitute teachers.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 33 Proclaiming the Week of May 5, 2025 through May 9, 2025, as Substitute Teacher Appreciation Week, as presented.

RESOLUTION 33 PROCLAIMING MAY 5-9, 2025 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 5-9 as Substitute Teacher Appreciation Week.

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 3rd day of April, 2025.

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 3, 2025
SUBJECT:	Adoption of Resolution 34 Proclaiming May 2, 2025, 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 that 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 73 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 2, 2025 as School Lunch Hero Day.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 34 Proclaiming May 2, 2025 as School Lunch Hero Day, as presented.

**RESOLUTION 34 PROCLAIMING MAY 2,
2025 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 2, 2025, as School Lunch Hero Day.

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 3rd day of April, 2025.

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	April 3, 2025
SUBJECT:	Adoption of Resolution 35 – Increasing Level 1 Developer Fees

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Background:

The State Allocation Board sets the statewide rate for Level I Developer Fees and updates that amount every other year, publishing the new rate in January. In order to collect developer fees, school districts must conduct a study that meets all the requirements of code, make that study available for public review, hold a public hearing and then take action to adopt the fee structure justified in the study. The fees are to be used to finance the construction, reconstruction and modernization of school facilities, and to provide for interim housing.

Discussion/Issues:

The current fees allowable have been established by the State Allocation Board in January 2024 as $5.17 per square foot for new residential development and $0.84 per square foot for new commercial/industrial development. The District currently charges $4.79 per square foot for residential property and up to $0.78 per square foot for commercial/industrial property. The District proposes to move our developer fees to the new statutory state fees allowable as listed above. In order to move to the new rate structure, the District produced the required study to justify the fees. The study was made available 10 days in advance of the public hearing, scheduled for the April 3, 2025 Board meeting. Following this public hearing, the Board may adopt the new fee structure at the end of a 60-day waiting period.

Financial Impact:

Adoption of the new fee structure increases the per square footage income for the District by $0.38 for residential and up to $0.06 for commercial/industrial structures.

Recommendations:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 35, increasing school facilities (developer) fees, per Senate Bill 50, 1998 (Education Sections 17620) and Government Code Section 65995, and that authority to sign the resolution be exercised pursuant to BUSD—AR 3314, as presented.

RESOLUTION NO. 35

RESOLUTION INCREASING LEVEL 1 DEVELOPER FEES

WHEREAS Education Code section 17620 authorizes school districts to levy a fee, charge, or dedication against any development project within its boundaries for the purpose of funding the construction or reconstruction of school facilities and to impose certain fees thereon; and

WHEREAS the Burbank Unified School District ("District") may levy developer fees authorized by Government Code Section 65995, subdivision (b)(3), for development; and

WHEREAS pursuant to the authority of Government Code section 65995, subdivision (b)(3), allowable fees authorized by Education Code section 17620 for unified school districts have presently been established by the State Allocation Board ("SAB") in the amount of $5.17 per square foot for residential development and $0.84 per square foot for commercial/industrial development and senior housing; and

WHEREAS the governing board ("Board") of the District has caused a study to be prepared by Total School Solutions entitled Developer Fee Justification Document for Residential, Commercial and Industrial Development Projects - Level 1, which identifies the purpose and use for the fee and sets forth a reasonable relationship between the fee to be imposed, the developments on which the fee is to be imposed, as well as the cost of the school facilities made necessary by virtue of the burden imposed by the developments; and

WHEREAS based upon the increased level of fees permitted by the SAB pursuant to Government Code section 65995, the District may levy the following fees established by the SAB:

1. $5.17/sf of residential development.
2. $0.84/sf of commercial or industrial development, except for rental self-storage.

WHEREAS Education Code section 17621 specifically exempts the adoption, increase, or imposition of any fee, charge, dedication, or other requirement pursuant to Education Code section 17620 from the provisions of the California Environmental Quality Act ("CEQA") (Pub. Resources Code Section 21000 et seq.); and

NOW, THEREFORE, BE IT RESOLVED, that the Board makes the following findings:

1. Prior to the adoption of this resolution ("Resolution"), the Board of the District conducted a public hearing at which oral and written presentations were made as part of the Board's regularly scheduled April 3, 2025 meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered has been published twice in accordance with Government Code sections 66017 and 66018. Additionally, at least 10 days prior to the meeting, the District made all relevant information available to the public indicating the cost, or estimated cost, of the construction or reconstruction of school facilities made necessary by the residential and/or commercial/industrial development to which the fee shall apply.
    (a) The purpose of the fees is to provide adequate school facilities for the students of the District who will be generated by residential and commercial/industrial development in the District.

(b) The fees will be used to finance the construction or reconstruction of school facilities.
(c) There is a reasonable relationship between the need for the imposition of the fee and development projects upon which the fees shall be imposed for the purpose of the construction or reconstruction of school facilities, in that residential, commercial, and industrial development will generate students who will attend District schools. The fees will be used to fund all, or a portion of, new school facilities, or to reconstruct existing school facilities.
(d) There is a reasonable relationship between the amount of the fee and the cost of the additional or reconstructed school facilities attributable to the development upon which the fee shall be imposed, in that the square footage of these developments has a direct relationship to the number of students that will be generated, and, thus, to the facilities the District must add or reconstruct in order to accommodate the additional students.
(e) The District maintains a separate capital facilities account, or fund, as required by Government Code section 66006.

AND BE IT FURTHER RESOLVED that the Board incorporates herein by reference, approves and adopts the Study entitled Developer Fee Justification Document for Residential, Commercial, and Industrial Development Projects - Level 1, dated February 2025 prepared by Total School Solutions which documents the need for the fees. Since the Study justifies fees in excess of the allowable limits, the District, in accordance with Education Code sections 17620, et seq., and Government Code sections 65995, et seq., hereby imposes fees in the following amounts:

1. $5.17/sf of residential development;
2. $0.84/sf of commercial or industrial development, except rental self-storage.

AND BE IT FURTHER RESOLVED that the increase in fees shall take effect no sooner than sixty (60) days after the date of this Resolution. The District elects to place the fees in effect on June 2, 2025.

AND BE IT FURTHER RESOLVED that the Superintendent of the District, or his or her designee, shall give notice of the Board's action herein to all cities and counties with jurisdiction over the territory of the District in accordance with the requirements of Education Code section 17620 and 17621, requesting that no building permits (or, for manufactured homes and mobile homes, certificates of occupancy) be issued on or after the date that the fees take effect, without certification from the District that the fees specified herein have been paid. Said notice shall specify that collection of the fee is not subject to the restriction set forth in Government Code section 66007, subdivision (a) but, pursuant to subdivision (b) of that statute, the fees are to be collected prior to issuance of building permits.

AND BE IT FURTHER RESOLVED that developers of commercial or industrial development be provided with the opportunity for a hearing to appeal the imposition of the fee on their developments.

AND BE IT FURTHER RESOLVED that nothing contained or expressed in this Resolution shall be construed to affect the District's authority to increase the fee, enter into agreements with developers, or otherwise adopt or impose, to the extent permitted by law, additional fees, to fully mitigate the impact of resident and/or commercial/industrial development upon the District's school facilities.

AND BE IT FURTHER RESOLVED that the District's administration is authorized to make expenditures and to incur obligations of the fees for the purposes authorized by law.

AND BE IT FURTHER RESOLVED that the Board hereby finds that the increase in fees hereunder is statutorily exempt from the requirements of CEQA pursuant to Education Code section 17621.

AND BE IT FURTHER RESOLVED that this Board hereby adopts this Resolution and directs the

Superintendent, or his or her designee, to file a certified copy of this Resolution, together with all relevant supporting documentation and a map clearly indicating the boundaries of the area subject to the fee, to each city and each county in which the District is situated, pursuant to Education Code section 17621.

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PASSED AND ADOPTED this 3rd day of April 2025, by the following vote:

BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

_____
President, Board of Education

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

By: _____
Clerk of the Board of Education

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	April 3, 2025
SUBJECT:	Approval of Administrative Regulation 6171 Title 1 Programs

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 Administrative Regulation aims to set the expectations for Title 1 program design and implementation.

The requirements of program improvement are no longer a requirement of Title 1.

State and federal program design has shifted to Targeted Support and Improvement (TSI), Additional Targeted Support and Improvement (ATSI), and Comprehensive Support and Improvement (CSI).

CSI and ATSI determinations are made on a three-year cycle, that is, once every three years, beginning with the 2023 Dashboard. The next CSI and ATSI determinations will be based on the results of the 2026 Dashboard.

TSI determinations will be made in non-CSI and non-ATSI entry years.

TSI eligibility is based on school-level student group performance. In a TSI entry year, schools that are not eligible for CSI and have one or more student group(s) that meet(s) any of the criteria used to determine CSI−Low Performing will be eligible for TSI. Two years of Dashboard results are used to make TSI determinations.

TSI is an annual determination and does not have exit criteria. As such, if a TSI-eligible school no longer meets the TSI entry criteria, the school will no longer be eligible for TSI.

ATSI eligibility is based on school-level student group performance. In an ATSI entry year, schools that are not eligible for CSI and have one or more student group(s) that meet(s) any criteria used to determine

CSI-Low Performing will be eligible for ATSI. Two years of Dashboard results are used to make ATSI determinations.

ATSI-eligible schools have the opportunity to exit annually if exit criteria are met. To exit, an ATSI-eligible school must no longer meet the ATSI entry criteria and specific improvement conditions.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Administrative Regulation 6171, as presented.

Regulation 6171: Title I Programs Status: ADOPTED

Original Adopted Date: 11/05/2009 | Last Revised Date: 10/19/2017 | Last Reviewed Date: 10/19/2017

Schoolwide Programs

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 (35 percent in Burbank USD) percent of the students in the school attendance area, or at least 40 (35 percent in Burbank USD) percent of the students enrolled in the school, are from low-income families. (20 USC 6314; 34 CFR 200.25)

A school that does not meet these criteria may operate a Title I schoolwide program if it receives a waiver from the California Department of Education. (20 USC 6314)

Any school operating a schoolwide program shall develop a comprehensive plan with the involvement of parents/guardians, other members of the community to be served, and individuals who will carry out the plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of other federal education programs), the district, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, secondary school students as applicable, and other individuals determined by the school. (20 USC 6314)

The schoolwide program plan shall be based on a comprehensive needs assessment of the entire school and shall be incorporated into a single plan for student achievement which also incorporates the plans required for other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)

The plan shall describe the strategies that the school will implement to address school needs, including a description of how such strategies will: (20 USC 6314)

1. Provide opportunities for all students, including economically disadvantaged students, ethnic subgroups, students with disabilities, and English learners, to meet state academic standards

2. Use methods and instructional strategies that strengthen the school's academic program, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education

3. Address the needs of all students in the school, but particularly the needs of those at risk of not meeting state academic standards, through activities which may include the following:

    a. Counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas

    b. Preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students access to coursework to earn postsecondary credit while still in high school

    c. Implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act

    d. Professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments and to recruit and retain effective teachers, particularly in high-need subjects

    e. Strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs

The plan shall also include a description of any applicable federal, state, and local programs that will be consolidated in the schoolwide program. (20 USC 6314; 34 CFR 200.27)

The plan and its implementation shall be regularly monitored and revised as necessary based on student needs to ensure that all students are provided opportunities to meet state academic standards. (20 USC 6314)

Targeted Assistance Programs

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to eligible students who are failing, or most at risk of failing, to meet state academic standards. Students shall be identified on the basis of multiple, educationally related, objective criteria, except that students in preschool through grade 2 shall be selected solely on the basis of criteria, including objective criteria, established by the district and supplemented by the school. (20 USC 6315)

Eligible students include those who are economically disadvantaged; students with disabilities; migrant students, including those who participated in a migrant education program pursuant to 20 USC 6391-6399 in the preceding two years; English learners; students who participated in a Head Start or state preschool program in the preceding two years; students in a local institution for neglected or delinquent children and youth or attending a community day program for such students; and homeless students. (20 USC 6315)

Any targeted assistance program shall: (20 USC 6315)

1. Use program resources to help participating students meet state academic standards, which may include programs, activities, and academic courses necessary to provide a well-rounded education

2. Use methods and instructional strategies that strengthen the academic program, through activities which may include:

    a. Expanded learning time, before- and after-school programs, and summer programs and opportunities

    b. A schoolwide tiered model to prevent and address behavior problems, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act

3. Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs

4. Provide professional development to teachers, principals, other school leaders, paraprofessionals, and, if appropriate, specialized instructional support personnel and other school personnel who work with eligible students in Title I programs or in the regular education program. The professional development shall be provided using funds from Title I and, to the extent practicable, other sources.

5. Implement strategies to increase the involvement of parents/guardians of participating students

6. If appropriate and applicable, coordinate and integrate federal, state, and local services and programs, such as programs supported by the Elementary and Secondary Education Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career technical education programs, and comprehensive or targeted support and improvement activities under 20 USC 6311

7. Provide assurances to the Superintendent or designee that the program will:

    a. Help provide an accelerated, high-quality curriculum

    b. Minimize the removal of students from the regular classroom during regular school hours for instruction supported by Title I funds

    c. On an ongoing basis, review the progress of participating students and revise the targeted assistance program, if necessary, to provide additional assistance to enable such students to meet state academic standards

Participation of Private School Students

Teachers and families of participating private school students shall have an opportunity to participate, on an equitable basis, in parent/guardian and family engagement activities and professional development pursuant to 20 USC 6318. (20 USC 6320, 7881)

Each year the Superintendent or designee shall contact officials of private schools with students who reside within district boundaries, regardless of whether the private school they attend is located within the district or whether or not those officials have previously indicated any interest in program participation, and invite them to a meeting to discuss the intent of Title I and the roles of public and private school officials.

The Superintendent or designee shall consult with appropriate private school officials, in a meaningful and timely manner, during the design and development of the district's Title I programs, with the goal of reaching agreement on how to provide equitable and effective programs for eligible private school students. Such consultation shall occur before the district makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include consultation on issues such as the following: (20 USC 6320, 7881; 34 CFR 200.56)

1. How the needs of private school students will be identified
2. What services will be offered
3. How, where, and by whom the services will be provided
4. How the services will be academically assessed and how assessment results will be used to improve those services
5. The size and scope of the equitable services to be provided to eligible private school students, the proportion of funds to be allocated for such services, and how that proportion of funds is determined
6. The method or sources of data that are used to determine the number of students from low-income families in participating school attendance areas who attend private schools
7. How and when the district will make decisions about the delivery of services to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider
8. How, if the district disagrees with the views of private school officials on the provision of services through a third-party provider, the district will provide to private school officials a written analysis of the reasons that the district has chosen not to use a contractor
9. Whether the district will provide services directly or through a separate government agency, consortium, entity, or third-party contractor
10. Whether to provide services to eligible private school students by pooling funds or on a school-by-school basis
11. When services will be provided, including the approximate time of day
12. Whether to consolidate and use funds provided under Title I with other funds available for services to private school students

If the district disagrees with the views of private school officials with respect to any of the above issues, the district shall provide the officials, in writing, the reasons that the district disagrees. (20 USC 6320)

Meetings between district and private school officials shall continue throughout implementation and assessment of services. (20 USC 6320)

The district shall maintain, and shall provide to the CDE, a written affirmation signed by officials of each participating private school that consultation has occurred. The affirmation shall provide the option for private school officials to indicate their belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to private school students. If private school officials do not provide the affirmation within a reasonable period of time, the district shall send documentation to the CDE demonstrating that the consultation has, or attempts at such consultation have, taken place. (20 USC 6320)

The Superintendent or designee shall also maintain copies of program descriptions, notices, funding allocations, and other communications and records pertaining to the provision of services to private school students.

State and federal program design has shifted to Targeted Support and Improvement (TSI), and Additional Targeted Support and Improvement (ATSI), and Comprehensive Support and Improvement (CSI).

CSI and ATSI determinations are made on a three-year cycle, that is, once every three years that began with the 2023 Dashboard. The next CSI and ATSI determinations will be made based on the results of the 2026 Dashboard.

TSI determinations will be made in non-CSI and non-ATSI entry years.

TSI eligibility is based on school-level student group performance. In a TSI entry year, schools that are not eligible for CSI and have one or more student group(s) that meet(s) any of the criteria used to determine CSI−Low Performing, will be eligible for TSI. Two years of Dashboard results are used to make TSI determinations.

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ATSI eligibility is based on school-level student group performance. In an ATSI entry year, schools that are not eligible for CSI and have one or more student group(s) that meet(s) any of the criteria used to determine CSI-Low Performing, will be eligible for ATSI. Two years of Dashboard results are used to make ATSI determinations.

ATSI-eligible schools have the opportunity to exit annually if exit criteria are met. To exit, an ATSI-eligible school must no longer meet ATSI entry criteria and meet specific improvement conditions.

~~Whenever the district is notified that it has been identified for PI under the federal Every Student Succeeds Act, the district shall complete all of the following actions:~~

1. ~~Conduct a self-assessment using materials and criteria based on current research and provided by the California Department of Education. (Education Code 52055.57)~~

2. ~~Verify the fundamental teaching and learning needs in district schools as determined by the self-assessment and identifying the specific academic problems of low-achieving students, including a determination as to why the prior Title I local educational agency (LEA) plan failed to increase student academic achievement~~

3. ~~Ensure that the district receives intensive support and expertise to implement reform initiatives in the LEA plan~~

4. ~~Within three months after the district's identification for PI, develop or revise the LEA plan in consultation with parents/guardians, school staff, and others. This plan shall reflect the findings of the self-assessment and shall: (20 USC 6316; 34 CFR 200.52; Education Code 52055.57)~~

    a. ~~Incorporate scientifically based research strategies that will strengthen the core academic program in district schools~~

    b. ~~Identify actions that have the greatest likelihood of improving student achievement in meeting the state's academic achievement standards~~

    c. ~~Address the professional development needs of the instructional staff~~

    d. ~~Include specific measurable achievement goals and targets for each of the student subgroups identified pursuant to 20 USC 6311, especially those who are not achieving~~

    e. ~~Address the fundamental teaching and learning needs in the district's schools and the specific academic problems of low-achieving students, including a determination of why the district's prior plan failed to bring about increased student academic achievement~~

    f. ~~Incorporate, as appropriate, student learning activities before school, after school, during the summer, and during any extension of the school year~~

    g. ~~Specify the responsibilities of the district and the state under the plan, including the district's fiscal~~

~~responsibilities under 20 USC 6321 and the technical assistance to be provided by the state~~

~~h. Include strategies to promote effective parent/guardian involvement in district schools~~

~~5. Implement the LEA plan expeditiously, but not later than the beginning of the next school year after the school year in which the district administered the assessments that resulted in its PI identification (20 USC 6316; 34 CFR 200.52; Education Code 52055.57)~~

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 3, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960038962 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 960038962 concerning services and/or school placement, a formal settlement agreement was offered on March 11, 2025 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 $4,750

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960038962, total not to exceed $4,750, (01.0-65000.0-50010-36000-5813-7440000), March 11, 2025 through March 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 3, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960040308 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 960040308 concerning services and/or school placement, a formal settlement agreement was offered on March 6, 2025 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 $7,000

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960040308, total not to exceed $7,000, (01.0-65000.0-50010-36000-5813-7440000), March 24, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 3, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960038413 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 960038413 concerning services and/or school placement, a formal settlement agreement was offered on March 4, 2025 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 $20,316

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960038413, total not to exceed $20,316, (01.0-65000.0-50010-36000-5813-7440000), August 17, 2023 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 3, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960029506 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 960029506 concerning services and/or school placement, a formal settlement agreement was offered on March 4, 2025 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 $169,866

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960029506, total not to exceed $169,866, (01.0-65000.0-50010-36000-5813-7440000), August 1, 2024 through June 25, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Julie Markussen, Director, Student Services

PREPARED BY: Julie Markussen, Director, Student Services

SUBMITTED BY: Lauren Dieter, Administrative Secretary

DATE: April 3, 2025

SUBJECT: Second Amendment of Agreement for Consultant Services with Amergis Healthcare Staffing DBA Amergis Educational Staffing

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Background:
The District contracts with agencies to provide other health services on an "as needed" basis when the District does not have qualified staff available for students. Student Services requests the following master blanket purchase order be approved by the Board of Education to cover the Consultant listed below.

Discussion/lssues:
The implementation of this agreement will not affect the District's internal accounting controls. Each invoice received requires the same documentation in order to issue payment to the consultant. The required documentation includes a signed Consultant Service Agreement approving the services for a student, an audited and approved Authorization for Payment form and invoice**.**

Fiscal Impact:
Not to exceed ~~$100,000~~ **$180,000** funded through Student Services special uses account string.

Recommendation:
Julie Markussen, Director, Student Services, recommends that the Board of Education approve the amended agreement for consultant services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective August 12, 2024 through June 30, 2025, not to exceed ~~$100,000~~ **$180,000** (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Docusign Envelope ID: ECFF9638-F25E-4D4C-BED8-FA08D9440177

BURBANK UNIFIED SCHOOL DISTRICT

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

2nd AMENDED - AGREEMENT FOR CONSULTANT SERVICES

Amended on April 3, 2025

This Agreement, made and entered into this ~~15th day of August, 2024~~ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Amergis Healthcare Staffing, Inc. DBA Amergis Educational Staffing, hereinafter referred to as "Consultant."

Amergis Healthcare Staffing, Inc. DBA Amergis Educational Staffing | 52-1590951 | 818-539-8359
Payee's Name (Person or Company) | Social Security or Federal I.D. # | Daytime Phone Number

Mailing Address: 500 N Central Avenue, Suite #250 Glendale CA 91203
City State Zip

Sponsoring Administrator: Julie Markussen Director Student Services
Print Name Title Signature Location

Board Approval Date: August 15, 2024 Account Code: 010-00000.0-11100-10000-5810-7452000

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

WITNESSETH:

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

1. The Consultant agrees to perform the following services for the District, at a rate of $ per rate sheet per hour ☒ / per day ☐ / per session ☐ for a total not to exceed ~~$100,000~~ **$180,000** Amended on April 3, 2025
2. The term of the Agreement shall be the period commencing on August 15, 2024 and terminating on June 30, 2025.
3. Consultant will provide the following services:

   Amergis Healthcare Staffing, Inc. DBA Amergis Educational Staffing will provide other health services on an "as needed" basis when the District does not have qualified staff available for students on 504 plans.

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

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

Signed by: Austin Koehn 10-Mar-25
EEDF1EC502774F3...

Fiscal Services Administrator Date | Consultant Date

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

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 3, 2025
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to provide a psychoeducational IEE for special education student 960040308, 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:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Gunn Psychological Services of California, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960040308, effective March 6, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 10th day of March 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Gunn Psychological Services of California hereinafter referred to as "Consultant."

Payee's Name: Gunn Psychological Services of California Daytime Phone Number: 310-503-7880

Mailing Address: PO Box 38124 Belfast, ME 04915-1223 Email Address: drgunn@gunnpsych.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 04/03/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate 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: 03/06/2025 and terminating on: 05/28/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Dr. Aileen Aratoonian with Gunn Psychological Services of California will provide an Independent Psychoeducational Evaluation for special education student 960040308.
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 Gunn Psychological Services of California 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 Gunn Psychological Services of California 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

Gunn Psychological Services of California 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 Gunn Psychological Services of California 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 Gunn Psychological Services of California, its agents, subcontractors, employees or other representatives referred to in this Agreement, Gunn Psychological Services of California 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 Gunn Psychological Services of California 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 Gunn Psychological Services of California demand.

District shall save and hold Gunn Psychological Services of California, harmless from and against and shall indemnify Gunn Psychological Services of California 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 Gunn Psychological Services of California 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, Gunn Psychological Services of California may defend the same and any expenses, including reasonable attorney's fees, which Gunn Psychological Services of California may pay or incur in defending said action and the amount of any judgment which Gunn Psychological Services of California may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District

District/Company Name

Jennifer Nicholson

Print Representative Name

Director of Special Education

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gunn Psychological Services of California

Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Jennifer Nicholson, Director of Special Education and Psychological Services

PREPARED BY: Jennifer Nicholson, Director of Special Education and Psychological Services

SUBMITTED BY: Sandra Shearer, Administrative Secretary II

DATE: April 3, 2025

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

Background:

The Board of Education is being asked to ratify the agreement for parent reimbursement to transport Special Education Student 960030413. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation from home to school.

Discussion/Issues:

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

Fiscal Impact:

Not to exceed $327.60

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify mileage reimbursement to the parents of Special Education Student 960030413 to transport student from home to school, per IEP, not to exceed $327.60, effective March 3, 2025 through March 21, 2025, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	April 3, 2025
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education Student 960034998, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $17,500.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Gwendolyn Olicker for Special Education Student 960034998, for a total not to exceed of $17,500 (01.0-65360.0-57602-11900-5850-7440000), effective March 11, 2025 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 11th day of March 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Gwendolyn Olicker hereinafter referred to as "Consultant."

Payee's Name: Gwendolyn Olicker Daytime Phone Number: 818-531-1991

Mailing Address: 4083 Camellia Avenue Studio City, CA 91604 Email Address: gwenolicker@gmail.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 04/03/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, for a total not to exceed $17,500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 03/11/2025 and terminating on: 06/30/2025.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Gwendolyn Olicker will provide up to 100 hours of Occupational Therapy for Special Education Student 960034998.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Consultant agrees to provide the following to District:
    - Proof of COVID 19 vaccination
    - Sign and return Districts COVID-19 addendum

11. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Gwendolyn Olicker 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 Gwendolyn Olicker 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

Gwendolyn Olicker 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 Gwendolyn Olicker 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 Gwendolyn Olicker, its agents, subcontractors, employees or other representatives referred to in this Agreement, Gwendolyn Olicker 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 Gwendolyn Olicker 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 Gwendolyn Olicker demand.

District shall save and hold Gwendolyn Olicker, harmless from and against and shall indemnify Gwendolyn Olicker 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 Gwendolyn Olicker 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, Gwendolyn Olicker may defend the same and any expenses, including reasonable attorney's fees, which Gwendolyn Olicker may pay or incur in defending said action and the amount of any judgment which Gwendolyn Olicker 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, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gwendolyn Olicker
Consultant/Company

Print Representative Name

Title

Signature

Date

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 03/04/2025 & 03/10/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25000026	ANIXTER INC	C/O 1: INCREASE BY $7,500.00; 2024-25 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$27,500.00
25000093	HD SUPPLY, INC fka THE HOME DEPOT PRO INSTITUTIONA	C/O 1: INCREASE BY $4,000.00; 2024-25 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$14,000.00
25000101	H & H AUTO PARTS WHOLESALE	C/O 2: INCREASE BY $5,000.00; 2024-25 BLANKET ORDER; VEHICLE REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$12,000.00
25001973	BAND SHOPPE	C/O 1: CANCEL PO; BAND EQUIPMENT; AMS FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,023.97
25002698	SCHOOL ZONE TRANSPORTATION, INC	C/O 1: REDUCE BY $80.00; STUDENT TRANSPORTATION; VMA; HART HIGH SCHOOL; ACCOUNTS RECEIVABLE	DOLORES HUERTA MIDDLE SCHOOL	010	$700.00
25002921	APPLE COMPUTER ED SALES	C/O 1: REVISE MODEL NUMBER; COMPUTER EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$212,135.70
25003236	B & H FOTO & ELECTRONICS CORP	C/O 1: REDUCE BY $1,039.43; CAMERA EQUIPMENT; K12 STRONG WORKFORCE GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$28,689.61
25003370	TWISTED PLAYS LLC.	C/O 1: INCREASE BY $75.00; CLASSROOM SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$881.24
25003377	APPLE COMPUTER ED SALES	C/O 1: REVISE MODEL NUMBER: COMPUTER EQUIPMENT; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$680.05
25003421	AMAZON CAPITAL SERVICES	C/O 1: REDUCE BY $ 12.91; CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$405.25
25003459	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; UNDERWOOD FAMILY FARMS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$2,340.00
25003460	PERMA-BOUND A DIV OF HERTZBERG-NEW METHOD	BOOKS; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$327.05
25003461	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; KNOTTS BERRY FARM; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$3,150.00
25003462	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$6,762.72
25003463	AMAZON CAPITAL SERVICES	BOOKS, CLASSROOM, AND PLAYGROUND SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$267.97
25003464	AMAZON CAPITAL SERVICES	BOOKS AND CLASSROOM SUPPLIES; TITLE III IMMIGRANT EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$306.78
25003465	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITEL III - LEP FUNDS	MC KINLEY ELEMENTARY	010	$138.61
25003466	EDMENTUM, INC.	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$7,000.00
25003467	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$247.58
25003468	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$101.47
25003469	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$266.43

BOARD DETAIL REPORT

Printed between 03/04/2025 & 03/10/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25003470	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$120.62
25003471	WORTHINGTON DIRECT HOLDINGS, LLC	OFFICE FURNITURE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,690.10
25003472	BOOTCHK, ERICA	CONSULTANT AGREEMENT; ART INSTRUCTION; AMS FUNDS; BOARD APPROVED 2/20/25	MONTEREY HIGH SCHOOL	010	$9,000.00
25003473	KNOOP, JULIE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$16.92
25003474	WHITE, THERESA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$250.51
25003475	DIAMOND, ERIN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$250.00
25003476	US BANK NATIONAL ASSOCIATION	INSTRUCTIONAL MATERIALS	JOHN BURROUGHS HIGH SCHOOL	010	$244.69
25003477	GUTIERREZ, MEAGAN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$250.00
25003478	GERONIMO, EDGARDO	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$83.43
25003479	MICHELS, JOHN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$250.00
25003480	TIPTON, WAYNE	REIMBURSEMENT TO TECHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$115.88
25003481	WILLIAMS, TERESA	REIMBURSEMENT TO BEHAVIORAL INTERVENTIONIST FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$246.01
25003482	GRAY, MARTHA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$123.22
25003483	LINCOLN, KRISTINA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$250.10
25003484	CHAVEZ, EDITH	REIMBURSEMENT TO TEACHER RISK INTERVENTIONIST FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$248.80
25003485	HERNANDEZ, DOROTHY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$249.73
25003486	CADE, EMILY	REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$494.86
25003487	BAUMGARTEN, MEGAN	REIMBURSEMENT TO OCCUPATIONAL THERAPIST FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$245.77
25003488	MACNEILL, MICHELLE	REIMBURSEMENT TO TECHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$250.91
25003489	CAUBLE, MAYA	REIMBURSEMENT TO FUNDRAISING COMMITTE PRESIDENT FOR PHOTO BOOTH RENTAL; GIFT FUNDS	EMERSON ELEMENTARY	010	$575.00
25003490	WILDLIFE LEARNING CENTER	FIELD TRIP ADMISSION; WILDLIFE LEARNING CENTER; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$360.00
25003491	SEWER LINE SERVICES, INC.	FURNISH AND INSTALL NEW FLOOR DRAIN AT JOHN BURROUGHS HIGH SCHOOL	FACILITIES SERVICES	140	$6,300.00
25003492	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; WILDLIFE LEARNING CENTER; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$700.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 03/04/2025 & 03/10/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25003493	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL SUPPLIES	BRET HARTE ELEMENTARY	010	$237.32
25003494	ACE LS PARTY RENTS	GRADUATION RENTALS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,675.00
25003495	WILDLIFE LEARNING CENTER	FIELD TRIP ADMISSION; WILDLIFE LEARNING CENTER; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$650.00
25003496	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; TITLE III IMMIGRANT EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$421.75
25003497	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	MUIR MIDDLE SCHOOL	010	$399.93
25003498	AMAZON CAPITAL SERVICES	CLASSROOM AND TECHNOLOGY SUPPLIES; GENERAL AND TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$105.80
25003499	AMAZON CAPITAL SERVICES	BOOKS AND CLASSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$484.88
25003500	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	$679.05
25003501	AMAZON CAPITAL SERVICES	FURNITURE	WAREHOUSE	010	$121.25
25003502	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$3,782.70
25003503	GARLAND/DBS INC	ROOFING MATERIALS; BOND FUND; BOARD APPROVED 3/6/25	FACILITIES SERVICES	210	$890,371.93
25003504	GARLAND/DBS INC	ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/6/2025	FACILITIES SERVICES	210	$2,204,805.96
25003505	4A CRANE SERVICE CO.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$500.00
25003506	GARLAND/DBS INC	ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/6/2025	FACILITIES SERVICES	210	$374,992.55
25003507	GARLAND/DBS INC	ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/6/2025	FACILITIES SERVICES	210	$97,091.23
25003508	GARLAND/DBS INC	ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/6/2025	FACILITIES SERVICES	210	$2,203,782.88
25003509	ALLEN BOLT INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$23.15
25003510	GARLAND/DBS INC	ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/6/2025	FACILITIES SERVICES	210	$1,019,685.20
25003511	ROCKLER WOODWORKING AND HARDWARE	CNC ROUTER; K12 STRONG WORKFORCE GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$4,326.20
25003512	US BANK NATIONAL ASSOCIATION	FIELD TRIP ADMISSION; RONALD REAGAN LIBRARY; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$1,345.35
25003513	BARBARA MICHELE STEINBERG	CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$132.26
25003514	FLINN SCIENTIFIC INC	CLASSROOM EQUIPMENT AND MATERIALS; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$5,030.41
25003515	THE SIGN STUDIO	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	VARIOUS SITES	010	$1,240.31
25003516	TRANS GAS PROPANE	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$52.04

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 03/04/2025 & 03/10/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25003517	Focus Camera LLC	CLASSROOM SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$639.45
25003518	SKILLSUSA CALIFORNIA	LEADERSHIP CONFERENCE; CTE UNRESTRICTED FUNDS	BURBANK HIGH SCHOOL	010	$50.00
25003519	SCHOLASTIC INC.	BOOKS; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$280.89
25003520	KAPLAN SCHOOL SUPPLY CORP	CLASSROOM SUPPLIES; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$70.07
25003521	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; LEONIS ADOBE MUSEUM; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$1,400.00
25003522	US BANK NATIONAL ASSOCIATION	FOOD FOR EVENT	BURBANK HIGH SCHOOL	010	$134.20
25003523	GERONIMO, EDGARDO	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$25.99
25003524	UNDERWOOD FAMILY FARMS	FIELD TRIP ADMISSION; UNDERWOOD FAMILY FARMS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$2,000.00
25003525	SMITH, SUSAN	REIMBURSEMENT TO TACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$249.89
25003526	VON HALLE, TONY	REIMBURSEMENT TO PARENT FOR EVENT ATTIRE RENTAL FEE; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$208.00
25003527	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; VETERANS MEMORIAL PARK; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$1,400.00
25003528	INSTITUTE FOR MULTI SENSORY EDUCATION	CLASSROOM SUPPLIES; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$41.03
25003529	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; UNDERWOOD FAMILY FARMS; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$1,480.00
25003530	TYPING.COM LLC	SOFTWARE LICENSE; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$679.50
25003531	US BANK NATIONAL ASSOCIATION	FOOD FOR EVENT	BURBANK HIGH SCHOOL	010	$253.53
25003532	SCHOOL SPECIALTY, INC	CLASSROOM SUPPLIES; LOTTERY FUNDS; BOARD APPROVED 6/15/23	PROVIDENCIA ELEMENTARY	010	$361.29
25003533	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$48.00
25003534	ULINE - Attn: ACCOUNTS RECEIVABLES	FOOD SERVICES EQUIPMENT; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$1,416.51
25003535	BARZEGAR, NARINEH	REIMBURSEMENT TO PRINCIPAL FOR FOOD FOR EVENT	BURBANK HIGH SCHOOL	010	$38.08
25003536	BARNHART, JULIE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$409.93
25003537	ACCU-CUT, LLC	CLASROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$385.88
25003538	COACH AMERICA	STUDENT TRANSPORTATION; IMA	BURBANK HIGH SCHOOL	010	$3,170.00
25003539	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	BRET HARTE ELEMENTARY	010	$151.23
25003540	US BANK NATIONAL ASSOCIATION	COMPUTER EQUIPMENT; LEARNING RECOVERY EMERGENCY BLOCK GRANT	TECHNOLOGY SERVICES	010	$479.06
25003541	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT AND SPECIAL EDUCATION FUNDS	JEFFERSON ELEMENTARY	010	$883.15

BOARD DETAIL REPORT

Printed between 03/04/2025 & 03/10/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25003542	AMAZON CAPITAL SERVICES	FURNITURE AND CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$186.30
25003543	AMAZON CAPITAL SERVICES	FURNITURE	BRET HARTE ELEMENTARY	010	$220.49
25003544	AMAZON CAPITAL SERVICES	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$822.69
25003545	AMAZON CAPITAL SERVICES	BOOKS	INSTRUCTIONAL SERVICES	010	$290.40
25003546	AMAZON CAPITAL SERVICES	2024-25 BLANKET ORDER; FOOD SERVICES SUPPLIES AND MATERIALS; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$2,000.00
25003547	TAYLOR, EDWIN	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR EVENT SUPPLIES	BURBANK HIGH SCHOOL	010	$74.36
25003548	SOUTHERN CALIFORNIA NEWS GROUP	NEWSPAPER ADVERTISEMENT	Student Services	010	$640.00
25003549	MB DANCE INC	CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 12/19/24	MILLER ELEMENTARY	010	$14,025.00
25003550	ANDERSON, LAURA	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT	BURBANK HIGH SCHOOL	010	$58.40
25003551	PHAN, JOHN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$474.13
25003552	HAMDEN, RUSH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$856.74
25003553	GARLAND/DBS INC	ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/6/2025	FACILITIES SERVICES	210	$1,939,181.61
25003554	CHEMSEARCH FE	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$577.54
25003555	GARLAND/DBS INC	ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/6/2025	WAREHOUSE	210	$1,040,802.42
25003556	4A CRANE SERVICE CO.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	EMERSON ELEMENTARY	010	$700.00
25003557	GARLAND/DBS INC	ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/6/2025	WAREHOUSE	210	$673,106.41
25003558	ULINE - Attn: ACCOUNTS RECEIVABLES	WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FISCAL SERVICES	010	$959.90
25003559	TRANE U.S. INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	DISNEY ELEMENTARY	010	$720.55
25003560	TAYLOR, EDWIN	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT	BURBANK HIGH SCHOOL	010	$232.56
25003561	FARBER, MICHAEL	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT	BURBANK HIGH SCHOOL	010	$67.53
25003562	WIEWEL, WENDY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$218.87
25003563	BLOCK, OLIVIA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$249.54
25003564	WELLS, SARA	REIMBURSEMENT TO SLPA FOR CLASSROOOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$250.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 03/04/2025 & 03/10/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25003565	POZOS, ADRIANA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$251.04
25003566	COLLINS, CHANDRA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$144.31
25003567	PASHEN, CHELSEA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$251.18
25003568	ELLINGSWORTH, BRANDY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$249.61
25003569	MCCUTCHEON, ROSIE	REIMBURSEMENT TO PARENT FOR STUDENTS NOT ATTENDING EVENT; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$820.00
25003570	PACINO, LORI	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD AND STUDENT REWARD GIFT CARDS FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$279.98
25003571	DIDONATO, CASEY	REIMBURSEMENT TO CAMPUS SUPERVISOR FOR EVENT SUPPLIES	MUIR MIDDLE SCHOOL	010	$165.34
25003572	US BANK NATIONAL ASSOCIATION	CUSTODIAL SUPPLIES	BURBANK ADULT SCHOOL	110	$429.77
25003573	NICK RAIL MUSIC INC	MUSICAL INSTRUMENT; AMS AND GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$4,016.46
25003574	BEST CONTRACTING SERVICES, INC.	2425-022-01: SUMMER 2025 ROOFING AT BURBANK HIGH SCHOOL; BOND FUNDS; BOARD APPROVED 3/6/25	BURBANK HIGH SCHOOL	210	$3,173,805.00
25003575	BAND SHOPPE	UNPAID TAX DUE ON INVOICE	JOHN BURROUGHS HIGH SCHOOL	010	$47.51
25003576	SWEETWATER SOUND INC	MUSIC MATERIALS; AMS FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$49.60

PO Count: **128** **Total:** **$14,027,659.05**

Printed between 03/04/2025 & 03/10/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	109	$171,814.18
110	Adult Education Fund	6	$228,503.17
130	Cafeteria Fund	2	$3,416.51
140	Deferred Maintenance Fund	1	$6,300.00
210	Building Fund	10	$13,617,625.19
		Total:	**$14,027,659.05**

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Assistant Superintendent, Instructional Services
PREPARED BY:	Oscar Macias, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	April 3, 2025
SUBJECT:	Approval of Instructional Consultant Services

Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

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

Fiscal Impact:
See Attached

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: April 3, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Emerson Elementary	Elaine Hammel	Improv/acting workshops for 3rd and 4th grade	5/7/25 – 5/21/25	$600	01.0-90201.0-17005-10000-5810-2038700
Miller Elementary	Box Cars and One-Eyed Jacks, Inc	Family Math Night Workshop	4/15/25	$2040	01.0-30100.0-00000-24950-5810-2109000 01.0-30100.0-11100-10000-5810-2109000
Miller Elementary	High Touch High Tech	Hands-on science instruction to students in grades TK – 5th	4/4/25 – 4/25/25	$7900	01.0-90201.0-11100-10000-5810-2108700
Miller Elementary	Immortal Lion Dance	Perform a Chinese lion Dance with a musical ensemble	4/4/25	$650	01.0-42030.0-47600-24950-5810-2109000
Miller Elementary	Luis Tentindo	During Multicultural Family Night, provide drums and percussion instruments and facilitate a rhythm/drum circle with students and families.	4/4/25	$600	01.0-42030.0-47600-24950-5810-2109000
Miller Elementary	Richa Jauhari	Bollywood dance demo at Multicultural Family Night	4/4/25	$400	01.0-42030.0-47600-24950-5810-2109000
Miller Elementary	Virginia Carmelo	Aztec dance performance at Multicultural Family Night	4/4/25	$575	01.0-42030.0-47600-24950-5810-2109000
Roosevelt Elementary	MyFace	Two 45-minute virtual assemblies about facial differences and kindness.	4/25/25	$500	01.0-90201.0-11100-10000-5810-2148200
Stevenson Elementary	Amazing Kid Company	5th grade field day activities	5/20/25	$1950	01.0-90201.0-11100-10000-5810-2158000

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 14th of March, 20 25 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Elaine Hammel hereinafter referred to as "Consultant."

Payee's Name Elaine Hammel Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jennifer Almer

Board Approval Date April 3, 2025

Account String 010-90201-0-~~17011~~ 17005-10000-5810-203-8700-0000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 50.00 per hour■/ per day ☐/ per session☐ for a total not to exceed $ 600.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 5/7/25 and terminating on 5/21/25 .
3. Payment Terms: ONE TIME PAYMENT ON 5/21/25
4. Consultant will provide the following services:

   IMPROV/ACTING WORKSHOPS FOR 3RD AND 4TH GRADE
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

_____ _____ Elaine Hammel 3/13/25

BUSD Authorized Signature/Title Date Consultant Elaine Hammel Date

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



Elaine Hammel is a graduate of Butler University in Indianapolis, IN. It was at Butler where she learned and developed her love for improvisation. She has performed at The Second City and iO in Chicago and Los Angeles, and has traveled the country performing at various improv festivals with additional groups. It was at Second City Chicago where Elaine met her husband Simon when he offered to give her a ride to the train station in downtown at 10pm. Ladies, don't ever get in a car with a stranger. However, it was because of this irresponsible decision that she met and married Simon. And after moving across the country, they collaborated in their best project yet, their son, Owen. Elaine has been with *The Really Awesome Improv Show* since its 1yr birthday and still loves taking the stage each and every time with this wonderful company. Here's to always being able to play and have fun in whatever form your stage takes! Instagram @elainehammel

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 10th of March, 20 25 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Box Cars And One-Eyed Jacks Inc hereinafter referred to as "Consultant."

Payee's Name Box Cars And One-Eyed Jacks Inc - Jane Felling Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, April 3, 2025

Account String 010-30100.0-00000-24950-5810-2109000 (Title I Parent Ed) & 010-30100.0-11100-10000-5810-2109000 (Title I for PD)

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 2,040 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 15, 2026 and terminating on April 15, 2025.
3. Payment Terms: Due after the completion of the Family Math Night and Professional Development
4. Consultant will provide the following services:
   - Family Math Night workshop for parents and students to promote math literacy through games, strategies, and manipulatives.
   - Professional development to increase the development of Math strategies for teachers to support student learning in TK - Grade 5.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title _____ Date _____

Consultant J Felling per Box Cars Box Cars And One-Eyed Jacks Inc Date Mar 12/

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

Revised 06/19

Box Cars & One-Eyed Jacks

Here at Box Cars and One-Eyed Jacks, our team of consultants is led by fearless leaders, Jane and John Felling. Jane started the business in 1988, and over the years has grown the business from a purely Alberta based demographic to a multinational business with contracts and speaking engagements with schools throughout North America. Box Cars has a team of consultants who help with workshops, coaching, and family events!

Biography on Jane Felling:

Jane is a founder and co-owner of Box Cars And One-Eyed Jacks. She has co-authored all 14 books in the Box Cars & One-Eyed Jacks teacher resource series as well as having co-authored both of the Domino Games teacher resource series.

Jane began her teaching career in 1983 as an elementary classroom teacher in an urban setting where she became well known for providing an inclusive model for special education students who were also assigned to her class. Later, she moved to a rural setting. She co-founded Box Cars And One-Eyed Jacks in the early 1990s. Since then, she has presented at National, State, and Provincial Conventions, District Professional Development Days, teacher workshops, parent workshops and has provided model lessons in schools throughout North America and Australia.

The workshops Jane presents are well received by teachers, students, and parents alike for the engaging, informative, fun and hands-on experience. In her workshops, teachers learn a variety of games and activities that are closely tied to state and national curriculum standards and integrate easily with the learning resources teachers are already using. Teachers come away with knowledge and skills that enable them to easily implement a games teaching strategy. Their students benefit by engaging in interesting, challenging, easily differentiated, brain friendly activities which help them improve their academic achievement. In addition to learning new games and activities, teachers also learn "tips" on classroom management and organization that increase student on-task time, decrease student disruptions, and reduce teachers' preparation time.

Jane is passionate about making a difference in the education of all students. She believes students learn best when they are engaged and challenged. Her Master's thesis dove deeply into the topic of Games as a Teaching Strategy. Recent findings in Brain Learning Research support what she has known for many years.

Jane is co-author of the award winning Box Cars and One-Eyed Jacks series and has been a leader in the area of games as a teaching strategy for over 25 years. She has been a featured speaker at the National ASCD and NCTM conferences as well as the ASCD Summer Conference on Teacher Excellence, hundreds of provincial and state conferences, and has worked with thousands of teachers and students during her consulting career. Her research for her Master's was in the area of game instruction theory and she has taught K-8 and special education as part of her contracts. She has helped implement several school-wide adoptions of the Box Cars resources and is passionate about helping teachers with brain compatible instructional strategies. Jane is known for her high energy presentation style and her engaging, informative, practical workshops.

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 4th of March, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and High Touch High Tech hereinafter referred to as "Consultant."

Payee's Name: High Touch High Tech West LA Daytime Phone Number: [redacted]

Email Address: [redacted]

Mailing Address: [redacted]

Sponsoring Administrator: Judy Hession, Principal at Miller Elementary School

Board Approval Date: Thursday, April 3, 2025

Account String: 010-90201.0-11100-10000-5810-2108700 (Team Jaguar Fundraising Committee)

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 7,900_____**Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on Friday, April 4, 2025 and terminating on Friday, April 25, 2025
3. Payment Terms: At the completion of the science classes
4. Consultant will provide the following services:
   High Touch High Tech will provide hands on science instruction to about 765 students in Grades TK-5 at Miller. These classes will reinforce the Science grade level standards taught to students by the classroom teachers.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnity and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

		Patrick J. Sc	3/9/2025
BUSD Authorized Signature/Title	Date	Consultant	Date

Instructions: Consultant is to sign and return one copy to the originating department/site. After approval has been obtained, and After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

hightouch hightech
Science Made Fun!™
High Touch High Tech West LA
Regional Programming Office
6849 Vanscoy Ave
North Hollywood, CA 91605

"Students were completely engaged and participated actively in the program."

Carla Rivero Scott, SDC/SLD
Cohasset Elementary
Van Nuys, CA

"Really great! The children enjoyed it and learned a lot. It's great to have age appropriate science programs available."

Carolyn Miller, Kindergarten teacher,
First Lutheran School
Glendale, CA

"Terrific presentation. As I have a class consisting of grades 1-5 it is difficult to keep everyone engaged at all times but you did it. All my children loved the experiments!"

Ms. Snow Grade 1-5
Gault St. Elementary
Van Nuys, CA

"Fantastic! The lesson was not just educational, it was a lot of fun. My students want to do this every week now. Great Program!"

Leakana Ly, 5th Grade Lead Teacher
Gault St. Elementary
Van Nuys, CA

ELEMENTARY
PROGRAM GUIDE

hightouch hightech
Science Made Fun!

hightouch hightech
Science Made Fun!

ATTENTION

Program Booked for September and August receive the discount of $8.00 per child

Please be prepared to provide the following information when making your reservation:

- Number of classes
- Number of children per class
- Program name
- Preferred date(s)
- Preferred time for each 75-minute class

For more information please visit us at www.ScienceMadeFunWLA.net or contact us directly at:

ph: 818.481.4911

email: info@ScienceMadeFunWLA.net

In-School Science Worshops

High Touch High Tech brings fun kids science experiments right to your classroom. We deliver in-school "field trips" that transform your classroom into a Living Laboratoryl Elementary students in grades K-5 can become a real scientist and learn by doing totally fun and totally hands-on science experiments.

Our programs and science activities align with curriculum for elementary education and offer elementary science in a totally hands-on and participatory manner while building science vocabulary and confidence for standardizing testing. Students learn best when they are involved in first-hand exploration and investigation. Our hands-on science experiments allow students to make direct observation and to manipulate materials and equipment that are safe and relevant to their lives. High Touch High Tech programs provide students with the opportunity to interact with their peers, becoming science buddies, share ideas and contribute to inquiry based discussions that support the way in which students naturally learn.

High Touch High Tech scientists are highly trained, enthusiastic educators that create an environment of respect and integrity while encouraging students to reach their potential.

All equipment and material are provided in the 75 minute supply intensive, educational experience. The Fee is $8.50 per student* and students receive educational handouts and/or take home science experiments. We come to you which means you don't need to hassle with paying for a bus or dealing with crowds of students form other schools. Program fees are usually paid by Parents or the PTA/PTO though programs may also be paid for with grant dollars. Many programs can be adapted upon request to meet the needs of the other grade levels. Call us for more details.

High Touch High Tech is licensed vendor with LAUSD, #1000002756

*student minimum and travel charge apply. Visit website for details.

HIGHTOUCH HIGHTECH WEST LA • 6849 VANSCOY AVE • NORTH HOLLYWOOD CA 91605 • 818.481.4911 • WWW.ScienceMadeFunWLA.net

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Hands-on Science That Comes To You!

Grade Levels K - 2

Let's Make Sense ©

Discover our 5 senses one sense at a time. Learn how our pupils work, depth perception an peripheral vision. Map our tongue and become taste detectives. Use sense of touch in our mystery Feely Bags, have a smelling bee, listen to a fork sing.

Animal Games ©

Learn how animals meet their needs. Discover adaptation and how it helps animals survive in their habitat. Explore camouflage, and analyze real animal body parts and coverings. Learn about animal shelters and make a birds nest to keep.

Chemfun ©

Find out how much fun chemistry can be. Learn how to safely identify chemicals, separate colors right before your eyes with chromatography and use a chemical reaction to turn liquids into solids. Become a biochemist and discover the chemical reactions in our bodies as you make gummy candy.

Nutty Nutrients ©

Get the essentials and become a food archaeologist as we climb the great food pyramid, classify different foods by starches, fruits, veggies and proteins. Have fun as we test for starches, use vitamins as natural preservatives, make vegetables cry and test for fat.

Get Buggy ©

Become an Entomologist and get up close and personal with the bug world. Learn the difference between arachnids and insects as you examine real living specimens of each. Learn how insects communicate and see the world the way insects do. Spin a web and make an insect you can eat.

Smarty Plants ©

"Trans-plant" yourself into a wonderful world of Botany. Learn how plants absorb nutrients from the soil. Discover the life cycle of plants as you dissect seeds, extract chlorophyll from leaves and grow your own "Hair-cup."

Minor Matters ©

Have a "gas" finding out why "Matter" really matters. Explore the three different types of matter as you use a solid to turn a liquid into a gas. Learn how heat energy changes matter and take home your own "Matter Ball."

Weather or Not ©

Students become meteorologists and learn all about the different types of weather. Explore the suns role in weather by creating rising air masses and touching clouds. Use common tools to measure the weather, touch lighting and make your very own wind-sock.

Tis The Season ©

Discover the reason behind the seasons. Students learn about the relationship between earth's tilt, the sun and all four seasons. Experiment with evaporation and learn how different seasons create different shadows. Capture a shadow on paper that never disappears.

Sea Ya Later©

Discover the roll of producers and consumers in nature as we examine all the players in the Food Web on land and our seas. We'll also learn about different habitats and how animals and plants have adaptations to help them survive. Touch a real stingray and make an ocean habitat to keep.

Fossil Fun©

Become a paleontologist as you learn how fossils form. Examine and classify real fossils and go on your own site excavation for real fossils you get to keep. Prepare to get down and dirty as we examine different soils and learn the gritty facts about dirt.

Finally Fun Machines©

Finally, a hands-on and FUN program on machines. Explore force and motion as we measure distance and speed using cars and the "gravi-ramps." Learn about the six simple machine using the "Facilitator," our cool multi-purpose compound machine.

Sounds Like Fun©

Discover what sounds actually are. Make a sound wave you can see and control. Learn about how we are able to hear and the main parts of our inner ear as we build our very own ear drum. Test your hearing as you try to identify different sounds made by objects you can't see.

Dig It©

Become a geologist for a day! Learn about the layers of the earth and the formations of igneous, metamorphic and sedimentary rock. Then, go back in time to the age of the prospectors and go on your own gold dig. Learn how to classify all the gemstones you find, and them take them home.

Cycle babble©

Explore animal and plant life cycles. Learn about the various parts and functions of plants and grow a plant in a greenhouse you make. Experiment with the life cycles of various animals like frogs and insects with our 'life cycle challenge' and explore complete and incomplete metamorphosis.



Science Made Fun!



Grade Levels 3 - 5

Energize Me©

What does a banana, battery, light bulb, extension cord, solar cell, fan and match all have in common? Find out as you explore Newton's Law on Conservation of Energy. Explore potential & kinetic energy while making your own "energy-spools."

Cosmic Capers©

Travel through space as we explore our solar system and all the objects that orbit around our sun. Make a glow-in-th-dark contellation, analyze the phases of the moon and have fun creating your own asteroid to keep.

Matter Matters©

Students explore mass, volume and density as they experiment with all three states of matter. Learn how thermal energy transforms matter from one state to another. Uncover the difference between physical and chemical changes and make a bouncy polymer to keep.

Power of Light©

Uncover the mysteries behind light. Discover what ROY G BIV is and its place in the electromagnetic spectrum. Explore the amazing properties of light as you refract light with your own water magnifier. Find out what materials light can and can't go through and become a UV light detective in the process.

Survive and Thrive©

Explore the world of physical and behavioral adaptations. Experience first hand the protection blubber, feathers, fur and a hard shell can provide. Test your skills in our bird beak survival challenge. Learn survival techniques from plants like the Saguaro cactus as you make a desert habitat.

Edison's Workshop©

An electrifying program! Learn what electricity actually is and the difference between static and current electricity. Along the way, build a series and parallel circuit, experiment with conductors and insulators, and take home a Static Electricity Flyer.

Mineral Madness©

Students become geologists and examine and classify minerals like Feldspar, Mica, Gypsum and more according to their luster, hardness, cleavage, streak and transparency. Explore the formation of igneous rock. Make Sedimentary rock you can eat!

The Chain Gang©

Join the chain gang, the food chain that is. Explore the five laws of nature that apply to the world's ecosystems and examine the relationship between producers, consumers and decomposers in a food web. Have fun as we learn about predator/prey relationships and dissect real owl pellets.

Magnet Makers©

All about magnets and magnetism. learn how magnets work, the benefits of a planetary magnetic filed and how to make a magnet using an electric current. Experience "Lenz's Law", build a compass and an electro-magnet and experiment with different types of magnets, both natural and man made.

Earthscapades©

The earth's surface is constantly being reshaped by slow and rapid natural processes like weathering and erosion. Experiment with water and chemical erosion, level a wooden structure with an epic earthquake, erupt a volcano and make cave formations. Make your own "magma" to keep.

Meteorology Madness©

Become a meteorologist as you explore weather systems, the atmosphere and air pressure with our micro-scale vacuums. Learn about and work with tools weather scientist use to measure and predict the weather. Make and take your own anemometer!

It's Element-ary©

Get ready to set the table, the Periodic table that is! Explore the particulars of atoms, elements and chemical compounds. Learn how to write chemical formulas, experiment with chemical indicators to determine ph levels and make your own silly puddy.

The Body Shop©

Have fun as we get physical with the systems of the body. Learn about the digestive, respiratory, circulatory and excretory systems as you examine a human torso (not a real human torso). Experiment with cellular respiration and make a lung you keep. Put on gloves to analyze real hearts, livers etc.

Wonder Water Workshop©

Students explore the water cycle and see evaporation and condensation happen right before their eyes. They'll examine the roll of water on land and our oceans and explore water conservation. They'll learn about various water resources as they build their own aquafiers to keep.

What's The Matter©

Dealing with matter has never been more fun. Learn the similarities and differences between solids, liquids and gases as you mix them to create various chemical reactions. Separate a mixture using a solution, explore sublimation and chemically clean copper oxide.



"I hear and I forget, I see and I remember, I do and I understand"

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BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 5 of March, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Immortals Lion Dance, hereinafter referred to as "Consultant." Immortal Lion Dance

Payee's Name Vincent Chan Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Judy Heaven, Principal

Board Approval Date April 3, 2025

Account String 010-42030.0-47600-24950-5810-2109000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 650 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 650.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 4, 2025 and terminating on April 4, 2025.
3. Payment Terms: To be paid after the event
4. Consultant will provide the following services:

   Lion dance performance at Hutton Multicultural Family Night on March 20
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title	Date	Vincent Chan Consultant	03/06/2025 Date

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

Revised 06/19

Immortal Lion Dance

The Immortals are a renowned lion dance team based in the city of LA.

In the early 1960s, Jeff Chan informally established the "Chinese Lion Dancers of Los Angeles." Jeff took in a group of kids from the L.A. Chinatown neighborhood to train them in martial arts and lion dancing. He was the first person to start his own group not tied to a family association or Gung Fu school. To this day, several of the original members still perform with their grown children.

The brightly colored costumes of the playful lions and ferocious dragons, the sounds of drums, gongs, cymbals, and the smell of incense and firecrackers delight the senses as these skilled Gung Fu fighters display their physical strength and expertise in weaponry.

In 1978, the group adopted the name "Immortals" based on the Chinese folklore of the 'Eight Immortals'. Our group colors are Red and Black, symbolizing General Kwan Yu from the Three Kingdoms Period. General Kwan represents courage, bravery, uprightness, and loyalty. He is regarded as a peerless hero and an exceptional fighter. He is also the patron saint of Chinese martial arts.

Immortals Lion Dance Style

Our lion dance style is originally based on the Choy Lai Fut system. Through the years, we have incorporated our own style and integrated today's acrobatic flair. We stress a good foundation with strong stances and powerful Southern head movements. Coupled with agility, stamina, and teamwork, these features are the main components of our lion dance technique.

Our Gung Fu is also a mixture of several different styles. Our main system is the Five Family Five Animals Style, originally taught to Jeff Chan by Grandmaster Ark Yuey Wong, and later taught to the Immortals by Sifu Al Leong.

What's included in the performance? The performance typically lasts approximately 15 minutes, includes two to three lions, and the music ensemble (drum, gong, and cymbals). Performances can be customized for each event as we have several types of options to choose from.

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 5 of March 2025 and between the Burbank Unified School District, hereinafter referred to as "District", and Luis Tentindo Rhythm For Modern Life hereinafter referred to as "Consultant."

Payee's Name Luis Tentindo Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Judy Hession, Principal

Board Approval Date April 3, 2025

Account String 010.42030.0-47600-24950-5810-2109000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $600 per hour☐/ per day ☐/ per session☑ for a total not to exceed $ 600 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 4, 2025 and terminating on April 4, 2025.
3. Payment Terms: to be paid after the event
4. Consultant will provide the following services:

   Provide drums and percussion instruments and facilitate a rhythm/drum circle with students and families during Miller Multicultural Family Night

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

Burbank Unified School District of Los Angeles County

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

		Luis Tentindo	3/9/25
BUSD Authorized Signature/Title	Date	Consultant	Date

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

Revised 09/19

LUIS TENTINDO

[redacted]

Bilingual in Spanish

PROFILE

- Successfully delivering engaging Drum Circle Facilitation experiences in elementary schools
- Passionate Creativity, Health and Wellness Catalyst working with diverse groups
- Successfully instructing Aquatic Exercise and Aquatic Therapy classes at Rose Bowl Aquatic Center
- Over a decade of teaching artist experience and community engagement through hands-on art-making
- Developed and taught courses and workshops in dance, puppet theater, and art education at UCLA

PROFESSIONAL EXPERIENCE

- Drum Circle Facilitation in Glendale School District 2022-present
- Water Fitness + Water Therapy Instructor at the Rose Bowl Aquatic Center 2019 - present
- Aquatic Fitness and Land Exercise Instructor at YMCA of the Foothills 2022 *short-term
- Teaching Artist with ArtworxLA 2014 & 2018/9
- Teaching Associate and Lecturer at UCLA 2015 - 2017
  Developed Arts Education course for Department of World Arts and Cultures/Dance and VAPAE

Achievements:

- October 14, 2022. Was one of the instructors at RBAC as we broke the Guinness World Record for Largest Aqua Aerobic Class (319 participants!)
- Interdisciplinary Teaching artist, serving underrepresented youth and communities of concern
- Create, produce and direct several dance/puppet theater works (grants from Jim Henson Foundation)

Awards:

- Vision Award. Pacifica Graduate Institute (Opus Archives). Santa Barbara
- Graduate Opportunity Fellowship, UCLA
- Seed and Project Grants from The Jim Henson Foundation
- Scholarship from World Arts Institute, Cudamani (Bali). Los Angeles and Indonesia

EDUCATION

Masters of Fine Arts, World Arts and Cultures/Dance, UCLA 2016
Bachelors of Fine Arts (Art), California State University, Long Beach
Bachelors of Fine Arts (Dance), California State University, Long Beach
Village Music Circles, Drum Circle Facilitation Intensive Training 2023
UCLA Arts & Healing Initiative, SEA (Social Emotional Arts) Facilitation Training/Cert 2023
UCLA Arts & Healing Initiative, Beat the Odds Drum Circle Facilitation Training/Cert 2022/23

AQUATIC AND LAND EXERCISE PROGRAM LEADER + FIRST AID

AEA (Aquatic Exercise Foundation) and Arthritis Foundation Program Leader current cert
AEA (Aquatic Exercise Foundation) and Exercise Program Leader current cert
AHSI (American Health & Safety Institute) current certs
Basic Life Support, Basic First Aid, Emergency Oxygen

VOLUNTEERING

- MEND (Meet Each Need with Dignity) - volunteering at Emergency Foodbank
- ActiveSGV (Mobility, Climate, Health & Wellness) - volunteer as ride support + safety marshall

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 5 of March, 2025 and between the **Burbank Unified School District**, hereinafter referred to as "District", and Richa Jauhari, Richa Dance and Fitness hereinafter referred to as "Consultant."

Payee's Name: Richa Jauhari Daytime Phone Number: _____

Email Address: [redacted]

Mailing Address: [redacted]

Sponsoring Administrator: Judy Hesslon, Principal

Board Approval Date: April 3, 2025

Account String: _____

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 400 per hour☐/ per day ☐/ per session☑ for a total amt to exceed $ 400 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 4, 2025 and terminating on April 4, 2025.
3. Payment Terms: to be paid after the event
4. Consultant will provide the following services:

   BollyX Dance demo at Multicultural Family Night

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

Burbank Unified School District of Los Angeles County

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

		Richa Jauhari	March 7, 2025
BUSD Authorized Signature/Title	Date	Consultant	Date

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

Revised 06/19

Richa Jauhari

[redacted]

Objective	To inspire people of all ages to pursue healthy and active lives.
Highlights of Qualifications	■ Promoting fitness, healthy living, cultural diversity, and fun ■ Providing leadership & multi-directional cueing
Relevant Experience	**Current Positions** BollyX Classes **Independently managed classes**, March 2013-Present **Management Positions** BollyX Regional Trainer, September 2016-March 2025 -leading in-person and online trainings -leading a team of 15 teachers -mentoring instructors and trainees -attending fitness conventions Manager and/or Choreographer, September 2013-Present -Managing a team of 5-20 dancers -Organizing and planning meetings -Leading a team for costume design and budget -Understanding client needs for their special event -Creating choreography and assembling music for performance **Previous Instructor Positions** **Pasadena Seniors Center**, Pasadena, CA, April 2017-March 2020 **The Vault Dance Studio,** Pasadena, CA, September 2019-March 2020 **Anoush Dance Studio,** Glendale, CA, October 2018-March 2020 **Rich Fitness**, Pasadena, CA, January 2019-August 2019 **Luna Dance Center**, Glendale, CA, June 2018-October 2018 **Centre Fitness**, Pasadena, CA, August 2018-December 2018 **Pasadena Hindu Temple**, Pasadena, CA, May 2013-January 2017 **Amna Dance,** Pasadena, CA, May 2013-January 2016 **Bella Fitness**, Glendale, CA, December 2012-December 2014 **IMTA Conference**, Los Angeles, January 2012-December 2013 **YMCA**, Santa Clarita, June 2011-February 2013
Certifications	NASM, Personal Trainer BollyX Cardio, Low Impact & Kids AAFA Group Exercise Beat the Odds
Education	NASM, **Certified Personal Trainer**, January 2016 Natural Healing Institute, **Nutrition**, June 2013 UMASS, **M.A. Psychology**, July 2012 International Academy of Design, **Interior Design**, March 2005 University of Toronto, **Honors B.A., Architecture,** June 2003
Other Experience	MFT Trainee, The Catalyst Foundation, January-June 2012 Case Manager, Single Mothers Outreach, February-August 2011 Junior Designer, Cecconi Simone Inc., August 2005-June 2007
Fundraising with Organizations	-ALA (American Lung Association) -Georgetown University -City of Hope -Akshaya Patra Foundation -BASC (Bengali Association of Southern California) -The Ebell Club of Los Angeles -IMTA (International Model & Talent Association) -LA Garba -SAN (South Asian Network) -IFA (India Friends Association) -HTHF (Hindu Temple & Heritage Foundation)

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 5 of March 2025 and between the Burbank Unified School District, hereinafter referred to as "District", and Xipe Totec Danzantes Aztecas hereinafter referred to as "Consultant."

Payee's Name Virginia Carmelo Daytime Phone Numbe [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Judy Hession, Principal

Board Approval Date

Account String 010.42030.0-47600-24950-5810-2109000

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

Retired Employees: Please check if you belong to _____calPERS _____cal STRS Retirement Date _____

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $575.00 per hour☐/ per day ☐/ per session☑/ for a total not to exceed $ 575.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 4, 2025 and terminating on April 4, 2025
3. Payment Terms: to be paid after the event
4. Consultant will provide the following services:

   Aztec Dance performance at Miller Multicultural Family Night

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

Burbank Unified School District of Los Angeles County

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

		Virginia Carmelo 3-7-25	
BUSD Authorized Signature/Title	Date	Consultant	Date

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

Revised 06/19

Xipe Totec Danzantes Aztecas is the premier Aztec dance group based in the greater Los Angeles area for over 50 years. Their mission is to preserve, promote, and share the Aztec dance tradition (which was brought from Mexico to the U.S.) through teaching programs and presentations. This multi-generational and award-winning group can be seen in many venues throughout the Southwest.

The Xipe Totec dancers perform for various locations and events throughout the year, from parades to longer shows on Olvera Street in Los Angeles. Their dances honor their own culture, as well as cultures from Central America and other Indigenous groups.

Danza Azteca, also known as Danza Mexica, is a cultural dance tradition practiced throughout the country. Its origins date back thousands of years to ancient Mesoamerican ceremonies of Mexico and Central America.

"Originally from Mexico City, but now based in Los Angeles, Xipe Totec is a company that performs excerpts from Aztec rituals dating back 500 years or more--before the Spanish language and Catholic religion were imposed on Mexicans with brutal force.

That would be eye-opening enough, but it's only the beginning. On the plaza of the Southwest Museum on Saturday, the 19 dancers, musicians and narrators of Xipe Totec defined an integrated world view: a sense of union with processes of nature and with the landscape that they share with their neighbors.

Virginia Carmelo spoke of solidarity with other native American peoples and, indeed, the program served less as a depiction of historic Mexico than an affirmation of links to Indian cultures of Northern Mexico and the Southwestern United States."

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 27th of February, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and My Face hereinafter referred to as "Consultant."

Payee's Name MyFace Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Roosevelt Elementary PTA

Board Approval Date April 3, 2025

Account String 01.0 - 90201.0 - 11100 - 10000 - 5810 - 248200

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 500 per hour☐/ per day ☒/ per session☐ for a total not to exceed $ 500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 4/25/2025 and terminating on 4/25/2025.
3. Payment Terms: payment due by check 30 days after date of service
4. Consultant will provide the following services:

   Two 45-minute virtual assemblies about facial differences and kindness, including personal stories of those born with facial differences. Program will be presented to all students, and will include time for Q&A.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

_____ _____ 3/4/25

BUSD Authorized Signature/Title Date Consultant Date

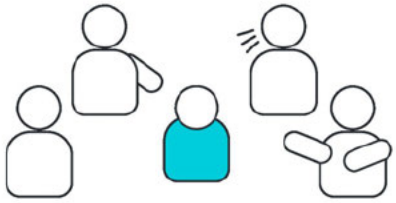
Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet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

myFace

Changing Faces, Transforming Lives

THE WONDER PROJECT KINDNESS PROGRAM

WHY WE DO WHAT WE DO



According to the National Bullying Prevention Center, one out of five children in the US say they've been regularly bullied at school.

Children who have been bullied are at greater risk for mental and behavioral health issues including anxiety, depression, substance abuse, sleep difficulties, lower academic achievement and dropping out of school.

In 2015 myFace created the Wonder Project Program to address this problem. Based on the best selling novel, WONDER, this impactful program teaches students about facial differences and serves as a springboard to promote empathy and kindness for anyone who is different.

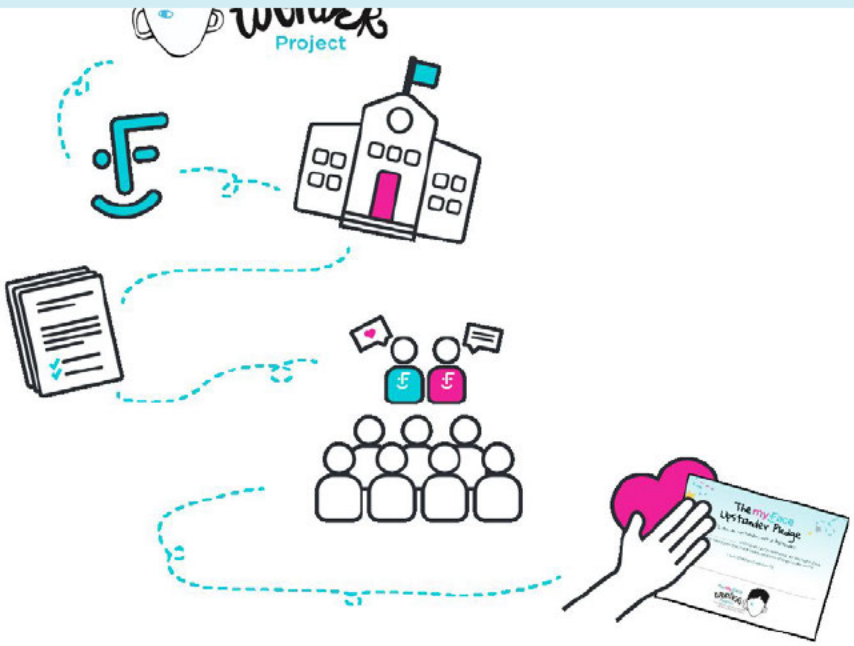
The Wonder Project is *paramount* to developing understanding and upstanding children in our communities.



We have reached:
100,000+ students
300+ schools
18 States across the nation



HOW IT WORKS



ıcnes out to elementary and middle
he country to bring the program into
e school day. (In person or virtually).
rs with learning tools prior to the
emblies. These lesson plans and
tudents to launch their own kindness

resent assemblies that encourage
ıdness through their own real-life
ries of children with facial differences.
the Upstander Pledge bringing their
ıent of kindness to their community.



PROGRAM IMPACT



Each year, myface has a goal to reach more than 20,000 students, raising awareness about facial differences and sharing messages of kindness and acce

Our goal is to turn Bystanders into Upstanders.

Ulti ut people with differences and use the tools from the Wonder Project to take action - moving one step closer toward eliminating bullying in schools and in communities, making all children feel safe and accepted by their peers.

With private funding, we deliver the program more broadly to Public Schools, including Title 1 Schools (those having high percentages of children from low-income households) across the nation - so together we can build communities of Upstanders.

> *"Dear Ms. Zuckerberg, You were so inspiring and wonderful! (Pun intended.) The part in your talk about bullying really touched me seeing as in the past I have been bullied, physical and otherwise. I also would like to proudly inform you that my class and I have already sworn a "choose kind" pledge in the hopes to stick to it. I will always stand up!"*
>
> - Molly L., 5th Grader, Long Island, NY



> *"Thank you for a wonderful presentation! You managed to get the children thinking and talking in a deeper and much more meaningful way than was possible after only having read WONDER. We all look forward to working with you next year!"*
>
> - Stephanie B., 5th Grade Teacher, Bergen County, NJ

More information can be found at: myFace.org/wonder

About myFace

myFace is a leading non-profit organization dedicated to transforming the lives of people with craniofacial conditions. Every hour a child is born in the United States with a craniofacial difference, which uniquely impacts both the body and spirit.

Established in 1951, myFace provides access to holistic comprehensive care, education, resources and support that pave the way for better outcomes for those impacted by a facial difference.



333 East 30th Street, Lobby Office, New York, NY 10016 • P. 917.720.4701 E. info@myFace.org • myFace.org

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 3rd of April 1 99 March, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Amazing Kid Company hereinafter referred to as "Consultant."

Payee's Name Amazing Kid Company Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date 3/06/2025 4/03/2025

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

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1950 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 1950.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 5/20/25 and terminating on 5/20/25
3. Payment Terms: TO be paid after services of 5/20/25
4. Consultant will provide the following services:

   5th grade field day activities for 2 hours

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title Date

Consultant The Amazing Kid Company 3-12-25 Date

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

THE AMAZING KID COMPANY

WHAT DON'T WE DO?

The Amazing Kid Company provides entertainment and more to events, parties, and camps throughout the greater Los Angeles area. AKC specializes in AMAZING FUN! We have the best entertainers in the business who bring high energy, patience, joy, and passion to any and every event.

The Amazing Kid Company works with children by really listening to them. Not only with our ears, but with our hearts! Our philosophy is to embrace and empower all kids: the shy ones, the ones that want all of the attention, the kids with the crazy-fun energy, and the kids that don't want to play. The Amazing Kid Company isn't just another LA based kids entertainment company. Instead, **The Amazing Kid Company** is a labor of love. We were founded on the idea that every kid should be able to have fun, learn, and experience the event while being authentically them. You can learn more about our philosophy and history in the History section.

The Amazing Kid Company entertainers are engaging and experienced. They have learned how to connect with kids of all ages, from 1 to 100! Not only does the Amazing Kid Company entertain, we also help with the flow of the party. We understand that there is a time to play, a time to eat, and a time to eat cake!

AKC SPECIALIZES IN THE ABILITY TO BE AMAZING!!!

The origin of **The Amazing Kid Company** goes back to 1998, when Eric Welch (owner and CEO) and Todd Sangster saw the sad state of kids entertainment and sports. They watched party entertainers talk down to kids, watched groups of kids devour a party entertainer, and cringed while seeing coaches care more about the "sport" than the kids. The two began brainstorming and determined that the way to a kid's attention and affection was not through telling them what to do, but through listening to them!

The philosophy behind the company was born: listening to kids with our ears, AND our hearts. Eric and Todd took action and put their new philosophy to work with the creation of the Party Animals (1998-2001), which turned into Amazing Parties (2001-2009), and ultimately became **The Amazing Kid Company**. Over the years, several aspects of the company have changed but what remains the same is the philosophy they developed almost 20 years ago. The Amazing Kid Company is not just another kids entertainment company; it is a labor of love. It is our passion to listen to kids, respect them and help give them back what they already have.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Assistant Superintendent, Instructional Services
PREPARED BY:	Oscar Macias, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Approval of John Burroughs High School (Overnight) Field Trip

---

Background:

The John Burroughs High School SkillsUSA team wish to travel to Ontario, CA for the 58th Annual SkillsUSA Leadership Conference & Skills Competition on Thursday, 10, 2025 through Sunday, April 13 2025.

Discussion/Issues:

Eight students will travel via personal vehicle to Ontario with Sandra Macias, Gerardo Mendez and David Vezina, Teachers.

Day 1 – Students will meet for transport to Ontario at 10:00 am. Students will check into rooms at the Ontario Airport Hotel & Conference Center. 700 North Haven Ave., Ontario, CA 91764. The phone number for the hotel is (800) 654-1379. 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 on Wednesday, March 27, 2024 at 6:00 pm via Zoom. 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:
Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School SkillsUSA Teams (Overnight) Field Trip request to participate in the 58th Annual SkillsUSA Leadership Conference & Skills Competition Thursday, April 10, 2025 through Sunday, April 13, 2025, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Oscar Macias, Assistant Superintendent, Instructional Services

PREPARED BY: Oscar Macias, Assistant Superintendent, Instructional Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: April 3, 2025

SUBJECT: Approval of John Burroughs High School Construction Class (Overnight) Field Trip

---

Background:
The John Burroughs High School Construction Class wishes to travel to Huntington Beach, CA for the SoCal Design Build Competition at Golden West College, 15744 Goldenwest St., Huntington Beach, CA 92647 on Tuesday, April 8, 2025 through Thursday, April 10, 2025.

Discussion/Issues:
Fourteen students will travel via bus to Huntington Beach, CA. from John Burroughs High School with Gerardo Mendez, Teacher and two chaperones.

Day 1 – Students will meet and board bus at 9:00 am. Buses will take chaperones and students to Huntinton Beach Hotel, 7667 Center Ave., Huntington Beach , CA 92647. Students will check in and unload equipment. After dinner curfew is at 10:00 pm.

Day 2 – Breakfast will be at the hotel at 6:00 am. Students will attend a mandatory welcome and safety meeting for all students and instructors at 7:45 am. Teams will begin the build at 8:15 am. Lunch will be provided to instructors and students. Team dinner is at 6:00 pm and curfew is at 9:30 pm.

Day 3 – Breakfast will be at 6:00 am followed by a safety meeting. Students will begin build at 8:00 am. Lunch will be provided for students and instructors. Award presentation will be at 3:30 pm. Bus will leave Huntington beach at 6L00 on and estimated to arrive at JBHS by 7:30 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.

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:

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Construction class (Overnight) Field Trip request to participate in the SoCal Design Build Competition in Huntington Beach, CA from Tuesday, April 8, 2025 through Thursday, April 10, 2025, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Oscar Macias, Assistant Superintendent, Instructional Services

PREPARED BY: Oscar Macias, Assistant Superintendent, Instructional Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: April 3, 2025

SUBJECT: Approval of Burbank High School and John Burroughs High School Key Club (Overnight) Field Trip

---

Background:
The John Burroughs High School Key Club wish to travel to Ontario, CA for the Key Club District Convention Friday, April 25, 2025 through Sunday, April 27, 2025.

Discussion/Issues:
Students will travel by bus from John Burroughs High School to Ontario, CA with Ms. Williams and Gajan Fernando, Teachers and two chaperones.

Day 1 – Students will meet at JBHS and board bus at 11:00 am for transport to Sheraton Ontario Airport Hotel, 429 N. Vineyard Ave., Ontario, CA 91764., phone number for the hotel is (909) 937-8000. Students will check in for convention and attend educational sessions after having dinner on their own. First General Session is at 8:30 pm. Curfew will be 11:45 pm.

Day 2 – Breakfast will be at the convention center. Students will attend Caucus Session and Educational Sessions till lunch at 1:00 pm. Dinner and Awards Ceremony begins at 6:15 Governor's Ball is at 10:00 pm. Curfew will be at 11:45 pm.

Day 3 – Sunday, April 14th breakfast will be at 8:00 am followed by the General Session. Students will leave Ontario at 11:00 am and are expected to arrive at Burbank High School around 12:30 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. Parent meeting was on Wednesday, March 26, 2025 at 5:00 pm in JBHS Room 2215. 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:

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Key Club (Overnight) Field Trip request to participate in the Key Club District Convention in Ontario, CA from Friday, April 25, 2025 to Sunday, April 27, 2025, as presented.

TO: Board of Education / Superintendent Consent 4/3/2025

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

SUBJECT: Certificated Personnel - Report Number 24-25-17. 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: MANAGEMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
MACIAS, OSCAR Instructional Services	Asst. Supt. Of Ed. Services Assist. Superintendent Educational	01.0-00000.0-00000-72000-1314-7420000	100	STP: $4770	Asst Supt. Ed Services	3/7/2025

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
MUNOZ, MARYLOU Jefferson Elementary School	Long Term Spec Ed Sub Tchr CLC Vacancy	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $327.71		2/28/2025 5/23/2025
NOLEN, NIKKI Luther Middle School	Long Term Spec Ed Sub Tchr	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $327.71		3/28/2025 5/23/2025

Blinder, Eric	Muir	Other Hourly	Hourly	$39.67	3.5	March
Campbell, Rachell	Muir	Other Hourly	Hourly	$39.67	3.5	March
Devirgilis, Ted	Muir	Other Hourly	Hourly	$39.67	3.5	March
Hillegaart, Sandy	Muir	Other Hourly	Hourly	$39.67	3.5	March
Huizar, Ellen	Muir	Other Hourly	Hourly	$39.67	3.5	March
Jones, Ana	Muir	Other Hourly	Hourly	$39.67	3.5	March
Kasitz, Katelynn	Muir	Other Hourly	Hourly	$39.67	3.5	March
Kim, Alexander	Burbank	Other Hourly	Hourly	$39.67	2	March - May
Knoell, Claudia	Muir	Other Hourly	Hourly	$39.67	3.5	March
Koontz, James	Muir	Other Hourly	Hourly	$39.67	3.5	March
Pozo, Stephanie	Muir	Other Hourly	Hourly	$39.67	3.5	March
Smith, Donna	Muir	Other Hourly	Hourly	$39.67	3.5	March
Welter, Anabel	Muir	Other Hourly	Hourly	$39.67	3.5	March

Leave

CL 0076-25	Human Resources	13.0-53100.0-00000-37000-2210-3220000	.5	37-VI	D	03-11-25	05-22-25	Human Resources (Unpaid Leave)

Additional Compensation for Longevity

AVINA, Manuel	Lead Custodian	01.0-00100.0-00000-82100-2210-2130000	1.0	43-VI	A	03-01-25		Facilities Services 15 years - $179/month
BARRAGAN, Erika	CTE Technician	01.0-06350.0-38000-21000-2410-7910000	1.0	38-VI	C	03-01-25		Instructional Services 25 years - $280/month
NUNO, Julie	Budget and Accounting	01.0-00000.0-00000-72000-2410-7470000	1.0	48-VI	A	03-01-25		Fiscal Services 10 years - $142/month

Additional Compensation for Working Out of Class

GOULET, Amy	Human Resources Analyst – Classified	01.0-00000.0-00000-72000-2410-7550000	1.0	48-VI	A	09-01-24	03-31-25	Human Resources (Revision)
LOPEZ, Corielle	Human Resources Technician	01.0-00000.0-00000-72000-2410-75500000	1.0	43-VI	A	06-01-24	03-31-25	Human Resources (Revision)
MELARAGNO, Debra	Human Resources Analyst – Classified	01.0-00000.0-00000-72000-2410-7550000	1.0	48-VI	A	09-01-24	03-31-25	Human Resources (Revision)

Additional Compensation for Bilingual Translation

KHUDNEV, Anton	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-III	D	03-03-25		Special Education $65/month-Written only

Change of Assignment – Classification/Location/FTE

SHAHBAZIAN, Shakeh	Community Resource Assistant	01.0-30100.0-11100-27000-2410-3229000 01.0-42010.0-11100-27000-2410-3229000	.75 .25	37-VI	D	07-01-25		Muir Middle School

Temporary Change of Assignment

BISWAS, Protiva	Food Service Assistant	13.0-53100.0-00000-37000-2210-2090000	.4688	37-III	D	03-10-25		McKinley Elementary

Election – Monthly

GARCIA, Catalina	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	03-10-25		Special Education
JIMENEZ, Daniel	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	03-24-25		Special Education
MARTICORENA, Fernando	Technology Support Specialist I	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.22 .28 .22 .22 .06	49-I	A	03-24-25		Burbank Adult School

Election – Hourly

CASTELLON, Josie	Lead Payroll Technician	01.0-00000.0-00000-72000-2440-7471000		51-III	A	03-01-25	06-30-25	Payroll Department
CHANTA, Carlos	At Risk Intervention Specialist	01.0-00000.0-81000-50001-2230-3221000		53-VI	D	03-08-25	03-08-25	Muir Middle School
CHURCHILL, Kallista	Paraeducator – Deaf And Hard of Hearing	01.0-00000.0-81000-50001-2130-3221000		39-I	D	03-08-25	03-08-25	Muir Middle School
DAWOODIAN, Armineh	Registrar	01.0-00000.0-00000-27000-2440-4321000		40-VI	D	02-01-25	03-31-25	Burroughs High School
DI DONATO, Casey	Campus Supervisor	01.0-00000.0-81000-50001-2240-3221000		36-VI	D	03-08-25	03-08-25	Muir Middle School
FELIPE, Barbara	School Office Manager Middle School	01.0-00000.0-81000-50001-2440-3221000		43-VI	A	03-08-25	03-08-25	Muir Middle School
HARTUNG, Cory	School Office Manager	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	43-III	A	03-01-25	06-30-25	Burbank Adult School
JABOURIAN, Kristopher	Campus Supervisor	01.0-00000.0-81000-50001-2230-3221000		36-IV	D	03-08-25	03-08-25	Muir Middle School
GERARD, Peter	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-II	D	03-13-25	04-04-25	Special Education

Election – Hourly (Continued)

GLEN, Joshua	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000	36-V	D	03-01-25	03-31-25	Burroughs High School
GORI, Laurie	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000	45-VI	D	05-10-25	05-10-25	Special Education
GUIDO MARQUEZ, Angie	Paraeducator – Special Education	01.0-00000.0-81000-50001-2130-3221000	38-VI	D	03-08-25	03-08-25	Muir Middle School
HAWA, Sara	Paraeducator – Special Education	01.0-00000.0-81000-50001-2130-3221000	38-III	D	03-08-25	03-08-25	Muir Middle School
HOVSEPYAN, Elma	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000	45-VI	D	03-10-25	03-10-25	Special Education
HOVSEPYAN, Elma	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000	45-VI	D	03-10-25	03-10-25	Special Education
KHACHATOURIANS, Klara	Paraeducator – English Language Learner	01.0-00000.0-81000-50001-2130-3221000	36-VI	D	03-08-25	03-08-25	Muir Middle School
KIRKPATRICK, Gloria	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000	45-VI	D	03-10-25	03-10-25	Special Education
KIRKPATRICK, Gloria	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000	45-VI	D	03-10-25	03-10-25	Special Education
MARTINEZ, Marvin	HVAC Mechanic	01.0-81500.0-00000-81100-2240-7523100	57-VI	A	02-01-25	06-30-25	Facilities Services
MC DONALD, Kailey	Paraeducator – Special Education	01.0-00000.0-81000-50001-2130-3221000	38-VI	D	03-08-25	03-08-25	Muir Middle School
NAVARRO, Mark	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000	36-VI	D	03-01-25	03-31-25	Burroughs High School
SALCEDO, Alfredo	Grounds Technician	01.0-81500.0-00000-81100-2240-7523100	43-III	A	03-01-25	06-30-25	Facilities Services
SALCEDO, Jonathan	Grounds Technician	01.0-81500.0-00000-81100-2240-7523100	43-II	A	03-01-25	06-30-25	Facilities Services

Election – Hourly (Continued)

SHAHBAZIAN, Shakeh	Community Resource Assistant	01.0-00000.0-81000-50001-2430-3221000	37-VI	D	03-08-25	03-08-25	Muir Middle School
SHIPP, Elizabeth	Visual & Performing Arts Instructor – Elementary Music	01.0-67700.0-11100-10000-2170-2109000	50.00	F	01-06-25	05-22-25	Miller Elementary

Signature _____

Title: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 3, 2025
SUBJECT:	Approval of University Agreement- Fresno Pacific University

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Background
The purpose of the University Agreement with Fresno State University is to provide student teachers with field experience through practice in schools and classes. Student teachers will assume student teaching responsibilities in their classroom or offices.

Pursuant to the provisions of Section 44227 of Education Code, the governing board is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher education institution.

Discussion/Issues
This program builds a relationship with Fresno Pacific University which expands the pool of qualified School Counselors. The District will provide support through field experience in schools and classes of the District for students of the University who are qualified for such assignments.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Fresno Pacific University to provide educational field experience, effective April 4, 2025 through until terminated five (5) years on April 4, 2030, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Pupil Personnel Services Division
SCHOOL OF EDUCATION

AGREEMENT BETWEEN

FRESNO PACIFIC UNIVERSITY
DIVISION OF PUPIL PERSONNEL SERVICES
&
BURBANK UNFIED SCHOOL DISTRICT
BURBANK, CALIFORNIA

THIS AGREEMENT entered into this 4th day of April in the year 2025 by and between Fresno Pacific University, hereinafter called the University, and Burbank Unified School District, in Burbank, California hereinafter called the District.

It is mutually agreed between the parties hereto, as follows:

I.

Supervised Practicum or Internship Experiences" as used herein and elsewhere in this Agreement, means active participation in the duties and functions of a professional school counselor/school psychologist/behavior analyst under the direct supervision and instruction of employees of the University and facilitated by employees of the School (school site cooperating professionals) who hold a valid PPS School Counseling or School Psychology credential issued by the California Commission on Teaching Credentialing (CTC) authorizing them to serve as a professional in the schools in which the internship or sitework is provided. School site cooperating professionals shall refer to an employee of the District holding a valid, clear, pupil personnel services credential issued by the Commission who has three or more years of experience in their credentialed area of work or a Board Certified Behavior Analyst (BCBA) who has three or more years of experience.

The District shall provide an Internship or Practicum experience through the pupil services program operating within the jurisdiction of the District. Such experiences shall be conducted under the direct supervision and instruction of employees of the University and facilitated by employees of the District

The District may refuse to accept for an Internship or Practicum experience any intern or student of the University assigned to the district, and upon the request of the district, the University shall terminate the assignment of the intern or practicum student in the district. Students (School Counseling/Psychology/BCBA interns and practicum students) shall be subject to the standard background check of other applicants for employment.

The District agrees to provide a broad and multifaceted experience and provide interns and practicum students the opportunity to engage in the full range of activities expected of a Behavior Analyst, school counselor or school psychologist. The District agrees to provide each university student adequate time and opportunity in the school setting to complete the

site-based requirements outlined in the course syllabus for School Psychology, School Counseling or Behavior Analysis site-based work. The intern or practicum student will provide this information to their school site cooperating professional.

Practicum/Site-Based Work in School Psychology

The district agrees to provide candidates with site-based opportunities and specific experiences aligned with the School Psychology Performance Expectations (SPPE) developed by the California Commission on Teacher Credentialing (CTC) as a part of the Pupil Personnel Services Credential Programs outlined in PSA-20-09. These experiences (SPPEs) must include, but are not limited to the following: (a) data-based decision making, (b) consultation and collaboration, (c) interventions and support to develop academic skills, (d) behavior interventions and mental health services to develop social and life skills (e) direct and indirect services-school wide practice to promote learning, (f) school-wide practices to promote behavioral and mental health (g) family-school collaboration, (h) human diversity, (i) research and program evaluation, and (j) legal, ethical and professional practices and dispositions.

There are two required levels of school-based activities. The first level, practicum, consists of a series of supervised experiences that occur prior to the culminating experience or internship, and is conducted in site-based settings. The practicum provides for the application of pedagogical knowledge, skills and abilities as identified in the SPPEs. The program has systematic means of evaluating the practicum experiences to ensure the acquisition of the performance expectations by candidates.

A minimum of 450 clock hours of practicum is required according to the following standards and guidelines.

All practicum experiences are evaluated. School supervisors will be expected to participate in evaluations of their interns or practicum students. School supervisors will also be expected to participate in 2-3 meetings with the University supervisor each semester. More information on the CTC requirements is available at ctc.ca.gov.

Internship or Culminating Experience in School Psychology

The second level of site-based experiences is the culminating experience, or internship which provides candidates the opportunity to demonstrate the full range of skills acquired during formal training, and to acquire additional knowledge and skills most appropriately gained through supervised professional experiences. Under the supervision of a credentialed school psychologist, candidates provide direct and indirect services to pupils, parents, and school staff in all areas of training.

A minimum of twelve hundred (1,200) clock hours of site-based experience is required according to the following guidelines: CTC Pupil Personnel Services: School Psychology Program Standards 6.

1. The culminating experience or internship is typically completed within one (1) academic year but shall be completed within no more than two (2) consecutive academic years. And consists of a minimum of twelve hundred (1,200) clock hours of site-based experience.

2. The culminating experience or internship must include a minimum of one thousand (1000) clock hours in a preschool – grade 12 school setting providing direct and indirect services to pupils.

3. A written plan for the culminating experience is prepared and agreed upon by representatives of the local educational agency, the site supervisor(s), and program supervisory staff. The experience plan is completed early in the semester and is periodically reviewed and revised. The plan identifies the objectives, describes appropriate experiences for the achievement of the objectives across settings, and outlines the evaluation plan for determining the achievement of each objective. The plan is organized around the School Psychology Professional Expectations (CTC) and includes plans to demonstrate those Professional Expectation. The plan also delineates the responsibilities of the University, the District, and the local supervisory personnel. (CTC School Psychology Program Standard 5)

4. Candidates receive academic credit for the culminating experience or internship, and the experience is recognized primarily as a training activity with appropriate supervision by the cooperating school district and the program.

The district agrees to provide interns or practicum students with a minimum of two (2) hours of supervision each week (prorated for part-time placements). Site supervisors will be trained by University staff each year and be given a copy of the student's practicum/internship syllabus and competency checklist. They will participate in the student's evaluation at the end of each semester. Site supervisors will be expected to participate in the "Program Exit and Evaluation" meeting held at the conclusion of the student's internship. (CTC School Psychology Program Standard 5)

Clinical Practice Hours in School Counseling

The district agrees to provide candidates with site-based opportunities and specific experiences aligned with the School Counseling Performance Expectations (SCPE) developed by the California Commission on Teacher Credentialing (CTC) as a part of the Pupil Personnel Services Credential Programs outlined in PSA-20-09. The candidate's total clinical practice hours experience includes the following:

1. Candidates are required to complete a minimum of eight hundred (800) clock hours in two of three school levels such as elementary, middle, high school with a minimum of two hundred (200) clock hours within each level. Two hundred (200) hours of the eight hundred (800) clock hours may be completed in other areas related to schools and/or counseling, such as clinical hours needed for a Child Welfare and Attendance (CWA) authorization. At least six hundred (600) clock hours must be completed in public school settings with Pre-K-12 pupils. If a candidate elects to complete 200 of the 800 hours in a setting outside

of the Pre-K-12 school system, they must have a site supervisor that has a master's degree in counseling or a related area.
2. The opportunity for the candidate to gain supervised experience in the understanding and use of a variety of school resources, including: data and information systems on student learning and achievement; career development materials; information on colleges and universities; the use of school technologies for information access, teaching and learning; and tests and measures used in assessing student learning and achievement, development of school, family, and community partnership.

3. The opportunity for the candidate to gain supervised experience in comprehensive student support systems that provides prevention and intervention services on behalf of students around crisis and trauma, including but not limited to: suicide and homicide risk and assessment and school shootings.

4. The opportunity to work with students of diverse backgrounds (150 hours) including socioeconomic disadvantages, English learners, homeless youth, foster youth; students with disabilities (including Section 504 plans), students experiencing suspension and expulsion from school, sexual minority youth (LGBTQ+), racial and ethnic minorities; and understand information on school, district, State, and Federal policies and the impact of resulting practices.

5. A planning document for clinical experience is prepared and agreed upon by the site supervisor(s) and program faculty serving as course instructors. The plan includes the activities candidates are expected to experience, the experiences used to attain competencies, and a plan for determining competency attainment. The plan also delineates the responsibilities of both program faculty and school counseling supervisors. The plan is completed early in the clinical experience and periodically reviewed and revised.

6. Articulate and provide an example of an individualized self-care plan to ensure long-term wellness and professionalism to successfully cope with high stress situations. Dispositions and recommendations for self-care and self-work, for example, candidate participating as a counselee in individual and/or group counseling.

7. Within the required clinical practice hours, candidates are required to complete at least 100 hours of experience in each of the following areas: Social/Emotional, College/Career, and Academic (see CTC SCPEs #3, #4, and #5 for specific activities).

The district agrees to provide interns or practicum students with a minimum of one hour individually or one and one half (1.5) hours of small group supervision each week (prorated for part-time placements). Site supervisors will be trained by University staff each year and be given a copy of the student's practicum/internship syllabus and competency checklist. They will participate in the student's evaluation at the end of each semester. Site supervisors will be expected to participate in the "Program Exit and Evaluation" meeting held at the conclusion of the student's practicum/internship. (CTC Program Standard 4) More information on the CTC requirements is available at ctc.ca.gov.

Practicum/Site-Based Work in Behavior Analysis
The district agrees to provide candidates with site-based opportunities and specific experiences aligned with the 5th Edition BCBA Task List. The Task List is organized into two major sections, Foundations and Applications. These Tasks include but are not limited to the following: (a) Philosophical Underpinnings (b) Concepts and Principles (c) Measurement, Data Display, and Interpretation (d) Experimental Design (e) Ethics (f) Behavior Assessment (g) Behavior-Change Procedures (h) Selecting and Implementing Interventions (i) Personnel Supervision and Management. The governing body responsible for the 5th Edition BCBA Task List is the Behavior Analyst Certification Board (BACB) and additional information regarding the Task List can be found at BACB.org.

The practicum consists of a series of supervised experiences that occur after a candidate has begun the BCBA coursework and is conducted in site-based settings. The practicum provides for the application of pedagogical knowledge, skills and abilities as identified in the 5th Edition BCBA Task List. The program has systematic means of evaluating the practicum experiences to ensure the acquisition of the performance expectations by candidates. The University provides the BCBA supervisor for the practicum experience unless other arrangements are made in advance.

All practicum experiences are evaluated. District supervisors will be expected to participate in evaluations of their interns or practicum students.

II.

Worker's Compensation Coverage. Unpaid Interns and Practicum students are volunteers of the District and not entitled to the School's Worker's Compensation coverage. The University will provide Worker's Compensation coverage to unpaid interns and practicum students for injury or disease arising out of their use of the District's facility while participating in the University's program.

Interns who are contracted employees of the District will be covered by the School's Worker's Compensation coverage.

Liability Insurance. University and the District shall maintain in full force and effect, at all times during the term of this Agreement, the following liability insurance:

1. Commercial General Liability Insurance including, but not limited to, personal injury (including bodily injury and death), and property damage for liability arising out of each of their intern/practicum student's performance under the Agreement. Coverage shall include Abuse or Molestation Liability. Said insurance coverage shall be no less than ONE MILLION DOLLARS ($1,000,000) per occurrence and THREE MILLION DOLLARS ($3,000,000) aggregate.

2. Professional Liability (Errors and Omissions) Insurance for liability arising out of, or in connection with, each of their intern/practicum student's performance under this

Agreement. Coverage shall be no less than ONE MILLION DOLLARS ($1,000,000) per each wrongful act or offense and THREE MILLION DOLLARS ($3,000,000) aggregate.

At the request of the District, the University shall deliver all required certificates of insurance to the District. The certificates shall make reference to all provisions and endorsements referred to in this section and shall be signed on behalf of the insurer by its authorized representative.

III.

This assignment of a student of the University to Internship and practicum experiences in the District shall be deemed to be effective for the purposes of this Agreement as of the date the student presents to the proper authorities of the University the preliminary Certificate of Clearance (or other state-mandated clearance) and to the District the assignment sheet issued by the University.

IV.

Each party shall be responsible for the negligence of its own employees. Liability is limited by California Commission on Teaching Credentialing and all other applicable laws. For purposes of this paragraph, the actions of an Intern or practicum student, while acting within the legitimate scope of their authority, shall be deemed to be the actions of the University.

V.

Discrimination Clause:

The University and the District agree to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Fair Housing Act of 1968 as amended; and the District agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

The University and the District agree not to discriminate in their respective employment practices and will render services under this contract without regard to age, race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the University or the District or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

Non-Discrimination:

District agrees to: (1) immediately report to the University's Title IX Coordinator any allegation that a student at Fresno Pacific University has been discriminated against or harassed, or that the student has discriminated or harassed others; and (2) to cooperate with investigation and adjudication procedures in the Unlawful

Discrimination/Harassment Policy & Procedures, as those they may change from time to time.

VI.

HIPAA and HITECH

1. To the extent that District is a facility that is subject to the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act ("HITECH"), the Parties agree as set forth below in this section 8. If District is not Subject to HIPAA and/or HITECH, then this section shall not apply.

    a. Compliance at Site. That University's students and faculty are part of District's workforce for purposes of HIPAA and HITECH only when at the District. Accordingly, all faculty and students of University must comply with the District's policies and procedures regarding the use, disclosure or creation of protected health information ("PHI") or electronic protected health information ("EPHI").
    b. Training in HIPAA and HITECH Compliance. University shall provide appropriate general training to its students regarding the requirements for the security and privacy of PHI and EPHI under HIPAA and HITECH, including the survivability of these requirements after the internship concludes. Students shall receive such training prior to their placement at the District. Faculty and students shall also complete any additional training regarding PHI and EPHI required by the District's policies and procedures, as those policies and procedures may change from time to time.
    c. Use of PHI and EPHI Outside Site Prohibited. The Parties agree that students assigned to the District will not utilize PHI or EPHI outside of District. Students are prohibited from removing PHI or EPHI from the District's records. Use of PHI or EPHI in the classroom or for research purposes is not permitted. No PHI or EPHI accessed at District will be received, used, stored, transmitted or maintained by University. Any such use will subject the student to discipline under University's applicable procedures and is grounds for removal of the student from participation in the internship with the District.
    d. Notice Required If PHI or EPHI Has Been Breached. The Parties agree to notify each other in writing as soon as practicable and in all events no later than 48 hours after either Party obtains knowledge that PHI or EPHI has been used, disclosed, transmitted or otherwise accessed in violation of HIPAA and HITECH.

VII.

Indemnification:

1. University agrees to indemnify, defend, and hold harmless the District and its affiliates, directors, trustees, officers, agents, and employees, against all claims,

demands, damages, costs, and expenses of whatever nature, including court costs and reasonable attorney's fees, arising out of our resulting from the University's wrongful or negligent act or omissions in performing obligations under this MOU.

2. District agrees to indemnify, defend, and hold harmless University and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, and expenses of whatever nature, including court costs and reasonable attorney's fees, arising out of our resulting from the District's wrongful or negligent acts or omissions in the performance of its obligations contemplated by this MOU.

VIII.

This Agreement shall remain in effect for a term of five years beginning April 4th, 2025, and ending April 4th, 2030, unless terminated sooner. Notwithstanding anything herein contained to the contrary, this Agreement may be terminated, and the provisions of this Agreement may be altered, changed, or amended by the mutual consent of the parties hereto.

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 LEA 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.
8. There is no mentor stipend as part of this agreement.

Eileen Whelan, Ph.D., BCBA-D
Fresno Pacific University
1717 S. Chestnut Avenue
Fresno, California 93702

Burbank Unified School District
1900 West Olive Avenue
Burbank, California 91506

Signed by:
Eileen M. Whelan 3/18/2025
D87542351BC048B...

PPS Division Chairperson **Date**

Superintendent or Designee **Date**

Signed by:
Anthony R Gardner Jr
6509D2F9D8394D2...

Chief Financial Officer **Date**

Clerk or Secretary of the Board of Trustees **Date**