BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR MEETING

Thursday, September 01, 2022

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

The entire agenda packet is available for review online at www.burbankusd.org/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/Ra34JCcoL6BTfaQP9 before 3pm on Wednesday, August 31. 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 6:30 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 Wednesday, August 31, 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 require Spanish, Armenian, or ASL translation of the meeting, please email terriramirezadams@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 Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 110004359, 160003888 and 960029980

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

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. OATH OF OFFICE

8.a Administration of the Oath of Office for Student Board Members
Charlene Tabet, President, Board of Education, will administer the Oath of Office to Student Board Member Serineh Ter-Petrossyan, representing Burbank High School (BHS) and Ever Huerta, representing John Burroughs High School (JBHS), who will serve as Student Board Members for the 2022-2023 school year.

9. REPORTS FROM THE BOARD

9.a Student Representatives
Serineh Ter-Petrossyan, BHS and Ever Huerta, JBHS, will report on activities at their respective schools.

10. PRESENTATIONS / RECOGNITIONS

10.a Burbank High School Speech and Debate Team National Championship
John Paramo, Assistant Superintendent of Educational Services, will introduce Julie Markussen, Principal of Burbank High School.

11. REQUESTS TO ADDRESS THE BOARD

11.a Public Communications on Agenda Items
An individual or group representative may address the Board of Education on any 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.

11.b Staff Responses

11.c Board Members' Responses

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

12.a Public Hearing of the District's 2022-2023 Initial Bargaining Proposal to the Burbank Teachers Association

The Board of Education will hold a public hearing to allow public comment regarding the District's 2022-2023 Initial Bargaining proposal to the Burbank Teachers Association, as presented.

BTA Public Hearing.pdf

13. NEW AND/OR UNFINISHED BUSINESS

13.a Adoption of Resolution 2 – Proclaiming September 15 – October 15 as Burbank Unified School District's Hispanic Heritage Month
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 2 Proclaiming September 15, 2022 to October 15, 2022, as Burbank Unified School District's Hispanic Heritage Month, as presented.

Hispanic_Heritage_Month_9_1_22 (2).pdf

13.b Adoption of Resolution 3 - Proclaiming the Month of September 2022 as PTA Membership Month
Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 3 proclaiming the month of September 2022 as PTA Membership Month, as presented.

Resolution 3 PTA Membership 090122.pdf

13.c Acceptance of the Burbank Teachers Association/CTA/NEA 2022-2023 Proposal for Bargaining an Amendment to the Current Agreement with the Burbank Unified School District
Sarah Niemann, Assistant Superintendent, Human Resources recommends that the Board of Education accept the Burbank Teachers Association/CTA/NEA Initial Proposal for Bargaining an Amendment to the current Agreement with the Burbank Unified School District, as presented.

BTA Initial Proposal 22-23.pdf

13.d Approval of the District's Initial Proposal for the 2022- 2023 Amendment to the Current Collective Bargaining Agreement with the Burbank Teachers Association
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the District's Initial Proposal for the 2022-2023 Amendment to the current Collective Bargaining Agreement with the Burbank Teachers Association, as presented.

Approval - Sunshine with BTA 2022-2023.pdf

13.e Approval of Agreement for the Diversity, Equity and Inclusion Consultant
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Agreement for the Diversity, Equity and Inclusion Consultant not to exceed $20,000.00 (01.0-01500.0-00000-21400-5810-7422040) effective September 1, 2022 through May 31, 2023, as presented.

Root Wellness Consultant Agreement 090122.pdf

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

to the donors, as presented.

Gift Report 09-01-22.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)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960029980, at no cost to the District, (01.0-65000.0-50010-36000-5813-7440000), effective September 02, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029980 Settlement Agreement.docx.pdf

14.b Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 110004359, total not to exceed $7,500 (01.0-65000.0-50010-36000-5813-7440000), effective August 11, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 110004359 Settlement Agreement.docx.pdf

14.c Approval of Personnel Report No. 22-23-04
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 22-23-04, covering Certificated and Classified personnel, and consisting of Pages 1 to 16 inclusive, as presented.

Personnel Report.pdf

14.d 2022-2023 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2022-2023 as listed through August 8, 2022, as presented.

2022-2023 Purchase Order Report.pdf

14.e Approval of Warrants
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $2,547,416.21 and commercial warrants in the total amount of $2,807,676.67, as presented.

Warrants.pdf

14.f Authorization to Issue a Replacement Check for Stale-Dated Warrant
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the reissuance and replace the warrant in the amount of $1,147.97, as

presented.

Stale-Dated Warrant - Maciel.pdf

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

Inst Consultant 09012022_Redacted.pdf

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

Ratification of Inst Consultant 090122.pdf

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

Ratification Non-Inst 090122_Redacted.pdf

14.j Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Troy & Associates Educational Consulting, Inc., to provide compensatory education for Special Education Student 160003888, not to exceed $16,625 (01.0-65000.0-57602-11900-5850-7440000), effective May 27, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888 Troy & Assoc._Ratification.pdf

14.k Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and ATX Learning LLC, to provide a credentialed RSP teacher to support various schools, not to exceed $54,825 (01.0-65000.0-57601-11804-5810-7440000), effective August 22, 2022 through December 23, 2022 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services ATX Learning LLC.pdf

14.l Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)
Paulette Koss, Director, Special Education, recommends that the Board of Education ratify the

Master Contract for special education students, to be provided by Discovery Ranch, Nonpublic, Nonsectarian Agency, effective July 1, 2022 through June 30, 2023 (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2022
through June 30, 2023, was approved by the Board of Education June 2, 2022.

SPED Master Contract Amend Echo_Partner 090122.pdf

14.m Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)
Paulette Koss, Director, Special Education, recommends that the Board of Education ratify the Master Contract for special education students, to be provided by Discovery Ranch, Nonpublic, Nonsectarian Agency, effective July 1, 2022 through June 30, 2023 (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2022
through June 30, 2023, was approved by the Board of Education June 2, 2022.

SPED Master Contract Amend Echo Horizon 090122.pdf

14.n Amendment of Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 160003888, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 1, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888 Settlement Agreement.docx.pdf

14.o Approval of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 110004359, for a total not to exceed of $8,100 (01.0-65360.0-57602-11900-5850-7440000), effective September 2, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 110004359 Professional Tutors of America.pdf

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

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960018747, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-7440000), effective September 2, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960018747_Karen Epport.pdf

14.q Agreement for Professional Services (Human Resources)
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education approve the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed $20,000 (01.0-00000.0-72000-5810-7552000), effective September 2, 2022, through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Sign Up (Human Resources).pdf

14.r Approval of John Burroughs High School (Overnight) Field Trip
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the John Burroughs Vocal Music Association (Overnight) Field Trip request to participate in the Pali Retreat in Running Springs, CA from Friday, September 16, 2022 through Sunday, September 18, 2022, as presented.

2022_JBHS_VMA Overnight_Field_Trip.pdf

15. REQUESTS TO ADDRESS THE BOARD

15.a Public Communications on a Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The Superintendent may refer the matter to the proper department for review.

15.b Superintendent's Comments and Responses
Matt Hill, Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

15.c Board Members' Comments and Responses
Board Members will respond to public comment and will comment on items of interest to the community.

16. ADJOURNMENT

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	September 1, 2022
SUBJECT:	Public Hearing of the District's 2022-2023 Initial Bargaining Proposal to the Burbank Teachers Association

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Background:
Pursuant to Government Code 3547, all initial proposals of public school employees, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal. This enables the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer and to know of the positions of their elected representatives. After the public has had the opportunity to express itself; the public school employer shall, at a meeting that is open to the public, adopt its initial proposal.

Discussion/Issues:
In accordance with the current collective bargaining agreement with BTA, an Amendment to the current Collective Bargaining Agreement for 2022-2023 will be negotiated. The District's initial proposal is presented for public review and comment as outlined in the attached Exhibit.

Fiscal Impact:
This is the initial bargaining proposal and the financial implication will not be determined until the AB1200 is developed and presented to the Board of Education and the community at the conclusion of negotiations.

Recommendation:
The Board of Education will hold a public hearing to allow public comment regarding the District's 2022-2023 Initial Bargaining proposal to the Burbank Teachers Association, as presented.

Burbank Unified School District
Department or Human Resources
1900 W. Olive Avenue
Burbank, CA 91506
Ph: 818.729.4410 • Fax: 818.729.4554

Board of Education
Charlene Tabet, President
Steve Ferguson, Vice President
Dr. Emily Weisberg, Clerk
Dr. Armond Aghakhanian
Steve Frintner

Superintendent
Matt Hill, Ed.D.

August 23, 2022

Nate Banditelli
UniServ Director, Burbank Teachers Association
3021 W. Burbank Blvd.
Burbank, California 91505

Re: BURBANK UNIFIED SCHOOL DISTRICT'S INITIAL PROPOSAL: 2022-2023 AMENDMENT TO THE CURRENT AGREEMENT WITH THE BURBANK TEACHERS ASSOCIATION

Dear Mr. Banditelli,

Pursuant to Article 35 of the Collective Bargaining Agreement between the Burbank Unified School District and the Burbank Teachers Association, the District proposes to begin negotiations relative to a 2022-2023 Amendment to the Current Agreement.

Negotiations shall include, but not be limited to, the basic concerns stated as follows:

Article 7: Wages
Article 8: Health and Welfare Benefits (Multi-Year Agreement in Place)

The District reserves the right to amend, modify, or add to this proposal during the course of negotiations.

Sincerely,

Sarah Niemann, Ed.D.
Assistant Superintendent, Human Resources
Burbank Unified School District

Cc: Sue Conway, BTA Bargaining Chair
Matt Hill, Superintendent
Diana Abasta, Burbank Teachers Association President

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	September 1, 2022
SUBJECT:	Adoption of Resolution 2- Proclaiming September 15 – October 15 as Burbank Unified School District's Hispanic Heritage Month

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Background:

Each year, Americans observe National Hispanic Heritage Month from September 15 to October 15 by celebrating the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America.

The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover 30 days starting September 15th and ending on October 15th . It was enacted into law on August 17, 1988, on the approval of Public Law 100-402.

September 15th is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico and Chile celebrate their independence days on September 16th and September 18th, respectively. Also, Columbus Day or Día de la Raza, is observed in October and this year will be observed on October 11th.

Discussion/Issues:

National Hispanic Heritage Month traditionally honors the cultures and contributions of both Hispanic and Latino Americans as we celebrate heritage rooted in all Latin American countries. During this month and throughout the year, we celebrate and share the history, heritage, and accomplishments of Hispanic and Latino Americans of past and present.

Fiscal Impact:

None

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 2 Proclaiming September 15, 2022 to October 15, 2022, as Burbank Unified School District's Hispanic Heritage Month, as presented.

RESOLUTION 2 PROCLAIMING SEPTEMBER 15 TO OCTOBER 15, 2022

THE BURBANK UNIFIED SCHOOL DISTRICT'S HISPANIC HERITAGE MONTH

WHEREAS: The State of California is home to over 3 million Hispanic students from kindergarten through grade twelve; and

WHEREAS, The diversity of this group includes persons who have their origin in Mexico, Central and South America, Europe, Africa, and the Spanish speaking Caribbean Islands; and

WHEREAS, since the inception of European contact with our continent, Hispanics have always been an integral part of the nation's early exploration and California's discovery and early settlement; and

WHEREAS, while the impact of the Hispanic culture and traditions are manifested in our State's customs, traditions, and laws; and

WHEREAS, Hispanic Americans continue to make important contributions to our society in American government, business, agriculture, commerce, Armed Forces, education, the arts, science, and sports; and

WHEREAS, *the History-Social Science Framework for California Public Schools, Kindergarten through Twelve* states that the history curriculum of community, State, religion, nation, and the world must reflect the experiences of men and women and different racial, religious, and ethnic groups and must be integrated at every level; and

NOW BE IT RESOLVED, that the Burbank Unified School District Board of Education proclaims the month of September as Hispanic Heritage Month and encourages all schools in the Burbank Unified School District to commemorate this occasion with appropriate instructional activities;

PASSED, APPROVED, AND ADOPTED this 1st day of September 2022, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Terri Ramirez-Adams, Administrative Assistant II
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Assistant II
DATE:	September 1, 2022
SUBJECT:	Adoption of Resolution 3 – Proclaiming the Month of September 2022 as PTA Membership Month

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Background:

One of the most significant volunteer organizations in any school district is the Parent Teacher Association (PTA). This is especially true for the Burbank Unified School District. The PTA is a respected voice for our children, our students, and our families regarding educational programs and services. The PTA has a long tradition of supporting student success. The Burbank Council PTA consists of 16 Unit PTA Associations whose members work tirelessly to help students realize their full potential through activism, fundraising, and bringing awareness to students' needs.

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 PTA has had on the students of the Burbank Unified School District. By proclaiming September 2022 as "PTA Membership Month," the District wishes to encourage our citizens to expand their involvement in issues affecting the education, health, and safety of our children. The Burbank Unified School District appreciates and honors its PTA members and their outstanding contributions.

Fiscal Impact:

None

Recommendation:

Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 3 proclaiming the month of September 2022 as PTA Membership Month, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
2022-2023 - RESOLUTION NO. 3

PROCLAIMING THE MONTH OF
SEPTEMBER 2022 AS
PTA MEMBERSHIP MONTH

WHEREAS, Burbank Council PTA, consisting of 16 Unit PTA Associations, has a long tradition of seeking the highest possible education advantages for all children and youth so they can realize their full potential; and

WHEREAS, Burbank Council PTA, assists parents in developing the skills they need to raise and protect their children, encourages parent and public involvement in public schools in our community, and speaks on behalf of children and schools in the community, in organizations, and before public governing bodies; and

WHEREAS, during the month of September, special activities will be held to promote parent involvement, expand the membership of Burbank Council PTA, and broaden the PTA's base of support so it becomes a stronger and more effective voice for children and education; and

WHEREAS, it is the role of Burbank Council PTA to encourage parent involvement by promoting an educational environment in which parents are valued as primary influences in their children's lives and essential partners in their children's education and development.

THEREFORE, BE IT RESOLVED, that the Board of Education of the Burbank Unified School District certifies the month of September 2022 as PTA Membership Month in Burbank, California, and encourages our citizens to expand their involvement in issues affecting the education, health, and safety of our children.

I HEREBY CERTIFY that Resolution No. 3 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 1st day of September, 2022.

Ayes:

Noes:

Abstain:

Absent:

_____
Emily Weisberg, Clerk
Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	September 1, 2022
SUBJECT:	Acceptance of the Burbank Teachers Association/CTA/NEA 2022-2023 Proposal for Bargaining an Amendment to the Current Agreement with the Burbank Unified School District

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Background:
Pursuant to Government Code 3547, all initial proposals of public school employees, which relate to matters within the scope of representation shall be presented at a public meeting of public school employer and thereafter shall be public records.

Pursuant to Article 35 of the Collective Bargaining Agreement between the Burbank Unified School District and the Burbank Teachers Association/California Teachers Association/National Education Association, the Association has notified the District of their initial proposal that they will officially open negotiations for the 2022-2023 Amendment to the Current Agreement with the Burbank Unified School District.

Discussion/ Issues:
Pursuant to Article 35 of the Collective Bargaining Agreement, The Burbank Teachers Association has presented to the Burbank Unified School District their initial proposal as outlined in the exhibit. The initial proposal must be accepted by the Board of Education prior to the beginning of contract negotiations.

Financial Implications:
This is simply the initial bargaining proposal. Financial implications will not be determined until the AB 1200 is developed and presented to the Board of Education at the conclusion of negotiations.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources recommends that the Board of Education accept the Burbank Teachers Association/CTA/NEA Initial Proposal for Bargaining an Amendment to the current Agreement with the Burbank Unified School District, as presented.

Burbank Teachers Association
3021 W. Burbank Boulevard, Burbank, CA 91505
(818) 846-1304
www.burbankteachers.org

August 19, 2022

Dr. Sarah Niemann
Assistant Superintendent, Human Resources
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

Re: Successor Negotiations between the Burbank Teachers Association and the Burbank Unified School District

Dear Dr. Niemann:

On behalf of the Burbank Teachers Association and pursuant to Article 32 (formerly Article 35) of the Collective Bargaining Agreement between BTA and BUSD, the Association submits this request for successor negotiations.

BTA proposes negotiations will include, but shall not be limited to, the following contractual articles:

Article 7 – Wages: BTA has an interest in negotiating an equitable salary increase.

Article 8 – Health and Welfare Benefits: BTA has an interest in negotiating equitable health and welfare benefits premiums.

Article 9 – Hours of Employment: BTA has an interest in negotiating equitable terms and conditions that impact bargaining unit members' work hours.

Article 11 – Class Size: BTA has an interest in negotiating equitable class sizes.

Article 15 – Safety: BTA has an interest in negotiating improved safety language in response to violence and threats of violence in Burbank and across the country.

Article 31 – Special Education: BTA has in interest in negotiating language to provide additional support for SPED students and the bargaining unit members who serve and educate them.

BTA reserves the right to amend, modify, or add to this proposal during the course of negotiations.

BTA looks forward to productive negotiations. I look forward to working with you on this.

Sincerely,

Diana Abasta

Diana Abasta
President

cc: Matt Hill, BUSD Superintendent
Nate Banditelli, BTA Executive Director
Sue Conway, BTA Bargaining Chair

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	September 1, 2022
SUBJECT:	Approval of the District's Initial Proposal for the 2022 - 2023 Amendment to the Current Collective Bargaining Agreement with the Burbank Teachers Association

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Background:
Pursuant to Government Code 3547, all initial proposals of public school employees, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public record. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal. This enables the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer and to know of the positions of their elected representatives. After the public has had the opportunity to express itself; the public school employer shall, at a meeting that is open to the public, adopt its initial proposal.

Discussion/Issues:
In accordance with the collective bargaining agreement with BTA, an Amendment to the current Agreement for 2022 - 2023 will be negotiated. The District's initial proposal is presented for public review and comment as outlined in the attached Exhibit.

Fiscal Impact:
This is the initial bargaining proposal and the financial implication will not be determined until the AB1200 is developed and presented to the Board of Education and the community at the conclusion of negotiations.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the District's Initial Proposal for the 2022-2023 Amendment to the current Collective Bargaining Agreement with the Burbank Teachers Association, as presented.

Burbank Unified School District
Department or Human Resources
1900 W. Olive Avenue
Burbank, CA 91506
Ph: 818.729.4410 • Fax: 818.729.4554

Board of Education
Charlene Tabet, President
Steve Ferguson, Vice President
Dr. Emily Weisberg, Clerk
Dr. Armond Aghakhanian
Steve Frintner

Superintendent
Matt Hill, Ed.D.

August 23, 2022

Nate Banditelli
UniServ Director, Burbank Teachers Association
3021 W. Burbank Blvd.
Burbank, California 91505

Re: BURBANK UNIFIED SCHOOL DISTRICT'S INITIAL PROPOSAL: 2022-2023 AMENDMENT TO THE CURRENT AGREEMENT WITH THE BURBANK TEACHERS ASSOCIATION

Dear Mr. Banditelli,

Pursuant to Article 35 of the Collective Bargaining Agreement between the Burbank Unified School District and the Burbank Teachers Association, the District proposes to begin negotiations relative to a 2022-2023 Amendment to the Current Agreement.

Negotiations shall include, but not be limited to, the basic concerns stated as follows:

Article 7: Wages
Article 8: Health and Welfare Benefits (Multi-Year Agreement in Place)

The District reserves the right to amend, modify, or add to this proposal during the course of negotiations.

Sincerely,

Sarah Niemann, Ed.D.
Assistant Superintendent, Human Resources
Burbank Unified School District

Cc: Sue Conway, BTA Bargaining Chair
Matt Hill, Superintendent
Diana Abasta, Burbank Teachers Association President

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sharon Cuseo, Director, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Director, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	September 1, 2022
SUBJECT:	Approval of Agreement for the Diversity, Equity and Inclusion Consultant

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Background:

On October 15, 2020 the Burbank Board of Education approved the District Anti-Racist Statement. It was a significant event and demonstrated the Board's commitment to the Diversity, Equity and Inclusion (DEI) work of the District. The District has set aside supplemental funds to support a Diversity, Equity and Inclusion Consultant.

District-Wide Goals for 2022-2023:

2.1 Increase mental health resources via a trauma-informed approach and working with students to communicate resources to increase the percentage of students to communicate resources to increase the percentage of students who report via a survey "my school provides resources for supporting students' mental health" by 5%.

3.2 Implement professional development focused on Diversity, Equity, and Inclusion.

Discussion and Issues:

The Consultant will provide Foundational Trauma-informed Training, Practices and Interventions to support staff and teachers to develop a unified foundation that will recognize, acknowledge, and interrupt/intervene in incidences of conflict.

Fiscal Impact:

The total cost of the consultant is $20,000 to be funded out of the LCAP Supplemental Grant.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Agreement for the Diversity, Equity and Inclusion Consultant not to exceed $20,000 (01.0-01500.0-00000-21400-5810-7422040) effective September 1, 2022 through May 31, 2023, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 19 of August , 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Root Wellness Healing hereinafter referred to as "Consultant."

Payee's Name Root Wellness Healing Daytime Phone Number (818) 471-6481

Email Address ebony@rootwellnesshealing.com

Mailing Address 1155 East Del Mar Blvd Apt. 205 Pasadena, CA 91106

Sponsoring Administrator Matt Hill, Superintendent

Board Approval Date September 1, 2022

Account String 01.0-01500.0-00000-21400-5810-7422040

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 $20,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9/2/2022 and terminating on 5/31/2023 .
3. Payment Terms: Payment to be made in 4 parts in the amount of $5,000 each payment on September 15, 2022/ December 15, February 15, 2023 and May 15, 2023
4. Consultant will provide the following services:

   Will provide Foundational Trauma-informed Training, Practices and Interventions

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.

		Ebony Williams		08/23/22
BUSD Authorized Signature/Title	Date	Consultant	Root Wellness Healing	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

Trauma-Informed Support

Proposal for

Burbank Unified School District

Ebony Williams, LMFT, MFA, YTT-200
Founder, Root Wellness Healing
818-471-6481
ebony@rootwellnesshealing.com

Purpose

This space offers support for Burbank Unified School District (BUSD) administrators and educators as they work to create a solid foundational understanding and practice around incorporating trauma-informed/healing centered pedagogy in their everyday support of students. The proposed workshop and coaching series will offer participants the opportunity to:

- Engages in a hands-on experience that includes activities that incorporates a range of learning needs, styles, and approaches
- Set a unified foundational awareness that includes the following topics:
    - Trauma 101
    - Trauma and the Impact on Children and Youth
    - Trauma-informed Approach
    - Tools and strategies to utilize in the classroom in support of students
    - Strategies to advocate for and intervene when issues of diversity, equity, and inclusion arise in the community
        - Communication Skills
        - Social, Emotional Tools
        - Restorative Practices

Outcome

This workshop space will aim to support staff and teachers across Burbank Unified School District to develop a unified foundation that will recognize, acknowledge, and interrupt/intervene in incidences of conflict such as hate speech. This recognition, acknowledgement, and interruption/intervening efforts are rooted in a trauma-informed/healing-centered and culturally humble approach that aims to aid in making space for all community members to feel affirmed and a strong sense of belonging.

Participants of this training space will be able to:

- Understand cultural humility, intersectionality, and trauma-informed care.
- Develop a greater self-awareness and grounding in relationship to these concepts.
- Identify the benefits of these practices and strategies when working with youth.
- Identify at least 2 approaches they feel comfortable applying with youth.
- Identify at least 2 significant reasons for each to be utilized.
- Identify at least 1 way to actively apply each concept in their work.

Approach

I bring years of training and work as a trauma specialist in the field of mental health and in higher education leading educational, advocacy, and affirming programming in the areas of diversity and equity specifically for folks living at the intersections of being LGBTQIA, Black, immigrant, and across the gender spectrum. As a result of this experience, my approach is one rooted in trauma-informed and responsive care, utilizing an empowerment model that is deep in diversity and equity best practices. This combination paired with numerous facilitation trainings and many years of interactive workshop development that is person and community centered, allows for an experience that meets folks where they are and allows for goals to be met with ease and care. All of which has informed the design of the space provided.

Logistics

Frequency: District Wide- 21 schools
Duration: See Options Below
Format: See Options Below

Fee for Services

BUSD Flat Fee: $20,000.00

The following are options to determine what might be best suited for the BUSD community:

Option #1:
Split Session (Both in person- per school)
Session #1- Trauma-informed care and Cultural Humility Foundation
Session #2- Practices and Interventions

Option #2
Hybrid Option
Session 1- Foundational Trauma-informed Training (Digitally Developed and Self-led with Options of 2 Live Virtual/Zoom Trainings)
Session 2- Practices and Interventions (in-person)

Options #3
Train the trainer (an additional training to either Option #1 or #2)
Working with DEI and teacher leads to act as supports for other school leadership in implementing these restorative practices and interventions.

This fee includes the development of a customized experience, the planning/prep for each workshop, post-workshop materials, travel costs for in-person work, workshop materials, and the facilitation of the workshops.

Workshops

Workshop #1 (90 mins.)
Trauma 101

- Trauma Impact on Children and Youth
- Trauma-informed pedagogy
- Cultural Humility & Intersectionality

Workshop #2 (90 mins.)
Trauma-informed/healing centered strategies and tools

- Tools and strategies to utilize in the classroom in support of students
- Strategies to advocate for and intervene when issues of diversity, equity, and inclusion arise in the community
    - Communication Skills
    - Social, Emotional Tools
    - Restorative Practices

Menu of Support Services

Therapy Support *(within the state of California only)*
Individual: $150.00/Hr.
Couple/Family/Group: $225.00/Hr.

Find out more here.

Workshops/Trainings (not an exhaustive list)
Flat Fees: $2,500-$3,000/ per training
These workshops/trainings are customized and new experiences are developed per organizational need. Each workshop/trainings includes support kits w/ practices & worksheets, and other custom designed materials as needed.

- Classroom Management + Trauma-Informed Best Practices
- Healing. Resilience. Hope: Accessing Resilience in times of Transition
- The What if Cycle: Practices for Navigating the Unknown and Workplace Re-entry (*This experience comes with an Anxiety and Stress Management Toolkit)*
- Self-Care, Boundaries, and Repair: Keys to De-escalation in the Workplace (A series)
- Leaning into Community: Protective Factors for Stress Management
- Self-Care Tools for Managing Stress

- Reading the Room: Understanding and Identifying Organizational Vicarious Trauma
- A New Lens: Trauma-Responsive and Inclusive Management
- Creative Trauma-informed/responsive Clinical Interventions
- Trauma Informed Care
- Crisis Intervention
- Black Mental Health
- Supporting Black Trauma Survivors
- Black + Queer: Living at the Intersections
- LGBTQIA Identity + Sexual Assault: An Intersectional Discussion on Support
- "I see you": Understanding the Contributions of Queer People of Color
- Befriending the Body: Body-Oriented Practices and the Benefits of Trauma Informed Yoga
- Supporting Sexual Assault Survivors + Trauma-Informed Interviewing
- Sexual Assault and Women of Color

Mindfulness and Art Based Practices

- Movement + Mindfulness (include. Trauma-Informed Yoga)
- Meditation + Mindfulness Practice Support
- Social Emotional Art Healing Workshops/Training Experiences
- The Ragdoll Project Workshops

Organizational Change + Wellness

- Policy + Practice Development
- Leadership coaching (w/ Trauma-informed + DEI lens)
    - These services include 60- 90-minute coaching sessions, custom designed exercises and worksheets, weekly or monthly self-care encouragements or practices, notes provided within 48 hrs. of meeting, and higher-level support (10hrs.)
        - Monthly retainer (3 months min.)
- Team Support + Skill Development

**Inquire about custom coaching & consulting packages at your specific budgetary needs.*

Meet Ebony Williams



Ebony Williams, LMFT is a Black, queer, first generation woman who is also a licensed marriage and family therapist, social emotional healing arts instructor, and a trauma-informed yoga teacher. She created the Ragdoll Project while earning an MFA in Writing at the California Institute of the Arts and has facilitated workshops on both the East and West coasts for trauma survivors and individuals navigating life challenges that range from sexual and domestic violence, grief and loss, LGBTQIA identity, and living in communities challenged by violence. Ebony also earned an Masters in Marriage and Family Therapy with a specialization in African American Family Studies and currently has a small private therapy practice offering individual, couples, and group/circle work that aims to be trauma-reducing and healing centered. Ebony teaches in the cultural psychology LGBTQIA specialization at Pacific Oaks College and the SEA Certificate Program through UCLArts and Healing Initiative. In addition, Ebony is also the founder of Root Wellness Healing, a leadership and organizational wellness consulting practice.

Websites
www.ebonymawilliams.com
www.rootwellnesshealing.com

See some of Ebony's recent speaking engagements here.

IG: rootwellnesshealing47

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	September 1, 2022
SUBJECT:	Acceptance of Gifts

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

a. PINCH 2022 Series S1/Warner Bros. Television wishes to donate to the District $6,000 to be used as needed at Dolores Huerta Middle School.

b. Biscuit Filmworks LLC wishes to donate to the District $1,000 to be used as needed at Dolores Huerta Middle School.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 1, 2022
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 960029980 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 960029980 concerning services and/or school placement, a formal settlement agreement was offered on August 17, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

At no cost to the District.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960029980, at no cost to the District, (01.0-65000.0-50010-36000-5813-7440000), effective September 02, 2022 through May 25, 2023, 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:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 1, 2022
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 110004359 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 110004359 concerning services and/or school placement, a formal settlement agreement was offered on August 11, 2022 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:

Total not to exceed $7,500.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 110004359, total not to exceed $7,500 (01.0-65000.0-50010-36000-5813-7440000), effective August 11, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

TO: Board of Education / Superintendent Consent 9/1/2022

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

SUBJECT: Certificated Personnel - Report Number 22-23-04 It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

ELECTION: ADULT SCHOOL SUB	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
HUTCHINGS, LUSINE Adult School	Adult Ed Sub Teacher Substitute Teacher	11.0-63910.0-41106-10000-1160-5330000	100			8/8/2022
KULICHENKO, IANA Adult School	Adult Ed Sub Teacher Substitute Teacher	11.0-63910.0-41106-10000-1160-5330000	100			8/8/2022
RUANO RAMIREZ, KARLA Adult School	Adult Ed Sub Teacher Substitute Teacher	11.0-63910.0-41106-10000-1160-5330000	100			8/8/2022

ELECTION: ADULT TEACHER	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
CANAS, DANIELLE Adult School	Teacher: Adult School ESL 2 PM - FTE:Hourly%	11.0-39050.0-41102-10000-1130-5330000 11.0-39260.0-41102-10000-1130-5330000 11.0-63910.0-41102-10000-1130-5330000	25 5 70			8/15/2022 12/23/2022
SAVALA, CYNTHIA Adult School	Teacher: Adult School Medical Terminology, Medical	11.0-63910.0-41104-10000-1130-5330000	100			8/19/2022 12/23/2022
VAGANYAN, ARMINE Adult School	Teacher: Adult School ESL 4 PM - FTE:Hourly%	11.0-39050.0-41102-10000-1130-5330000 11.0-39260.0-41102-10000-1130-5330000 11.0-63910.0-41102-10000-1130-5330000	25 5 70			8/15/2022 12/23/2022

ELECTION: LONG TERM SUB	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
OLFATI, GOLAK Human Resources	Long Term Spec Ed Sub Tchr LTS Sp Ed	01.0-00000.0-11100-10000-1160-7550000	100			8/8/2022 12/23/2022

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GASPAR, ELVA Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months - FTE:100%	12.0-90602.0-11100-10000-1110-2020000	100	STP: $87	Began Service 9/5/2013	8/11/2022
KOVNER, DANIELLE Stevenson Elementary School	Elementary Teacher Elementary Job Share - FTE:100%	01.0-01500.0-00000-21300-1910-7420000	100	STP: $672.5	Began Service 8/8/2016	8/5/2022
PRZEBIEDA, JASSON Stevenson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2150000	100	STP: $1413	Began Service 9/1/2013	8/3/2022
HOOG, MICHELE Thomas Edison Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100		Began Service 9/4/2012	7/31/2022
CURRAN, MARTIN Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 8/5/2016	8/5/2022
PENNEY, ESTRELLA Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 02/26/2018	8/2/2022
CATES, LISA Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/5/2016	8/5/2022
JOHNSON, SANDRA Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 8/13/2012	8/9/2022
MORGAN, KELSEY Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 3/5/2013	8/19/2022
NIXON, DANIELLE Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 9/16/2021	8/5/2022
VANAALSBURG, ALLISON Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/19/2020	8/15/2022
BRUZA, CRYSTAL Huerta Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100	STP: $1413	Began Service 8/20/2007	8/2/2022
PARKER, CARL Huerta Middle School	Teacher - FTE:100%	01.0-65000.0-57602-11100-1110-3210000	100	STP: $1600	Began Service 8/28/2000	7/31/2022
KAWASAKI, JANELLE Monterey Continuation	Teacher Teacher - FTE:100%	01.0-02200.0-32000-10000-1110-5300000	100	STP: $1413	Began Service 10/12/2015	8/2/2022

RESIGNATION/POSITION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MEZA, ABRAHAM Adult School	Adult Academic Resource Teacher Adult Academic Resource Teacher -	11.0-63910.0-41101-27000-1910-5330000 11.0-39130.0-41106-27000-1910-5330000 11.0-00639.0-41107-27000-1910-5330000 11.0-63910.0-41106-27000-1910-5330000	30 10 10 50	STP: $1413	Will remain as a sub teacher	8/9/2022
WIEBLER, MEGAN Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months - FTE:37.5%	12.0-90602.0-11100-10000-1110-2140000	100		To move into 1 sem temp teacher position	5/28/2022

STEWART, CARLA Jefferson Elementary School	Elementary Spec Ed Teacher RSP - Multiple Subject - FTE:50%	01.0-65000.0-57602-11200-1110-2060000	100	STP: $1413	Will remain as a sub teacher	8/2/2022
MARTINEZ, IZABELLE Health Services	School Nurse School Nurse - FTE:60%	01.0-74220.0-00000-31400-1216-7729000	100		Will remain as sub nurse	7/25/2022
SCHWARTZ, SAMANTHA Huerta Middle School	Teacher Science - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100		Will remain as a sub teacher	8/3/2022

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
ROSALES, JESSICA Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months - FTE:100%	12.0-90602.0-11100-10000-1110-2140000	100	RA:002 - ST:02		8/12/2022
IWAN, ROBERT Burbank High School	High School Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:VI - ST:14 STP: $1413		8/8/2022
ESCOBAR, JASON Special Education	Psychologist I Psychologist I - FTE:100%	01.0-00000.0-00000-31200-1214-7440000	100	RA:015 - ST:03 STP: $1413		8/15/2022
CASTRO, ERICA Health Services	School Nurse - FTE:100%	01.0-74220.0-00000-31400-1216-7729000	100	RA:001 - ST:03		8/9/2022
WEBER, REBECCA Health Services	School Nurse School Nurse - FTE:80%	01.0-74220.0-00000-31400-1216-7729000	80	RA:004 - ST:16		8/8/2022
AVAGYAN, ANUSH Burbank High School	Secondary Teacher English Eld - FTE:100%	01.0-01500.0-11100-10000-1110-4310000 01.0-00000.0-11100-10000-1110-4310000	40 60	RA:006 - ST:01 STP: $1413		8/8/2022
ZECENA-RUBIO, DEBORA Huerta Middle School	Secondary Teacher Art - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100	RA:006 - ST:06	Temp to Prob 2	8/8/2022
UNDERWOOD, ANDREW Burbank High School	Teacher Biology - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:004 - ST:02	Temp to Prob 2	8/8/2022
MEBERG, ELIZABETH Burroughs High School	Teacher Drama (English) - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:003 - ST:04		8/8/2022
HERNANDEZ JR, JOEL Luther Middle School	Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100	RA:003 - ST:04		8/8/2022
BARCLAY, JASON Instructional Services	Teacher Ila Teacher - FTE:100%	01.0-74250.0-11100-10000-1110-5759000	100	RA:006 - ST:15 STP: $1413	Temp to Prob 2	8/8/2022

ELECTION: PROB IE OR ZERO	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
SULLIVAN, CYRITA Special Education	Special Education Teacher Itinerant Special Ed - FTE:100%	01.0-65000.0-57602-11200-1110-7440000	100	STP: $1413		8/8/2022 5/26/2023
DIGHERO, KAYLA Burroughs High School	Teacher Chemistry - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100			8/19/2022 05/26/2023

ELECTION: TEMPORARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
MOHAMMAD, HASINA	Counselor	01.0-00000.0-00000-31100-1211-4320000	100	RA:005 - ST:08		8/12/2022
Burroughs High School	HS Counselor - FTE:100%			STP: $1413		12/23/2022
CLASSON, GRACIE	Elementary Teacher	01.0-00000.0-11100-10000-1110-2010000	100	RA:003 - ST:06		8/8/2022
Disney Elementary School	Teacher - FTE:100%					5/26/2023
KENFACK, AURELIE	Elementary Teacher	01.0-00000.0-47601-10000-1110-2010000	61	RA:003 - ST:09		8/8/2022
Disney Elementary School	Teacher - FTE:100%	01.0-01500.0-47601-10000-1110-2010000	39	STP: $2826		
SANDERSON, MARIA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2030000	100	RA:003 - ST:01		8/8/2022
Emerson Elementary School	- FTE:100%			STP: $1.41		5/26/2023
BARDEAU, JANICE	Elementary Teacher	01.0-74250.0-11100-10000-1110-5759000	100	RA:003 - ST:02		8/8/2022
Instructional Services	Teacher ILA - FTE:100%					5/26/2023
DAY-OSHITA, IAN	Elementary Teacher	01.0-00000.0-11100-10000-1110-2100000	100	RA:006 - ST:01		8/8/2022
J Miller Elementary School	Elementary Teacher - FTE:100%			STP: $2826		5/26/2023
GREENE, CELIA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:03		8/8/2022
J Miller Elementary School	Teacher - FTE:100%					5/26/2023
FOENANDER, LINDSAY	Elementary Teacher	01.0-00000.0-11100-10000-1110-2060000	100	RA:004 - ST:03		8/8/2022
Jefferson Elementary School	- FTE:100%					5/26/2023
BARBIER, JENELLE	Elementary Teacher	01.0-00000.0-11100-10000-1110-2090000	100	RA:003 - ST:01		8/8/2022
Mc Kinley Elementary School	- FTE:100%					5/26/2023
GREGERSON, LAUREN	Elementary Teacher	01.0-00000.0-11100-10000-1110-2090000	100	RA:004 - ST:02		8/8/2022
Mc Kinley Elementary School	- FTE:100%					5/26/2023
STINSON, JAMES	Elementary Teacher	01.0-00000.0-11100-10000-1110-2090000	100	RA:003 - ST:01		8/8/2022
Mc Kinley Elementary School	Teacher - FTE:100%					5/26/2023
MOLINA, ANNE	Elementary Teacher	01.0-00000.0-11100-10000-1110-2130000	100	RA:006 - ST:15		8/8/2022
Providencia Elementary School	Teacher - FTE:100%					5/26/2023
WIEBLER, MEGAN	Elementary Teacher	01.0-00000.0-11100-10000-1110-2130000	100	RA:003 - ST:01		8/8/2022
Providencia Elementary School	- FTE:100%					12/23/2022
CAMPOS, KIMBERLY	Elementary Teacher	01.0-00000.0-11100-10000-1110-2140000	100	RA:003 - ST:7		8/8/2022
Roosevelt Elementary School	Teacher - FTE:100%			STP: $1413		5/26/2023
LAWRENCE, BRIDGETTE	Elementary Teacher	01.0-00000.0-11100-10000-1110-2150000	100	RA:004 - ST:11		8/8/2022
Stevenson Elementary School	Elementary Teacher - FTE:100%			STP: $1413		5/26/2023
ROSALINO-GARCIA, LINDA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2150000	100	RA:004 - ST:02		8/11/2022
Stevenson Elementary School	Teacher - FTE:100%					5/26/2023
GERGI, OLGA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2020000	100	RA:006 - ST:04		8/8/2022
Thomas Edison Elementary School	- FTE:100%			STP: $1413		5/26/2023
BLOCK, OLIVIA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2160000	100	RA:003 - ST:01		8/8/2022
Washington Elementary School	Teacher - FTE:100%					5/26/2023

WAISMAN, GABRIEL Luther Middle School	Teacher Math - FTE:100%	01.0-00000.0-11100-10000-1110-32000000	100	RA:006 - ST:14 STP: $1413		8/8/2022

CHANGE OF STATUS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MAHONEY, GERALD Huerta Middle School	Teacher Math - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100	RA:004 - ST:02 STP: $1413	Change from Temp to Prob 2	8/8/2022

CHANGE OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BAILEY, ERIN KATE Instructional Services	Elementary Teacher Independent Study - FTE:100%	01.0-74250.0-11100-10000-1110-5759000	100	RA:006 - ST:24 STP: $1413	From Providencia to ILA	8/8/2022
FISCHBACH, JOSHUA Instructional Services	Elementary Teacher Independent Study - FTE:100%	01.0-74250.0-11100-10000-1110-5759000	100	RA:005 - ST:18		8/8/2022
LUBOS, CONCHITA Instructional Services	Elementary Teacher Independent Study - FTE:100%	01.0-74250.0-11100-10000-1110-5759000	100	RA:006 - ST:22 STP: $1413		8/8/2022
SCHLEINKOFER, LORI Special Education	Elementary Teacher TOSA - FTE:100%	01.0-58100.0-50010-21000-1910-7440000 01.0-65200.0-50010-21000-1910-7440000	20 80	RA:006 - ST:08 STP: $3013	Chg from Teacher SE to TOSA Workability	8/8/2022 5/26/2023
PERLISS, DEBORAH Adult School	Special Ed Teacher Mod/Severe - FTE:100%	01.0-65000.0-57601-11106-1110-5330044	100	RA:006 - ST:09 STP: $3013	Voluntary transfer from BHS to FACTS Program	8/8/2022
KING, JENNIFER Luther Middle School	Special Ed Teacher - FTE:100%	01.0-65000.0-57602-11200-1110-3200000	100	RA:004 - ST:16 STP: $3013		8/8/2022
MADERA, CYNTHIA Instructional Services	Tosa TOSA ASES Programs - FTE:100%	01.0-26000.0-00000-21400-1910-7429000	100	RA:006 - ST:22 STP: $1413	Voluntary Transfer from Teacher to TOSA ASES	8/8/2022
CONCIDINE, MICHAEL Luther Middle School	Tosa Title I TOSA - FTE:100%	01.0-30100.0-00000-21300-1910-3200000	100	RA:006 - ST:17 STP: $1413	Voluntary transfer from teacher to TOSA Title 1	8/8/2022
KUBLER, LAURA J Miller Elementary School	Tosa - Elem. Level Curriculum Specialist - FTE:100%	01.0-01500.0-00000-21300-1910-7420000	100	RA:006 - ST:22 STP: $1413	Change from TOSA Learning Loss to Curriculum Specialist	8/8/2022

CHANGE OF LOCATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
TIMONEY, JENNIFER Mc Kinley Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2090000	100	STP: $1413	Voluntary Transfer from McKinley to Jefferson	8/8/2022
SCHARF, ROXANNE Emerson Elementary School	Special Ed Teacher SDC - Elementary - FTE:100%	01.0-65000.0-57602-11100-1110-2030000	100	STP: $1413	Voluntary transfer from McKinley to Emerson	8/8/2022

CHANGE OF FTE %	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
JALIAN, YVETTE Stevenson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-01500.0-00000-21300-1910-7420000	100	STP: $1413	1.0 Curriculum Specialist	8/8/2022

CHANGE OF END DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GARFIAZ, CESAR Human Resources	Long Term Spec Ed Sub Tchr LTS Sp Ed	01.0-00000.0-11100-10000-1160-7550000	100			8/18/2022
OLFATI, GOLAK Human Resources	Long Term Spec Ed Sub Tchr LTS Sp Ed	01.0-00000.0-11100-10000-1160-7550000	100			8/18/2022
DIGHERO, KAYLA Burroughs High School	Long Term Sub Teacher Chemistry	01.0-00000.0-11100-10000-1160-7550000	100			8/18/2022

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
STEINBERG, STEVEN Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months - FTE:50%	12.0-50250.1-11100-10000-1110-2030000	100	RA:005 - ST:03	GP LOA 2022 - 2023	8/13/2021 5/26/2023
GOLEMAN, KIMBERLY Providencia Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2130000	100	RA:003 - ST:06	Preg. Dis. and Parental Bonding	8/8/2022 12/23/2022
KOVESDY, ANDRAS Emerson Elementary School	Special Ed Teacher RSP - Multiple Subject - FTE:100%	01.0-65000.0-57602-11200-1110-2030000	100	RA:003 - ST:11 STP: $1413	Parental Bonding LOA 12 weeks	8/8/2022 10/28/2022
GIVEN, SARAH Burbank High School	Teacher Leave of Absence - FTE:100%	01.0-06350.0-38000-10000-1110-7910000 01.0-00000.0-38000-10000-1110-4310000	40 60	RA:006 - ST:12	Parental Bonding LOA 4 weeks	8/15/2022 9/9/2022
PALASKI, JESSICA Burroughs High School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:006 - ST:10 STP: $1413	Parental Bonding LOA 12 weeks	8/8/2022 10/28/2022

RETURN FROM LEAVE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
NILSSON, CARRIE Stevenson Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2150000	100	RA:006 - ST:04		8/8/2022
DIFRANCESCO, GINA Instructional Services	Teacher Ila Teacher - FTE:100%	01.0-74250.0-11100-10000-1110-5759000	100	RA:006 - ST:24		8/8/2022

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
LOTKER, GRACE Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		8/8/2022
NAZARYAN, MARINA Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		8/15/2022
RUANO RAMIREZ, KARLA Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		8/8/2022
TIMMONS, SCOTT Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		8/8/2022

ELECTION: ADULT SCHOOL	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
PAGUIA, RAYMOND Adult School	Teacher: Adult Counselor Microsoft Office for Business	11.0-63910.0-41104-10000-1130-5330000	100	RA:001 - ST:01		8/19/2022 12/23/2022
RUANO RAMIREZ, KARLA Adult School	Teacher: Adult Counselor Beginning Web Design & I'm a	11.0-63910.0-41104-10000-1130-5330000	100	RA:001 - ST:3		8/19/2022 12/23/2022
ABRAMIANS, ARLET Adult School	Teacher: Adult School Keyboarding & Basic MS Word	11.0-63910.0-41104-10000-1130-5330000	100	RA:003 - ST:03		8/15/2022 12/23/2022
ABRAMIANS, ARLET Adult School	Teacher: Adult School Keyboarding & Basic MS Word	11.0-63910.0-41104-10000-1130-5330000	100	RA:003 - ST:03		8/15/2022 12/23/2022

CHANGE START DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
BARAJAS, DENISE Huerta Middle School	Long Term Sub Teacher Roving Sub	01.0-00000.0-11100-10000-1160-7550000	100			8/11/2022 5/25/2023
DIAZ, CYNTHIA Human Resources	Long Term Sub Teacher Roving Sub	01.0-00000.0-11100-10000-1160-7550000	100			8/8/2022 5/25/2023

ELECTION: CC SUB TEACHER	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
TADEVOSIAN, VALENTINE Childrens Center	Cc Sub Teacher Substitute Teacher	12.0-90602.0-11100-10000-1160-7540000	100			8/8/2022

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
OLKOWSKI, JOSHUA Burroughs High School	Long Term Spec Ed Sub Tchr Spec Ed	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/23/2022 10/31/2022
GARFIAZ, CESAR Human Resources	Long Term Spec Ed Sub Tchr LTS Sp Ed	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/8/2022 12/23/2022
MADDIGAN, DEBORAH John Muir Middle School	Long Term Sub Counselor Counselor	01.0-00000.0-00000-31100-1260-7550000	100	Salary Rate: $292.97		8/8/2022 9/26/2022
MCDERMOTT, MATT Burbank High School	Long Term Sub Teacher Culinary Arts/Given	01.0-00000.0-11100-10000-1160-755000	100	Salary Rate: $250.00		8/15/2022 9/9/2022
DIGHERO, KAYLA Burroughs High School	Long Term Sub Teacher Chemistry	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/8/2022 12/23/2022
SPARGUR, CONRAD Burroughs High School	Long Term Sub Teacher English	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $292.97		8/9/2022 10/31/2022
DORSEY, ERIN John Muir Middle School	Long Term Sub Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/8/2022 12/23/2022

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 22-23-04

September 1, 2022
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Almanzar-Leal, Carolina	JBHS	Department Chair	Stipend	$1550.00	2	August – May
Arriola-Alcarzar, Glenda	Health Services	Home Teacher	Hourly	$37.89	50	July - May
Barnhart, Julie	Jefferson	Intervention Planning	Hourly	$35.46	4	August
Baroutgian, Elizabeth	JBHS	Additional .2 FTE	Monthly	$1,232,33	1	August - December
Basinski, Anna	Jefferson	Intervention Planning	Hourly	$35.46	4	August
Bess, Kenneth	Huerta	Intervention Teaching	Hourly	$47.80	5	August
Bonino, Gabriella	Health Services	Home Teacher	Hourly	$37.89	200	July - May
Bowren, Stacey	Instructional Services	Intervention Planning	Hourly	$35.46	1	August
Cafferty, Juliana	Jefferson	Intervention Planning	Hourly	$35.46	10	August
Castro, Jesus	BHS	Additional .2 FTE	Monthly	$1,893.58	1	August – December
Clark, Kara	JBHS	Intervention Planning	Hourly	$35.46	22.5	June - July
Clark, Kara	JBHS	Intervention Teaching	Hourly	$47.80	10.47	August – December
Clark, Kara	JBHS	Additional .2 FTE	Monthly	$1,295.98	1	August – December
Carino, Jeanne	Luther	Additional .2 FTE	Monthly	$1,737.80	1	August – December
Carman, Patrick	JBHS	Additional .2 FTE	Monthly	$1,867.89	1	August - December
Carter, Eric	Special Ed	Additional .2 FTE	Monthly	$1,737.80	1	August – December
Coleman, Adam	BHS	Football V. Head Coach	Stipend	$1,759	3	August- October
Coleman, Adam	BHS	Additional .2 FTE	Monthly	$1,305.49	1	August – December
Collazos, Martin	BHS	Additional .2 FTE	Monthly	$1,893.58	1	August – December
Collins, Chandra	Instructional Services	Intervention Teaching	Hourly	$47.80	400	July - May
Cook, Jacob	JBHS	Waterpolo Head Coach	Stipend	$2,304	2	September - October
Dam, Abigail	JBHS	Intervention Planning	Hourly	$35.46	22.5	June – July
Dam, Abigail	JBHS	Intervention Teaching	Hourly	$47.80	10.47	August – December
Dekay, James	JBHS	Additional .2 FTE	Monthly	$1,817.14	1	August – December
Dixon, Joanne Michelle	Health Services	Home Teacher	Hourly	$37.89	200	July - May
Evans, David	Luther	Additional .2 FTE	Monthly	$1,554.71	1	August – December
Everhart, Gregory	JBHS	Department Chair	Stipend	$1550.00	2	August – May

Fields, Jaimi	Muir	Intervention Planning	Hourly	$35.46	12	June
Foenander, Lindsay	Jefferson	Intervention Planning	Hourly	$35.46	15	August
Garcia, Jacqueline	Health Services	Home Teacher	Hourly	$37.89	50	July - May
Griffith, Jennifer	Jefferson	Intervention Planning	Hourly	$35.46	8	August
Hacker, Jan	Instructional Services	Intervention Planning	Hourly	$35.46	7	August
Henderson, Jeffrey	BHS	Additional .2 FTE	Monthly	$1,893.58	1	August – December
Hernandez, Dorothy	Instructional Services	Intervention Teaching	Hourly	$47.80	400	July - May
Hochberg, Adam	JBHS	Department Chair	Stipend	$1550.00	2	August – May
Howard, Corey	Muir	Intervention Planning	Hourly	$35.46	58	June
Junkermeier, Joshua	BHS	Additional .2 FTE	Monthly	$1,580.40	1	August – December
Kaur, Harjot	JBHS	Department Chair	Stipend	$1550.00	2	August – May
Knoop, Julie	JBHS	Department Chair	Stipend	$1550.00	2	August – May
Knoop, Keith	JBHS	Department Chair	Stipend	$1550.00	2	August – May
Koontz, James	Muir	Intervention Planning	Hourly	$35.46	30	August
Landin-White, Theresa	Instructional Services	Intervention Teaching	Hourly	$47.80	400	July - May
Levy, Jodi	JBHS	Department Chair	Stipend	$1550.00	1	August – December
Lohr, Jason	BHS	Additional .2 FTE	Monthly	$1,699.55	1	August – December
Macias, Sandra	JBHS	Department Chair	Stipend	$1550.00	2	August – May
Macias, Sandra	JBHS	Additional .2 FTE	Monthly	$1,556.15	1	August – December
Manos, Katie	Jefferson	Intervention Planning	Hourly	$35.46	4	August
Manoukian, Zare	JBHS	Intervention Planning	Hourly	$35.46	22.5	June – July
Manoukian, Zare	JBHS	Intervention Teaching	Hourly	$47.80	10.47	August – December
McDermott, Sara	Health Services	Home Teacher	Hourly	$37.89	100	July - May
McKain, Allison	BHS	Athletic Director-Girls	Stipend	$8,345	1	August - June
McMahan, Amanda	JBHS	Additional .2 FTE	Monthly	$1,708.87	1	August – December
McMenamin, Patrick	BHS	Athletic Director-Boys	Stipend	$8,345	1	August - June
McMenamin, Patrick	BHS	Additional .2 FTE	Monthly	$1,763.49	1	August – December
Mesquita, Nicholas	JBHS	Additional .2 FTE	Monthly	$1,232.33	1	August – December
Metcalf, Diane	Emerson	Intervention Planning	Hourly	$35.46	12	August
Miller, Wendy	BHS	Additional .2 FTE	Monthly	$1,867.89	1	August – December
Minasyan, Armineh	BHS	Additional .2 FTE	Monthly	$1,708.87	1	August – December
Moen, Anna	Jefferson	Intervention Planning	Hourly	$35.46	4	August
Morreale, Katelyn	JBHS	Intervention Planning	Hourly	$35.46	22.5	June - July
Morreale, Katelyn	JBHS	Intervention Teaching	Hourly	$47.80	10.47	August – December

Movessian, Armenia	BHS	Girls JV Tennis Coach	Stipend	$1599	3	August - October
Movessian, Armenia	BHS	Additional .2 FTE	Monthly	$1,763.49	1	August – December
Peebles, John	JBHS	Cross-Ctry Head Coach	Stipend	$2,808.50	2	September - October
Phan, Loi	BHS	Girls V-Tennis Coach	Stipend	$2,808.50	2	September - October
Platner, Rebecca	BHS	Additional .2 FTE	Monthly	$1,370.04	1	August – December
Proano, Leonardo	Health Services	Home Teacher	Hourly	$37.89	50	July - May
Proano, Lenoardo	BHS	Additional .2 FTE	Monthly	$1,541.05	1	August – December
Raad, Rachel	Jefferson	Intervention Planning	Hourly	$35.46	4	August
Real, Edwin	JBHS	G-Vollyball Head Coach	Stipend	$2,808.50	2	September - October
Rincon, Thalia	JBHS	Additional .2 FTE	Monthly	$1,251.47	1	August - December
Romero, Michelle	Instructional Services	Intervention Planning	Hourly	$35.46	10	August
Russon, Robyn	JBHS	Department Chair	Stipend	$1550.00	2	August – May
Setaghian, Natalie	BHS	Additional .2 FTE	Monthly	$1,708.87	1	August – December
Simond, Gregory	BHS	Additional .2 FTE	Monthly	$1,295.98	1	August – December
Solyom, Karen	Jefferson	Intervention Planning	Hourly	$35.46	10	August
Struyk, Connie	Jefferson	Intervention Planning	Hourly	$35.46	4	August
Sullivan, Benjamin	Luther	Additional .2 FTE	Monthly	$1,309.18	1	August – December
Tobin, Jill	JBHS	Intervention Planning	Hourly	$35.46	60	June - July
Tobin, Jill	JBHS	Intervention Teaching	Hourly	$47.80	10.47	August – December
Turner, Marcus	BHS	Additional .2 FTE	Monthly	$1,764.98	1	August – December
Valencia, Hector	BHS	Additional .2 FTE	Monthly	$1,791.45	1	August – December
Valle, Jose	JBHS	Additional .2 FTE	Monthly	$1,967.89	1	August – December
Vasquez, Jose	Instructional Services	CTE Assignment	Hourly	$46.96	187	August - May
Velasco, Yvette	BHS	Additional .2 FTE	Monthly	$1,290.05	1	August – December
Villareal, Katrina	Huerta	CTE Assignment	Hourly	$45.17	187	August – May
Wells, John	BHS	Intervention Planning	Hourly	$35.46	200	August – October
Winn, Amy	BHS	Additional .2 FTE	Monthly	$1,763.49	1	August – December
Wolf, Darin	BHS	Additional .2 FTE	Monthly	$1,738.69	1	August – December
Woo, Misik	BHS	Additional .2 FTE	Monthly	$1,893.58	1	August – December
Zadorian, Selin	BHS	Additional .2 FTE	Monthly	$1,708.87	1	August – December

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation								
GARFIAZ, Cesar	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		42-VI	D	08-07-22		Special Education
JIMENEZ, Elsa	Financial Analyst	01.0-00000.0-00000-72000-2410-7470000		60-VI	A	08-16-22		Fiscal Services
MICHENER, Leslie	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2092000 01.0-00000.0-11100-10009-2910-2091000	.8774 .1226	33-VI	D	08-10-22		McKinley Elementary
MORALES, Vivian	Library Coordinator – Elementary	01.0-01500.0-00000-24200-2210-2030000		36-V	D	08-10-22		Emerson Elementary
OLEA, Noe	Custodian	01.0-00100.0-00000-82100-2210-4310000		35-III	A	08-09-22		Burbank High School
PIPES, Shonta	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		42-III	D	09-01-22		Special Education
SHIRVANYAN, Armine	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2102000		33-I	A	08-04-22		Miller Elementary
KRIKOURIAN, Karineh	Office Technician	01.0-02200.0-32000-27000-2410-5300000		37-III	C	07-20-22		Monterey High School
Leave								
AMY, Emily	Educational Interpreter I	01.0-33100.0-57602-11104-2110-3220000		54-VI	D	08-15-22	05-25-23	Muir Middle School
GRABER, Andrea	Occupation Therapist	01.0-65000.0-57601-31409-2211-7440000		E-7	B	07-01-22	06-30-23	Special Education
KOSZO, Brad	Behavior Intervention	01.0-65000.0-57601-11905-2110-7440000		42-VI	D	08-15-22	11-04-22	Special Education
SARNA, Jon	Intervention Specialist For At Risk Youth	01.0-01500.0-00000-31100-2210-7420000		53-VI	D	08-15-22	05-25-23	Roosevelt Elementary
Additional Compensation for Longevity								
JONES, Stephanie	Senior School Finance Technician	01.0-00000.0-00000-27000-2410-3200000		40-VI	B	08-01-22		Luther Middle School 10 yrs./$125 monthly
TRIMBLE, Constance	Human Resources Analyst - Certificated	01.0-00000.0-00000-72000-2410-7550000		50-VI	A	08-01-22		Human Resources 20 yrs./$207 monthly

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Site Technology Specialist								
BAUMAN, Laura	Instructional Technology Media Specialist	01.0-000000.0-00000-24200-2450-7730000		$1,092/sem		08-15-22	05-25-23	Technology Services
BUSSARD, Beverly	Instructional Technology Media Specialist	01.0-000000.0-00000-24200-2450-7730000		$1,092/sem		08-15-22	05-25-23	Technology Services
KIM, Nancy	Instructional Technology Media Specialist	01.0-000000.0-00000-24200-2450-7730000		$1,092/sem		08-15-22	05-25-23	Technology Services
Additional Compensation for Bilingual Translation								
ARMIYANTS, Rima	Counseling Assistant	01.0-00000.0-00000-31100-2210-4310000		37-III	B	08-01-22	05-31-22	Burbank High School
BARRAGAN, Erika	Attendance Technician	01.0-00000.0-00000-27000-2410-4320000		35-VI	C	08-08-22	05-31-23	Burroughs High School
DAWOODIAN, Armineh	Registrar	01.0-00000.0-00000-27000-2410-4310000		42-VI	A	08-01-22	05-31-23	Burbank High School
DIAZ, Esperanza M	Intervention Specialist For At Risk Students	01.0-01500.0-00000-31100-2210-7420000		53-V	D	08-15-22	05-25-23	Emerson Elementary
VARDANIAN, Gohar	Attendance Technician	01.0-00000.0-00000-27000-2410-4310000		35-VI	D	08-01-22	05-31-23	Burbank High School
Change of Assignment – Classification/Location/FTE								
ARTERO, Sonia	Custodian	01.0-00100.0-00000-82100-2210-3200000		35-VI	A	07-09-22		Luther Middle School
ALEXAN, Louisa	Senior School Finance Clerk	01.0-00000.0-00000-27000-2410-4320000		40-V	B	04-11-22		Burroughs High School
BREWER, Katarina	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000		40-III	D	03-17-22		Special Education
CLARK, Shane	Technology Support Specialist	01.0-00000.0-00000-77000-2410-7730000		49-III	A	08-08-22		Burroughs High School
DEVALL, Barbara	Paraeducator, Special Education	01.0-33100.0-57602-11200-2110-3200000		32-VI	D	07-01-22		Luther Middle School
EIHOLZER, Erin	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000		40-III	D	04-20-22		Special Education
KONOWALOW, Brittany	Student Information	01.0-00000.0-00000-77000-2410-7420000		59-I	A	04-18-22		Instructional Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
MACIEL-BROWN, JoanMarie	Paraeducator-Healthcare	01.0-65000.0-57601-11908-2110-4323000		39-V	D	08-15-22		Burroughs High School
MARUTYAN, Arpy	Community Resource Assistant	01.0-30100.0-00000-27000-2410-3229000		33-I	D	08-15-22		Muir Middle School
SHILVOCK, Charles	Glazier/Carpenter	01.0-81500.0-00000-81100-2210-7523000		52-VI	A	03-18-22		Operations
WHITAKER, Malia	Campus Supervisor	01.0-02200.0-32000-83000-2210-5300000		36-II	D	08-15-22		Monterey High School
Additional Compensation for Working out of Class								
MOYA, Gloria	Financial Analyst	01.0-00000.0-00000-72000-2410-7470000 01.0-01501.0-00000-72000-2410-7420000	.75 .25	60-VI	A	03-14-22	12-31-22	Fiscal Services
SAHAGUN, Lisa	Budget and Accounting Technician	01.0-00000.0-00000-72000-2410-7470000 01.0-30100.0-00000-21000-2410-7429000	.75 .25	48-VI	A	06-23-22	12-31-22	Fiscal Services
Election – Monthly								
BULIAVAC, Alexi Rae	Facilities & Operations Construction Technician	01.0-00100.0-00000-81100-2410-7520000		48-I	A	08-08-22		Facilities Services
CHAVEZ-RUIZ, Natalie	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		42-I	D	08-15-22		Special Education
DE LEON, Carmen	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		42-I	D	08-15-22		Special Education
FAUDREE, Steven	Paraeducator-Severe Behavior II	01.0-65000.0-57601-11100-2110-3220000		45-IV	D	08-15-22		Muir Middle School
GILMORE Miles	Campus Supervisor	01.0-32120.0-00000-83000-2210-7429000		36-II	D	08-15-22		Burbank High School
HERNANDEZ, Lislett	Paraeducator- At Risk Youth	01.0-01500.0-35500-10000-2110-5260000		36-II	D	08-16-22		Community Day School
JABOURIAN, Kristopher	Campus Supervisor	01.0-32120.0-00000-83000-2210-7429000		36-II	D	08-15-22		Muir Middle School
LOPEZ, Anastasia	Custodian	01.0-00000.0-00000-82100-2210-5750000 01.0-00000.0-00000-83000-2210-5750000	.50 .50	36-I	C	08-08-22		Burbank Adult School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly (Continued)								
LOPEZ, PERLA	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000		33-I	D	08-15-22		Burbank High School
LURIE, Jennifer	Senior School Finance Technician	01.0-00000.0-00000-27000-2410-3210000		40-IV	B	08-08-22		Huerta Middle School
MEDINA, Christian	Technology Support Specialist I	01.0-00000.0-00000-77000-2410-7730000		49-I	A	08-10-22		Burbank High School
MEDINA, Sabrina	Typist Clerk II	01.0-00000.0-00000-27000-2410-3200000		37-1	C	08-15-22		Luther Middle School
OAK, Christine C	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000		E-3	B	08-29-22		Special Education
PAZ, Tracy	Campus Supervisor Elementary	01.0-00000.0-11100-10009-2910-2152000		33-I	D	08-15-22		Stevenson Elementary
RODRIGUEZ, Noemi	Instructional Assistant-	11.0-63910.0-41106-10000-2110-5330000		30-I	D	05-07-22		Adult School
ROOBEN BABAKHANIAN, Talin	District Office Receptionist	01.0-00000.0-00000-72000-2410-7550000		36-III	A	08-08-22		Human Resources
SERVELLON ESCOBAR, Cindy	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		42-I	D	08-15-22		Special Education
SIERRA, Rebecca	Senior Secretary	01.0-00000.0-00000-27000-2410-4320000		42-V	B	08-09-22		Burroughs High School
SPEISSER-SAMARGE, Natalie	Office Assistant - Elementary	01.0-00000.0-00000-27000-2410-2020000		34-I	C	08-01-22		Edison Elementary
TEJEDA, Liliana	ELD Office 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	.10 .30 .20 .30 .10	35-I	D	05-10-22	07-26-22	Adult School
VASQUEZ, Jose	Campus Supervisor	01.0-32120.0-00000-83000-2210-7429000		36-II	D	08-15-22		Huerta Middle School
WHISLER, Reed	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2160000		35-I	D	08-15-22		Washington Elementary
Election – Additional Assignment								
BAKER, Ryan	ELD Office Specialist I	01.0-01501.0-47600-27000-2410-4310000		35-I	D	05-02-22		Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Additional Assignment (Continued)								
CECENA, Carmen	Custodian	01.0-00100.0-00000-82100-2210-2090000		35-I	A	07-22-22		McKinley Elementary
KHACHATOURIANS, Klara	Campus Supervisor	01.0-00000.0-11100-10009-2910-3221000		36-III	D	08-15-22		Muir Middle School
Election – Hourly								
CHAVEZ, Joseph	Instructional Technology Media Specialist	01.0-00000.0-00000-24200-2230-2051000		40-II	D	08-01-22	08-15-22	Bret Harte Elementary
CHAVEZ, Joseph	Instructional Technology Media Specialist	01.0-00000.0-00000-72000-2430-7450000		40-II	D	08-05-22	08-05-22	Bret Harte Elementary
COZAKOS, Crystal	Use of Facilities Coordinator/Senior Administrative Secretary	01.0-00100.0-00000-81100-2410-7520000		60-II	A	06-17-22	06-17-22	Facilities Services
COZAKOS, Crystal	Use of Facilities Coordinator/Senior Administrative Secretary	01.0-00100.0-00000-81100-2410-7520000		60-II	A	06-18-22	06-18-22	Facilities Services
COZAKOS, Crystal	Use of Facilities Coordinator/Senior Administrative Secretary	01.0-00100.0-00000-81100-2410-7520000		60-II	A	07-01-22	07-01-22	Facilities Services
COZAKOS, Crystal	Use of Facilities Coordinator/Senior Administrative Secretary	01.0-00100.0-00000-81100-2410-7520000		60-II	A	07-08-22	07-08-22	Facilities Services
COZAKOS, Crystal	Use of Facilities Coordinator/Senior Administrative Secretary	01.0-00100.0-00000-81100-2410-7520000		60-II	A	07-11-22	07-11-22	Facilities Services
DRECHSLER, Melinda	Student Services and Attendance Specialist	01.0-56340.0-00000-31300-2440-7459000		57-III	A	08-01-22	08-31-22	Student Services
DUENAS, Christina	Campus Supervisor	01.0-32102.0-00000-83000-2260-7429000		36-VI	D	08-15-22	09-30-22	Luther Middle School
ELLIS, Pam	Accounting Assistant II	01.0-00100.0-00000-72000-2430-7470000		49-VI	A	07-22-22	11-01-22	Fiscal Services
FLYNN, Lidia	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7731000		57-III	A	08-05-22	08-06-22	Technology Services

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Election – Hourly (Continued)								
GONZALEZ, Ailyn	LTS-Typist Clerk III	01.0-00000.0-11100-10009-2960-7550000		35-I	G	11-29-21	06-07-22	Human Resources
LOPEZ, Ismael	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7310000		57-VI	A	08-08-22	08-08-22	Technology Services
LUNDBERG, Nuria	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	F	07-01-22	07-31-22	Instructional Services
MOYA, Gloria	Financial Analyst	01.0-00000.0-00000-72000-2440-7470000		60-VI	A	07-01-22	12-31-22	Fiscal Services
SAHAGUN, Lisa	Budget and Accounting Technician	01.0-00000.0-00000-720000-2440-747000		48-VI	A	07-01-22	12-31-22	Fiscal Services
Election – Walk on Coach								
AGHAZARIAN, Melani	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		15.00	F	07-01-22	07-30-22	Burbank High School
ARAKELYAN, David	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		15.00	F	07-01-22	07-30-22	Burbank High School
HAMANAKA, Glenn	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	06-01-22	08-06-22	Burroughs High School
KOULOUVARSI, Scott	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	06-01-22	08-31-22	Burroughs High School
MINASYAN, Hayk	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		15.00	F	07-01-22	07-30-22	Burbank High School
NAVARRO, Mark	Short Term Athletic	01.0-90904.0-17016-42001-2171-4328100		15.00	F	06-01-22	07-31-22	Burroughs High School
NAVARRO, Tristen	Short Term Athletic	01.0-90904.0-17016-42001-2171-4328100		15.00	F	06-01-22	07-31-22	Burroughs High School
SULLIVAN, Sabrina	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	06-01-22	08-06-22	Burroughs High School
SWILLING, Leland	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	06-01-22	08-31-22	Burroughs High School

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
23000529	UME FEDERAL CREDIT UNION	C/O 1: INCREASE BY $15.05; SOFTWARE LICENSE; BOARD APPROVED 6/16/22	TECHNOLOGY SERVICES	010	$75.00
23000579	TIME FOR KIDS SUBSCRIPTIONS	MAGAZINE SUBSCRIPTION; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$110.00
23000580	SCHOOL EMPLOYERS ASSOCIATION OF CALIFORNIA	2022-2023 JPA MEMBERSHIP FEES; BOARD APPROVED 6/16/22	PERSONNEL SERVICES	010	$2,858.00
23000582	GRANICUS	PEAK AGENDA MONTHLY MANAGED SERVICE & SOFTWARE; BOARD APPROVED 6/16/22	SUPERINTENDENT ´S OFFICE	010	$31,822.07
23000584	CSBA CALIFORNIA SCHOOL BOARDS ASSOC	ANNUAL GAMUT ONLINE SERVICE & MAINTENANCE; BOARD APPROVED 6/16/22	SUPERINTENDENT ´S OFFICE	010	$8,115.00
23000589	CITY OF BURBANK	BOARD MEETING VIDEOTAPING SERVICES	SUPERINTENDENT ´S OFFICE	010	$3,859.50
23000590	RENAISSANCE LEARNING	ANNUAL STAR READING, STAR MATH, ACCELERATED READER & MAINTENANCE FEE RENEWAL FOR MCKINLEY, DISNEY, WASHINGTON, PROVIDENCIA & JEFFERSON; TITLE I AND GIFT FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$38,888.80
23000591	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$589.82
23000592	MULLOY, SHAWN LEE	2022-23 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,278.58
23000593	THE HITT COMPANIES	OFFICE SUPPLY	TECHNOLOGY SERVICES	010	$54.94
23000594	CARTER SEXTON	CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT FUNDS	BURBANK HIGH SCHOOL	010	$1,480.04
23000595	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$1,471.23
23000596	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$913.34
23000597	BRAINPOP	SOFTWARE SUBSCRIPTION; ELO FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$32,865.25
23000598	KAMI	SOFTWARE LICENSES; ELO FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$31,500.00
23000599	PATRIOT FIRE PROTECTION	FIRE PROTECTION SERVICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$14,793.21
23000601	LESSONPIX INC	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	SPECIAL EDUCATION	010	$36.00
23000602	IMAGE MATTERS INC.	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$2,371.93
23000603	DEPARTMENT OF SOCIAL SERVICES	COMMUNITY CARE LICENSE FEE FOR MONTEREY INFANT CENTER; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$242.00
23000604	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$190.04
23000605	PRINT & FINISHING SOLUTIONS	PRINTER REPAIR; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$300.00
23000606	GRAY STEP SOFTWARE, INC.	SOFTWARE LICENSE	LUTHER BURBANK MIDDLE SCHOOL	010	$899.00

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23000607	LEARNING A-Z	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	BURBANK HIGH SCHOOL	010	$228.00
23000608	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$33.05
23000609	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$220.41
23000612	LIGHTSPEED TECHNOLOGIES	TECHNOLOGY SUPPLY	DOLORES HUERTA MIDDLE SCHOOL	010	$290.63
23000616	STAGERIGHT CORP	FURNITURE SUPPLIES	BURBANK HIGH SCHOOL	010	$207.58
23000617	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CONTINUATION EDUCATION-MONTEREY FUNDS	MONTEREY HIGH SCHOOL	010	$774.19
23000618	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$33.74
23000619	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; ASES FUNDS	DISNEY ELEMENTARY	010	$49.80
23000620	ATI RESTORATION LLC	ASBESTOS ABATEMENT AT MUIR MIDDLE SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$11,442.14
23000621	ATI RESTORATION LLC	ASBESTOS ABATEMENT AT LUTHER MIDDLE SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$7,534.38
23000622	MARIPOSA TREE MANAGEMENT INC	TREE REMOVAL, STUMP REMOVAL AND STUMP GRINDING AT EDISON ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FEES	FACILITIES SERVICES	010	$3,880.00
23000623	SCHOOL PATHWAYS HOLDINGS, LLC	SOFTWARE LICENSES; ELO FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$21,000.00
23000624	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	COMMUNITY DAY SCHOOL	010	$1,031.71
23000625	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL EQUIPMENT	MILLER ELEMENTARY	010	$580.36
23000626	FRONTLINE TECHNOLOGIES	ANNUAL SUBSCRIPTION; ABSENCE AND SUBSTITUTE MANAGEMENT SERVICES; BOARD APPROVED 6/16/22	PERSONNEL SERVICES	010	$29,009.28
23000627	EMS LINQ INC	SCHOOL NUTRITION & FITNESS WEB HOSTING SERVICES; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 6/16/22	FOOD SERVICES	130	$7,179.03
23000628	PARADIGM HEALTHCARE SERVICES, LLC	PROFESSIONAL SERVICES; MEDI-CAL SUPPORT; MEDI-CAL FUNDS; BOARD APPROVED 6/3/21	SPECIAL EDUCATION	010	$25,000.00
23000629	CENTER FOR DEVELOPING KIDS	PROFESSIONAL SERVICES; OCCUPATION THERAPY ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	SPECIAL EDUCATION	010	$2,000.00
23000630	SIGN UP INTERPRETING SERVICES, LLC	PROFESSIONAL SERVICES; INTERPRETING; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	SPECIAL EDUCATION	010	$500,000.00
23000631	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2022-23 BLANKET ORDER; OFFICE SUPPLIES	Student Services	010	$3,000.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
23000632	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$8,000.00
23000633	SOUTHWEST SCHOOL & OFFICE SUPPLY	2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MONTEREY HIGH SCHOOL	010	$3,500.00
23000634	SOUTHWEST SCHOOL & OFFICE SUPPLY	2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$2,000.00
23000635	J.W. PEPPER & SONS, INC	2022-23 BLANKET ORDER; INSTRUCTIONAL MATERIALS	BURBANK HIGH SCHOOL	010	$500.00
23000636	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR NON-PUBLIC SCHOOL PLACEMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 1/20/22	SPECIAL EDUCATION	010	$2,100.00
23000639	BERTRAND'S MUSIC	2022-23 BLANKET ORDER; IMA SUPPLIES	BURBANK HIGH SCHOOL	010	$4,500.00
23000640	SAN JOAQUIN COUNTY OFFICE OF EDUCATION	CONSULTANT AGREEMENT; SEIS INTEGRATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/19/22	SPECIAL EDUCATION	010	$3,357.00
23000641	KR NIDA CORPORATION	MAINTENANCE AGREEMENT FOR BUSD REPEATERS AND RADIO EQUIPMENT	FACILITIES SERVICES	010	$4,750.00
23000642	LIMERICK, INC.	CONSULTANT AGREEMENT; LACTATION SUPPORT PROGRAM; BOARD APPROVED 10/15/15	PERSONNEL SERVICES	010	$5,000.00
23000643	BOYS & GIRLS CLUB OF BURBANK	SUMMER CHILD CARE PROGRAM; EXPANDED LEARNING OPPORTUNITIES PROGRAM FUNDS; BOARD APPROVED 6/2/22	INSTRUCTIONAL SERVICES	010	$36,192.00
23000644	WINSOR LEARNING INC	PROFESSIONAL DEVELOPMENT; ALTERNATIVE DISPUTE RESOLUTION FUNDS	SPECIAL EDUCATION	010	$6,000.00
23000645	BLACK, TOBY J	CONSULTANT AGREEMENT; COVID COORDINATOR; DPH COVID TESTING FUNDS; BOARD APPROVED 6/16/22	DISTRICT OFFICE	010	$40,000.00
23000646	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATORS	MUIR MIDDLE SCHOOL	010	$2,600.00
23000647	UME FEDERAL CREDIT UNION	BUS TRANSPORTATION FOR FAMILIES IN TRANSITION; TITLE I FUNDS	Student Services	010	$96.00
23000648	KR NIDA CORPORATION	COMMUNICATION EQUIPMENT	MUIR MIDDLE SCHOOL	010	$2,403.25
23000649	HAYUTIN AND ASSOCIATES, INC.	PROFESSIONAL SERVICES; EDUCATIONAL THERAPY; ALTERNATIVE DISPUTE RESOLUTION FUNDS; BOARD APPROVED 5/5/22	SPECIAL EDUCATION	010	$6,110.42
23000650	SIMUN PSYCHOLOGICAL ASSESSMENT GROUP PC	PROFESSIONAL SERVICES; PSYCHO-EDUCATIONAL ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/21/22	SPECIAL EDUCATION	010	$6,500.00
23000651	UME FEDERAL CREDIT UNION	AUDIO VISUAL SUPPLIES	MUIR MIDDLE SCHOOL	010	$793.80
23000652	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,598.63
23000653	AMBCO ELECTRONICS	HEALTH SUPPLIES	Health Services	010	$310.65
23000654	AMTECH ELEVATOR SERVICES	ELEVATOR REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$357.65

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
23000655	ADEMCO INC DBA ADI	INTERCOM SYSTEM; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,698.98
23000656	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$801.72
23000657	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; ASES FUNDS	PROVIDENCIA ELEMENTARY	010	$1,496.69
23000658	PAUL, MICHAEL G	CONSULTANT AGREEMENT; MUSIC INSTRUCTION; GIFT FUNDS; BOARD APPROVED 7/21/22	BRET HARTE ELEMENTARY	010	$8,356.92
23000659	AMAZON CAPITAL SERVICES	FURNITURE	MUIR MIDDLE SCHOOL	010	$141.00
23000660	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$31.96
23000661	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$596.84
23000662	FACING HISTORY AND OURSELVES INC.	CONSULTANT AGREEMENT; PROFESSIONAL DEVELOPMENT; LCFF SUPPLEMENTAL AND EDUCATOR EFFECTIVENESS FUNDS; BOARD APPROVED 8/5/21	INSTRUCTIONAL SERVICES	010	$20,000.00
23000663	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES & FURNITURE	JOHN BURROUGHS HIGH SCHOOL	010	$279.21
23000665	ROBERT HALF; ACCOUNTEMPS	PROFESSIONAL SERVICES; CLERICAL SUPPORT; BOARD APPROVED 6/2/22	PERSONNEL SERVICES	010	$14,850.00
23000666	DOUGLAS W STEPHEY OD INC	PROFESSIONAL SERVICES; VISION THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/2/22	SPECIAL EDUCATION	010	$1,800.00
23000667	LEARNING DYNAMICS INC	PROFESSIONAL SERVICES; NEURO-PSYCHOLOGICAL EDUCATIONAL EVALUATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/2/22	SPECIAL EDUCATION	010	$5,000.00
23000668	HESS AND ASSOCIATES, INC.	PROFESSIONAL SERVICES; ELECTRONIC TIME & ATTENDANCE REPORTING; BOARD APPROVED 3/18/21	FISCAL SERVICES	010	$17,500.00
23000669	IP MEDIA HOLDINGS INC	TECHNOLOGY SUPPLIES; ADULT EDUCATION - BLOCK GRANT FUNDS	BURBANK ADULT SCHOOL	110	$4,185.62
23000670	SOUTHWEST SCHOOL & OFFICE SUPPLY	2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00
23000671	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00
23000672	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$411.65
23000673	SOFTCHOICE CORP	MICROSOFT SOFTWARE LICENSES; BOARD APPROVED 6/16/22	TECHNOLOGY SERVICES	010	$126,363.34
23000674	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; ASES FUNDS	DISNEY ELEMENTARY	010	$51.75
23000675	PROJECT WAYFINDER INC.	SOFTWARE LICENSES; ELO FUNDS; BOARD APPROVED 6/16/22	BURBANK HIGH SCHOOL	010	$30,000.00
23000676	REFRIGERATION SUPPLIES DIST	CANCEL ORDER; HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,854.54

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
23000677	IXL LEARNING	SOFTWARE LICENSE; CSI COMPREHENSION GRANT; BOARD APPROVED 6/16/22	MONTEREY HIGH SCHOOL	010	$2,188.00
23000678	IXL LEARNING	SOFTWARE LICENSE; BOARD APPROVED 6/16/22	COMMUNITY DAY SCHOOL	010	$1,080.00
23000679	BIO-RAD LABORATORIES, INC	INSTRUCTIONAL MATERIALS; GIFTS - CHUCK LORRE FAMILY GRANT	COMMUNITY DAY SCHOOL	010	$2,445.04
23000681	BIO-RAD LABORATORIES, INC	INSTRUCTIONAL MATERIALS; GIFTS - CHUCK LORRE FAMILY GRANT	MONTEREY HIGH SCHOOL	010	$3,687.76
23000682	LOWE'S HOME IMPROVEMENT	BOTTLE FILLING STATIONS; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$7,938.46
23000683	G & R MEDICAL SALES	2022-23 BLANKET ORDER; INSTRUCTIONAL SUPPLIES; ADULT ED GENERAL APPORTIONMENT & BLOCK GRANT FUNDS	BURBANK ADULT SCHOOL	110	$8,000.00
23000684	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; CAPITAL FACILITIES FUNDS	TECHNOLOGY SERVICES	250	$216.02
23000686	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	TEXTBOOKS - ADOPTED; BOARD ADOPTED ON 5/19/22	MUIR MIDDLE SCHOOL	010	$6,816.76
23000687	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES; ASES FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$450.79
23000688	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	TECHNOLOGY SERVICES	250	$1,775.48
23000689	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	TECHNOLOGY SERVICES	250	$1,775.48
23000690	DUNN EDWARDS CORPORATION/LA	PAINTING EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$889.22
23000691	UME FEDERAL CREDIT UNION	CUSTOM CLOTHING; FILM LA FUNDS	BURBANK HIGH SCHOOL	010	$2,003.79
23000692	PROJECT LEAD THE WAY INC	PARTICIPATION FEE; PERKINS GRANT	MUIR MIDDLE SCHOOL	010	$950.00
23000693	FUN EXPRESS LLC	CLASSROOM SUPPLIES; ASES FUNDS	WASHINGTON ELEMENTARY	010	$37.40
23000694	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	EDISON ELEMENTARY	120	$417.54
23000695	AMAZON CAPITAL SERVICES	FURNITURE	WASHINGTON ELEMENTARY	010	$189.32
23000696	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	WASHINGTON ELEMENTARY	010	$22.04
23000697	EMBI TEC	INSTRUCTIONAL SUPPLIES; CTE INCENTIVE GRANT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$3,987.39
23000698	AMAZON CAPITAL SERVICES	BOOKS	EMERSON ELEMENTARY	010	$651.05
23000699	MARIPOSA TREE MANAGEMENT INC	2223-004 TREE TRIMMING, REMOVAL AND PLANTING AT EDISON ES; DEFERRED MAINTENANCE FUNDS	FACILITIES SERVICES	140	$18,650.00
23000700	BRIGHTLY SOFTWARE, INC.	SOFTWARE LICENSE; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 8/4/22	FACILITIES SERVICES	010	$36,965.21
23000701	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EDISON ELEMENTARY	010	$334.77
23000702	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES; MEDI-CAL FUNDS	JEFFERSON ELEMENTARY	010	$1,066.71

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/26/2022 & 08/08/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23000703	CITY OF BURBANK	2022-23 BLANKET ORDER; FACILITY USE FEES; COMMUNITY REDEVELOPMENT FUNDS	FISCAL SERVICES	400	$100,000.00
23000704	THE HOME DEPOT F/K/A SUPPLYWORKS	INSTRUCTIONAL SUPPPLIES; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$1,500.00
23000705	ALMER, JENNIFER	REIMBURSEMENT TO PRINCIPAL FOR MEMBERSHIP FEES	EMERSON ELEMENTARY	010	$99.00
23000706	J.W. PEPPER & SONS, INC	INSTRUCTIONAL MATERIALS	BURBANK HIGH SCHOOL	010	$400.00
23000707	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL EQUIPMENT; CAPITAL FACILITIES FUNDS	TECHNOLOGY SERVICES	250	$2,640.38
23000708	LIGHTSPEED TECHNOLOGIES	AUDIO VISUAL EQUIPMENT; CAPITAL FACILITIES FUNDS	TECHNOLOGY SERVICES	250	$2,694.23
23000709	AMAZON CAPITAL SERVICES	CULINARY ARTS SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$1,461.07
23000710	LOWE'S HOME IMPROVEMENT	2022-23 BLANKET ORDER; INSTRUCTIONAL MATERIALS; CTE UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$765.00
23000711	NEARPOD INC	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/16/22	MUIR MIDDLE SCHOOL	010	$2,171.88
23000712	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$531.13
23000713	C BELOW	CARRYOVER PO 220004001 & C/O # 1 TO INCREASE BY $1,690.00; PROFESSIONAL SERVICES AGREEMENT; SUB-SURFACE IMAGING; BOND FUNDS; BOARD APPROVED 7/21/22 & 8/4/22	FACILITIES SERVICES	213	$3,170.00
23000714	GOLD STAR FOODS	2022-23 BLANKET ORDER; INSTRUCTIONAL SUPPLIES; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,000.00
23000715	DRIFTWOOD DAIRY	2022-23 BLANKET ORDER; INSTRUCTIONAL SUPPLIES; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$1,800.00
23000716	BLOOM DAMMIT!	GARDEN SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$1,800.00

PO Count: **122** **Total:** **$1,395,868.59**

Printed between 07/26/2022 & 08/08/2022

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	107	$1,237,045.60
110	Adult Education Fund	3	$13,784.25
120	Child Development Fund	2	$659.54
130	Cafeteria Fund	1	$7,179.03
140	Deferred Maintenance Fund	1	$18,650.00
213	Building Fund - 3rd Issuance	1	$3,170.00
250	Capital Facilities Fund	5	$9,101.59
400	Special Res./for Cap. Outlay	1	$100,000.00
670	Self Insurance Fund	1	$6,278.58
		Total:	**$1,395,868.59**

9/1/2022

To the Superintendent of Schools:

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

Warrants	Payroll		Warrants	Commercial	
7420676	7420678		20575155	20575160	
7421100	7421119		20576176	20576186	
7428167	7428226		20577579	20577601	
7432884	7432907		20579450	20579475	
7435254	7435254		20580951	20580971	
7436036	7436334		20582263	20582271	
7438144	7438166		20583609	20583610	
7438382	7438504		20586889	20586907	
2182750	2182968		20588335	20588361	
2192921	2192921		20590431	20590465	
2196815	2196975		202208100081658	202208190083394	
2209513	2210115				

8/8/22-8/25/22	**$ 2,547,416.21**	**8/8/22-8/22/22**	**$ 2,807,676.67**

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	September 1, 2022
SUBJECT:	Authorization to Issue a Replacement Check for Stale-Dated Warrant

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Background:
Warrants not presented to the county treasurer within six (6) months after issued are void. Government Code (GC) Section 29802 provides authority for governing boards to request the county auditor to issue replacement checks for stale-dated warrants.

Discussion/Issues:
An employee found two (2) warrants two (2) and three (3) years old in their files which must have Board of Education approval for reissuance:

- Employee Ana Maria Maciel
- Payroll Warrant:
    - #6025413 dated 01/16/2019, in the amount of $837.47
    - 6528191 dated 02/10/2020, in the amount of $310.50

Fiscal Impact:
General Funds - $1,147.97

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the reissuance and replace the warrant in the amount of $1,147.97, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	September 1, 2022
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 by the District to ensure that District students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: September 1, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Providencia Elementary	Education through Music LA	Artist in Residency: Bi-weekly music for TK-3rd grade and weekly 4th and 5th grade orchestra	Sept 2022–May 2022	$17,453.94	01.0-90201.0-11100-10000-5810-2138200
Stevenson Elementary	Laura Walter	TK-1st grade music	1/9/2023–4/24/2023	$5,220	01.0-90201.0-17000-10000-5810-2158700

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 1 of September, 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Education Through Music- LA hereinafter referred to as "Consultant."

Payee's Name Education Through Music- LA Daytime Phone Number 818-433-7600

Email Address www.etmla.org

Mailing Address 2501 West Burbank Blvd., Suite 301

Sponsoring Administrator Jennifer Culbertson

Board Approval Date September 1, 2022

Account String Providencia PTA 01.0-90201.0-11000-10000-5810-2138200

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 $ 17.45 per hour☐/ per day ☐/ per session☐ for a total not to exceed $17,453.94 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 2022 and terminating on May 2023.
3. Payment Terms: $13,090.46 on 12-1-2022 and $4,363.48 on 5-1-2023
4. Consultant will provide the following services:

   Bi-weekly music instruction for grades TK-3 and weekly 4 and 5 orchestra classes.

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 Education Through Musi Date 8/16/22

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

education through MUSIC los angeles

Scope of Services - Providencia Elementary

Date of Contract:	March 01, 2022
Services Description:	Music Instruction for Providencia Elementary (TK-3rd Gen. Music, and 4th-5th Grade String Orchestra [GM seen every other week, String Orchestra seen weekly])
Service Dates:	Week of September 12, 2022 through Week of May 26, 2023 (32 weeks)
Instruction Fees Scale:	ETK/TK-2nd: General Music (30 minutes/class); Rate=$60/Class 3rd-8th: General Music and Ensemble Pullouts (45 minutes/class); Rate=$75/Class Ensemble Rehearsals (Choir, Band, Orchestra) (60 minutes/class); Rate=$75/Class

EXPENSE

Music Instruction for Grades TK-3rd Gen. Music, and 4th-5th Grade String Orchestra [GM seen every other week, String Orchestra seen weekly], 18 classes

1 TK-K classes @ $60/class with 16 service weeks/year	$960
3 K classes @ $60/class with 16 service weeks/year	$2,880
3 1st Grade classes @ $60/class with 16 service weeks/year	$2,880
3 2nd Grade classes @ $60/class with 16 service weeks/year	$2,880
3 3rd Grade classes @ $75/class with 16 service weeks/year	$3,600
3 Orchestra Pullouts/rehearsals @ $75/class with 30 service weeks/year	$6,750
1 - First Year Beginner (Violin) *1 - First Year Beginner (Viola)* *1 - First Year Beginner (Cello)* *1 - Second Year Beginner String Orchestra Ensemble (During School)* *1 - 1st Year Beginner Ensemble (After School)*	
Total Music Instruction/Year	**$24,450**

Oversight, Management, and Curriculum

Curriculum Materials and Virtual Platform Support & Technology	
Performances, Exhibitions, Assemblies, & PD Workshops (45% courtesy discount)	
Collaborative Planning, Meetings, & Supervision (45% courtesy discount)	
Festival Participation Fee	
Total Oversight, Management, and Curriculum	**$5,643**

TOTAL EXPENSE	**$30,093**

INCOME

Providencia Elementary	**$17,453.94**
Education Through Music-Los Angeles	$12,639.06
TOTAL INCOME	**$30,093.00**

** 20% curriculum use discount applied to BUSD schools.*

Education Through Music-Los Angeles Partner School Program
Memorandum of Agreement 2022-2023

A. Summary

This Document sets forth in principle the mutual commitments being undertaken by **Providencia Elementary School** ("School") and Education Through Music–Los Angeles ("ETM-LA") as the key participants in an endeavor to institute and maintain a music and arts educational program and curriculum in the School on the model, which has been developed by ETM ("Program").

B. Period of Agreement

Services and commitments under this agreement are expected to extend from September 12, 2022-May 26, 2023, which will be the period of this agreement.

C. Schedule of Services provided to the School by ETM-LA

Program design, program planning, and resource development

- Assist the School in developing a strategic plan for implementing and sustaining music instruction for all students.
- Assist with School's hiring of music faculty, if any.
- Advise the School on acquiring instruments and other necessary materials.
- Collaborate with the school in developing alternative sources of funding for the Program.
- Collaborate with the School's parents association in promoting and sustaining the Program.

Adjunct music faculty and music instruction resources

- If the school lacks sufficient music faculty to serve every child at least once per week, ETM-LA will employ one or more supplemental music faculty to provide instruction at the School as further described in section **E. Financial Commitments by the School and ETM-LA**.
- Provide comprehensive sequential music curricula for music faculty to follow that fulfills applicable instruction standards.

Professional development for music teachers

- Provide training, ongoing support and oversight to the music faculty to improve their teaching skills.

Professional development for other school faculty

- Provide professional development to the music and other academic faculty members of the school in support of school-wide teaching initiatives. Meet with faculty periodically to address/share impact of music education on student development,

collaboration & cross-curricular connections, leveraging the music teacher to support learning, and best teaching practices examined through a musical lens.

Program oversight and evaluation

- Provide consultation services to the School Principal regarding issues of management, assessment, and resource development that are relevant to Program goals.
- Communicate promptly with the School regarding any staffing changes or other staffing concerns.
- Provide site visits by ETM-LA supervisory staff who will help oversee the Program, assist in staff training, and serve as liaisons between the School and ETM-LA.
- Monitor program effectiveness on an on-going basis and suggest adjustments to the Program as necessary, including replacement of music faculty when required.

D. Program Management Commitments by the School Principal

Long-term planning for a sustainable music program

- Collaborate with ETM-LA to develop a strategic plan for implementing the Program in the School for all students, and work towards independent sustainability.

Public schools - work orders and purchase orders (ETM-LA Vendor # 1000002813)

- After this agreement is signed by the School, the School will fully process an encumbered purchase order for that amount stated in **Section E.** no later than **September 12, 2022**. If ETM-LA does not receive an encumbered purchase order by then, ETM-LA may suspend music instruction and other services until the purchase order is received.

Parochial and charter schools – Payment Scheduling

- After this agreement is signed by the School, the school should follow the payment schedule for the total commitment in Section E in writing. If the schedule is not affirmed by **September 12, 2022,** ETM-LA may suspend music instruction and other services until the payment schedule is affirmed.

Allocation of School Resources to the Program

- Provide a classroom for music instruction or more than one classroom if additional space is needed in order to serve all students in the school.
- Provide administrative representation to ETM-LA's annual principal meeting.
- ETM-LA Music Teachers should be able to share basic classroom supplies and resources with the rest of the staff including basic copying, paper, chalk, etc.
- Commit to creating a musical environment for the music room including a color block rug, posters, and foundation instruments (i.e. Orff, percussion, et al.)

Music faculty management

- Collaborate with ETM-LA to place qualified persons to serve as music faculty.
- Promptly communicate with ETM-LA regarding any music faculty staffing changes or other staffing concerns.

- Invite music faculty to staff meetings, inform them of School policies and procedures, and provide them with a School policy handbook and related School policy documents, if available.
- Independently observe the teaching activities of music faculty and support music faculty in their teaching.
- Promptly inform ETM-LA of any incidents in which any ETM-LA-employed music faculty is alleged to have violated any School policies, especially those governing the interactions between School personnel and students.
- Work with music teachers to secure dress rehearsal and concert dates for concert performances.

Music Instruction management

- Collaborate with ETM-LA staff to design a grading policy for all music students, focusing on providing specific feedback to parents regarding their children's work in the music classroom.
- Schedule and facilitate the production of one school-wide student music performance in the winter and one school-wide student music performance in the spring. If possible, the schedule will include a dress rehearsal for all performers that can function as a school assembly.
- We ask that grades are included on student report cards. Where possible, we encourage music grades be included in overall student GPA.

Professional development coordination and support

- Work with ETM-LA Program Director/Field Supervisor to identify best times for semi-yearly professional development sessions (will be informal and short in length this year).
- Facilitate distribution of academic teacher professional development resources and provide field supervisor with a staff roster so we can track attendance.
- Observe and participate in the ETM-LA professional development workshops.

Time tracking and documentation for ETM-LA employed music faculty

- On a semi-monthly basis, ETM-LA will e-mail or fax written summaries of instructional time provided to the School. The School Principal or other School staff members authorized by the Principal will review and promptly contact ETM-LA with any questions or proposed adjustments. When deemed accurate, the Principal or authorized School representative will approve the documentation by signing the affirmation on each page and faxing or emailing the signed copies to ETM-LA.

Program oversight and evaluation

- Disseminate, collect, and return to ETM-LA all Program evaluation materials on a timely basis
- Encourage all teachers and staff to complete ETM-LA's online and written surveys regarding the Program in a timely manner.

Program promotion and community relations

- Communicate the school's long-term vision for music instruction and current music instruction activities in one school-wide written communication published around the time of the winter student concert and one school-wide written communication published around the time of the spring concert.

- Facilitate completion of image release forms for students.
- Facilitate site visits to the School by current or potential Program benefactors.

E. Financial commitments by the School and ETM-LA

- The financial commitment of the School will be **$17,453.94** which will partially support:
  - 32 weeks of music instruction by ETM-LA employed music faculty and program oversight.
  - All Program design, planning, and resource development services described in Section C occurring from July 1, 2022 until the start of Program music instruction in the School and during the period when Program music instruction is ongoing at the School.

ETM–LA Program at Providencia Elementary School
September 12, 2022 to May 26, 2023 Budget and Payment Schedule.

Payment Schedule:

$13,090.46	**12/01/22**
$4,363.48	**05/01/23**

- A late charge of 2% of any overdue amount shall be payable to ETM-LA. The parties hereby agree that such late charge represent a fair and reasonable amount. Acceptance of such late charge by ETM-LA shall in no event constitute a waiver of the School's default, nor prevent ETM-LA from exercising any other rights and remedies.
- When the purchased instruction time is exhausted, ETM-LA will continue to provide music instruction and Program supporting services at no charge to the School as charitable contributions to ETM-LA and other funding of the Program permit, with the aim of subsidizing the Program at the School until the end of the school year. ETM-LA has sole discretion in determining whether it has sufficient financial resources to continue subsidy of the Program at the School.
- ETM-LA will make its best effort to provide at least 30 days' notice to the School of any plan to suspend its subsidy and potentially suspend some or all of ETM-LA's activities in the Program due to funding shortages.

F. Termination

Either the School or ETM-LA may terminate this agreement for any reason upon written notice to the other. No claim for damages that resulted from termination of this agreement will be made by or allowed to either ETM-LA or the School. ETM-LA will be entitled to payment for any instructional hours and supporting services completed pursuant to this agreement prior to the termination date.

Jen Culbertson 8-16-22

Principal Signature Date

ETM-LA signature Date

ADDENDUM I

Music Program Events 2022-2023

Culminating Winter and Spring Concerts (Dates determined with each school)

Academic Teachers Professional Development (Dates determined with each school)
ETM-LA will provide each partner school staff with 30-45 minutes of professional development on music learning. Teachers will gain basic music concepts and skills, and learn new strategies for integrating and connecting music with other core academic subjects.

Nov/Dec 2022 (TBD)
17th Annual ETM-LA Benefit Gala
We may invite students from your school to participate based on music teacher recommendation and number of spaces in the ensemble. Partner School Principals or a school representative(s) are encouraged and welcome to attend.

January 2023 – Location TBD (10am-2:00pm)
Principals Leadership Conference - Gather with District Leaders and Principals of ETM-LA Partner Schools for a professional development workshop on building sustainability and fundraising. **Share, learn, and plan strategic goals** to successfully sustain your music and arts programs.

March 29-30, 2023 – Location TBD (8:30am-1:30pm)
Annual Music Unites the World Festival - Students from the school will be selected via an Essay Contest and Music Teacher recommendation to participate. Students from all ETM-LA partner schools will join together to receive coaching by top artists and music educators. Past coaches have included: Rickey Minor (The Tonight Show, Whitney Houston, Ray Charles, Beyonce), Joseph Trapanese (Straight Outta Compton, Greatest Showman, Earth to Echo), Lisbeth Scott (Shrek, Chronicles of Narnia), Ricard Hurtado, Jr. (School of Rock, Malibu Rescue, the Goldbergs) and Evelyn Halus (Cher, Jennifer Lopez).

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 1st of September, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Laura walter hereinafter referred to as "Consultant."

Payee's Name Laura Walter Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted]CA 93003

Sponsoring Administrator Jill Johnson

Board Approval Date September 1, 2022

Account String 010-90201-0-17000-10000-5810-215-8700

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 $ 435 per hour☐/ per day ■/ per session☐ for a total not to exceed $ 5220.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/9/23 and terminating on 4/24/23.
3. Payment Terms: one check paid at end of service
4. Consultant will provide the following services:

   Teaching TK-1st grade music

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title	Date	Consultant	Laura walter	Date
		Laura Walter		6/4/22

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

Revised 06/19

CURRICULUM VITAE

LAURA WALTER
[redacted]
[redacted]com

EDUCATION

Post-Graduate Study, Richards Institute of Education and Research, 1997-2018
Leadership Team, Richards Institute, 2000-2014
Planning Team, Richards Institute, 2005-2014
Master of Music in Performance, University of Kentucky, 1986
Bachelor of Arts, Honors Program, University of Kentucky, 1982
Private Study with Peter Lloyd, Principal Flute, London Symphony, 1989-2002
Private Study with Kyril Magg, Cincinnati Symphony, 1985-1993
Masterclasses with Geoffrey Gilbert, Julius Baker, Brad Garner, Keith Underwood, Jeannie Baxtresser, Carol Wincenc, Marianne Gedigian

TEACHING EXPERIENCE

Faculty, Westmont College, 1994-2022
Master Teaching Staff, Education Through Music, Richards Institute of Education and Research, courses throughout USA and Japan, 2005-2014
Conductor and Founder, Flute Flies and Flute Cakes, flute choirs, 1999-2022
Flute Clinician, Middle and High Schools in Ventura, Santa Barbara and Ojai, CA, 1994-2022
Education Through Music Instructor, K-5, Ventura, Ojai and Oxnard Schools, 1997-2022
Faculty, Miami Valley Academy of Music, 1992-1993
Conductor and Founder, Just Wright Flute Choir, 1991-1996
Faculty Associate in Flute, Wright State University, 1990-1996
Faculty Instructor, Urbana University at Dayton, 1992
Guest Lecturer, Dayton Philharmonic, 1991

ADMINISTRATIVE EXPERIENCE

Bravo Education Coordinator, Ojai Music Festival, 2014-2022
Executive Director, Richards Institute of Education and Research, 2010-2012
Assistant Executive Director, Richards Institute of Education and Research, 2005-2010

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	September 1, 2022
SUBJECT:	Ratification of Agreement for Instructional Consultant Services

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Background:

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

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to delays out of their control the site was unable to submit their consultant agreements before the August 18, 2022 agenda deadline. Therefore the agreement below is being presented as a ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: September 1, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Instructional Services	Sandra DeBarros	Support principals in carrying out daily operations of the school. Work will be at a school site.	8/15/2022–11/01/2022	$32,500	01.0-00000.0-00000-72000-5810-7421000
Jefferson Elementary	Andrew Grueschow	Drumming Workshop for 4th and 5th grade students	8/22/2022–12/5/2022	$4,840	01.0-90201.0-11100-10000-5810-2068700

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 1st of September, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Sandra De Barros hereinafter referred to as "Consultant."

Payee's Name Sandra De Barros Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted]CA 92011

Sponsoring Administrator Peter Knapik

Board Approval Date September 1, 2022

Account String 01.0-00000.0-00000-72000-5810-7421000

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** X **cal STRS Retirement Date** 7.1.21

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 $ 649.92 per day (40 hours per week) ~~per hour☐/ per day ☐/ per session☐~~ for a total not to exceed $32,500.00 (50 days)**Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/15/22 and terminating on 11/01/22.
3. Payment Terms: paid monthly based on days submitted
4. Consultant will provide the following services:

   Support principals in carrying out daily operations of the school.
   Work will be at a school site.
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 Sandra De Barros 8.15.22 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

Sandra DeBarros served the Jefferson community as Principal for eight years and before that the Disney Elementary School community as principal for six years. Sandra also served as assistant principal at Miller Elementary School for three years. Sandra was also a teacher at McKinley Elementary School for nine years.

BURBANK UNIFIED SCHOOL DISTRICT

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AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 9th of August, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Andrew Grueschow hereinafter referred to as "Consultant."

Payee's Name Andrew Grueschow Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted]CA 91364

Sponsoring Administrator Ron Young, Ed. D., Principal, Thomas Jefferson Elementary

Board Approval Date September 1, 2022

Account String 010-90201-0-11100-10000-5810-206-8700-0000

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 THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ X per hour☐/ per day ☐/ per session■ for a total not to exceed $ 4,840.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 08/22/2022 and terminating on 12-05-2022.
3. Payment Terms: One time payment
4. Consultant will provide the following services:

   Drumming Workshop for 4th and 5th Grade students on 8/22/22,9/12/22,9/19/22,9/26/22,10/03/22,10/10/22, 10/17/22,10/24/22,11/07/22,11/28/22 & 12/05/22.
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	Andrew Grueschow	8/10/22 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

Andrew Grueschow is a Los Angeles based percussionist with an interest in music the world over. He has traveled to Ghana, West Africa several times, studying the music of the Ewe and the Dagombas, as well as recording traditional drumming for Zadonu Records. Andrew is a member of Hands On'Semble, an award winning World Percussion trio that has performed all over the world. He is also a long-time member of the Zadonu African Music and Dance Company (led by Kobla Ladzekpo), performing traditional music and dance from Ghana and Togo. Andrew has also performed with Adam Rudolph's Go: Organic Orchestra, Lian Ensemble, UCLA African Music and Dance Ensemble, and Vinny Golia's Large Ensemble, and can be heard on several movie soundtracks including Ali (with Zadonu), and Prince of Persia and Cowboys and Aliens (with Hands On'Semble).

Andrew is a faculty member at California Institute of the Arts Herb Alpert School of Music, where he teaches African Music and Dance, World Percussion, and Pedagogy. In addition to CalArts, he is also faculty at The Longy School of Music of Bard College in Los Angeles. For the last twenty years Andrew has been teaching percussion based workshops, often focusing on the music of Ghana and composition/performance of original works, in schools throughout Los Angeles for the Music Center Education Division. As a master teaching artist for the MCED, he has been involved with training and lesson plan development for other teaching artists, designing and leading training sessions for the Music Center of Los Angeles, and the Metropolitan Opera Guild in New York. Andrew is active in teacher professional development through special projects such as the Music Center Summer Institute and the LLSN Network (Music –In-Education National Consortium). He is a consultant for LACOE working on TEAL and TELA, and a teaching artist at the Segerstrom Performing Arts Center.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	September 1, 2022
SUBJECT:	Ratification of Agreement for Non-Instructional Consultant Services

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Background:

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

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to a delay with the K12 Pathway Coordinator, Round 4 contract the consultant agreement was also delayed. Therefore this item is being presented as a ratification. If the non-instructional Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

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

Board Meeting Date: September 1, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Instructional Services	Sabrina Ruiz-Emmons	The K12 Pathway Consultant will plan, coordinate, organize and manage the operations and activities of the K14 CTE programs for their assigned community college district and Collaborative partner school districts.	8/1/2022–12/31/2023	$10,000 per month	01.0-63880.0-38000-21000-5850-6939000

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 23rd of August, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Sabrina Ruiz-Emmons hereinafter referred to as "Consultant."

Payee's Name Sabrina Ruiz-Emmons Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted]CA 92376

Sponsoring Administrator Sharon Cuseo

Board Approval Date September 1, 2022

Account String 01.0-63880.0-38000-21000-5850-6939000

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 $ 10,000 per month (40 hours per week) ~~per hour☐/ per day ☐/ per session☐~~ for a total not to exceed $ _____**Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/1/2022 and terminating on 12/31/23.
3. Payment Terms: paid monthly 8/1/22-12/31/23
4. Consultant will provide the following services:

   The K12 Pathway Consultant will plan, coordinate, organize and manage the operations and activities of the K14 CTE programs for their assigned community college district and Collaborative partner school districts.

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.

_____		Consultant	Sabrina Ruiz-Emmons	8/23/22
BUSD Authorized Signature/Title	Date			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

Sabrina Ruiz-Emmons

[redacted] Ca. 92376♦ [redacted] ♦ E-mail: [redacted]com

CTE/ROP K12 PATHWAY COORDINATOR

With 5 years' experience as a CTE Business & Marketing Instructor, I am adept in providing professional development, integrating technology and Career pathways. Given the opportunity, I would ensure that grant paperwork is turned in on time. As well as be available to answer any questions regarding CTEIG, K12 SWP, help build pathways while incorporating work-based learning. I have experience making suggestions on dual enrollment and bringing the administrators from the community college together with high quality CTE ROP programs. Ability to coordinate in-person and/or professional developments related to CTE dual enrollment work-based technology grant applications. Experience as an LEA grant writer in the K12 setting. Liaise with LEAs to ensure college and career exploration are embedded within courses. I also have experience in K12 grant writing, working with special populations and developing partnerships. These skills make me an excellent candidate for the K12 Pathway Coordinator.

Skills

- Experience in curriculum development, with a practical understanding of college readiness standards.
- Experience working in an ROP JPA, school district or county office.
- Knowledge of Title V regulations.
- Prior Work with community-based organizations.
- Possession of a Cleared CTE teaching credential; CTE Supervision Credential
- Strong research and data management skills for Career pathways
- Project planning capabilities, with experience aligning and managing

activities toward execution of identified CTE goals.

- Self-starter with ability to conduct multiple projects concurrently, both independently and as a member of a collaborative team.
- Ability to coach, supervise, and evaluate instructional staff.
- Ability to collaborate with leadership, business partners, community, and school administrators
- Ability and willingness to learn and adapt quickly amidst new and shifting priorities.
- Exceptional written communication, verbal communication, organizational, and technology skills.
- Assisted in the articulation process with the local community college, created and presented recruitment materials to industry partners and stakeholders.

Recent Awards

- Led Marketing teams to Nationals winning Top 15 for Website and Business Plan 2018, 2019 (Virtual Enterprise)
- Recognition for completing Virtual Enterprise training at Long Island University-2019
- Led Students to Nationals through Future Business Leaders of America-2018,2019

Professional Experience

Baldy View ROP March 2021- Present
Special Projects and Grants Liaison (TOSA)

Entrepreneur High School July 2019-March 2021

Entrepreneur Instructor, CTE Mentor Teacher, FBLA adviser Highland, CA

East San Gabriel Valley ROP February 2017-July 2019

Business Instructor, FBLA adviser-Diamond Bar High School

Ontario-Montclair School District January 2013 – February 2017 Substitute Instructional Aide (Special Education), Ontario, CA

HSBC June 2003 – October 2011

Call Center Mentor, Training & Development Pomona, CA

Technology

Adobe Creative Cloud; MS Project; Crystal Reports; MS Office including OneNote, PowerPoint, SharePoint, Excel; Moodle, Blackboard, Google Classroom, Canvas, social media platforms; Google Analytics; SEO; Web Server Administration; Content Management Systems (CMS), Zoom, Nearpod, and Hootsuite, Twitter, Instagram, Canva, NOVA, O*NET and California School Dashboard.

Education

MA, Business Administration/Human Resource Management
2008
University of Phoenix, Ontario, CA

BS, Business Management
2006
University of Phoenix, Ontario, CA

Educational Training and Certifications

Riverside County of Education

Preliminary Administrative Credential Program Candidate Expected completion **02/2022**

Mental Health First Aid USA
Youth Mental Health First Aid Certified Exp 7/2024

University of San Diego 05/6/2020-07/29/2020
Supervision & Coordination of Career Technical Education/Adult Education Level 3

University of San Diego
CTE Teaching Credential 2016-2017

Post-Masters Teaching Certificate
2010
Capella University, Minnesota, MN

Business/Technical Training and Certifications

Leading Edge Certification in progress
expected completion 09/07/2021.

Web Developer Certification in progress 05/2022

Computer Support Technician A+ Certification
2016

Project Management Certification
2016

Human Resource Management Certification
2008

Community Service and Leadership

Volunteer 2013-Present
Promising Scholars Ontario-Montclair Schools

Volunteer 2013 – Present
Spark of Love Toy Drive, Ontario Fire Department

Volunteer 2003 -
Present Inland Empire United Way

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 1, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to provide compensatory education for the Special Education Student 160003888, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $16,625.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Troy & Associates Educational Consulting, Inc., to provide compensatory education for Special Education Student 160003888, not to exceed $16,625 (01.0-65000.0-57602-11900-5850-7440000), effective May 27, 2022 through December 31, 2022, 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 22nd day of August 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Troy & Associates Educational Consulting, Inc. hereinafter referred to as "Consultant."

Payee's Name: Troy & Associates Educational Consulting, Inc. Daytime Phone Number: 310-435-6993

Mailing Address: 12444 Ventura Blvd., #105 Studio City, CA 91604 Email Address: stroy110@aol.com

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

Board Approval: 09/01/2022 Account Code: 01.0-65360.0-57602-11900-5850-7440000

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 of $175 per hour, for a total not to exceed **$16,625**

2. The term of the Agreement shall be the period commencing on: 05/27/2022 and terminating on: 12/31/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Troy & Associates Educational Consulting, Inc. who will provide the following educational therapy for special education student 160003888:
47 sessions in ELA and 48 sessions in math.

6. 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.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. 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.

13. Communicate within twenty-four hours to Troy & Associates Educational Consulting, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Troy & Associates Educational Consulting, Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. 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.

16. 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

Troy & Associates Educational Consulting, Inc. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Troy & Associates Educational Consulting, Inc. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Troy & Associates Educational Consulting, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Troy & Associates Educational Consulting, Inc. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Troy & Associates Educational Consulting, Inc. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Troy & Associates Educational Consulting, Inc. demand.

District shall save and hold Troy & Associates Educational Consulting, Inc., harmless from and against and shall indemnify Troy & Associates Educational Consulting, Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Troy & Associates Educational Consulting, Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Troy & Associates Educational Consulting, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Troy & Associates Educational Consulting, Inc. may pay or incur in defending said action and the amount of any judgment which Troy & Associates Educational Consulting, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO	ACKNOWLEDGED AND AGREED TO
District:	Consultant:
Burbank Unified School District	Troy & Associates Educational Consulting, Inc.
District/Company Name	Consultant/Company
Paulette Koss	
Print Representative Name	Print Representative Name
Director of Special Education	
Title	Title
Signature	Signature
Date	Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 1, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement to hire a credentialed special education teacher through an agency because the District is unable to secure a full time, temporary or substitute teacher for an RSP position with the District.

Discussion/Issues:

The District is obligated to provide specialized academic instruction and assessments and to implement Individualized Education Plans (IEPs) for students who attend our schools. The District does not have current staff able to support the current caseload and is, therefore, contracting with an agency to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $54,825.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and ATX Learning LLC, to provide a credentialed RSP teacher to support various schools, not to exceed $54,825 (01.0-65000.0-57601-11804-5810-7440000), effective August 22, 2022 through December 23, 2022 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
Hector De La Torre

TERM OF AGREEMENT

This Agreement, made and entered into this 12th day of August 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Ausin Texas Learning Group LLC hereinafter referred to as "Consultant."

Payee's Name: Ausin Texas Learning Group LLC Daytime Phone Number: 800-846-5120 X151

Mailing Address: 10821 Red Run Blvd. #407 Owings Mills, MD 21117

Email Address: abu.zafar@atxlearning.com

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

Board Approval: 09/01/2022 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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 of $85.00 per hour for a total not to exceed **$ 54,825.00**

2. The term of the Agreement shall be the period commencing 08/22/2022 and terminating 12/23/2022.

3. Payment Terms: Net 45 Days, on the receipt of Consultant's invoice.

4. District desires to enter into an Agreement in which Ausin Texas Learning Group LLC will provide a credentialed special education teacher for Burbank USD. Hector De La Torre will begin his assignment as an RSP teacher for Burbank USD.

6. The Consultant shall provide a clear and concise invoice at the end of each calendar month, 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.

   Payment has to be made on the basis of the Approved/Counter-signed timesheet(s). Any discrepancy in the timesheet(s) should be communicated to the Consultant, within fifteen (15) days of receipt of such timesheet(s), by the District. In the absence of any such communication, after fifteen (15) days, Consultant has the irrevocable, unlimited right to provide invoices in full as per the Approved/Counter-signed timesheet(s) and get paid as per the agreed payment terms regardless of whether those Approved/Counter-signed timesheets are correct.

   The term "Approved/Counter-signed timesheets" shall mean, the timesheets that are signed by, the Principal, Director, Supervisor, Site Administrator, or any other individual, authorized for signing the timesheets, by the District.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. 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.

13. Communicate within twenty-four hours to Ausin Texas Learning Group LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Ausin Texas Learning Group LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. 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.

16. 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

Ausin Texas Learning Group LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Ausin Texas Learning Group LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Ausin Texas Learning Group LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Ausin Texas Learning Group LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Ausin Texas Learning Group LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Ausin Texas Learning Group LLC demand.

District shall save and hold Ausin Texas Learning Group LLC, harmless from and against and shall indemnify Ausin Texas Learning Group LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Ausin Texas Learning Group LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Ausin Texas Learning Group LLC may defend the same and any expenses, including reasonable attorney's fees, which Ausin Texas Learning Group LLC may pay or incur in defending said action and the amount of any

judgment which Ausin Texas Learning Group LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Paulette Koss
Print Representative Name

[redacted]

Director of Special Education
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Ausin Texas Learning Group LLC
Consultant/Company

[redacted]

Ausin Texas Learning Group LLC
Print Representative Name

[redacted]

President
Title

Syed Khalil

[redacted]

Signature

[redacted]

Date 08/12/2022

Burbank Unified School District
Business Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 1, 2022
SUBJECT:	Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Background:

The Special Education Department requests the following Master Contract be ratified by the Board of Education. Because the Burbank Unified School District has not contracted with this Nonpublic School/Agency in the past, it was not included on the list of Master Contract Renewals that were approved by the Board on June 2, 2022, effective July 1, 2022 through June 30, 2023.

Discussion/Issues:

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

Fiscal Impact:

Costs are included under the blanket order for service agreements for Nonpublic, Nonsectarian Schools and Agencies that was approved by the Board of Education on June 2, 2022.

Agency	Master Contract	Contract Period
Echo Horizon	PS276	07/01/2022 - 06/30/2023
Partners in Special Education	PS277	07/01/2022 - 06/30/2023

Recommendation:

Paulette Koss, Director, Special Education, recommends that the Board of Education ratify the Master Contract for special education students, to be provided by Discovery Ranch, Nonpublic, Nonsectarian Agency, effective July 1, 2022 through June 30, 2023 (01.0-65000.0-57500- 11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2022 through June 30, 2023, was approved by the Board of Education June 2, 2022.

Burbank Unified School District
Business Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 1, 2022
SUBJECT:	Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Background:

The Special Education Department requests the following Master Contract be ratified by the Board of Education. Because the Burbank Unified School District has not contracted with this Nonpublic School/Agency in the past, it was not included on the list of Master Contract Renewals that were approved by the Board on June 2, 2022, effective July 1, 2022 through June 30, 2023.

Discussion/Issues:

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

Fiscal Impact:

Costs are included under the blanket order for service agreements for Nonpublic, Nonsectarian Schools and Agencies that was approved by the Board of Education on June 2, 2022.

Agency	Master Contract	Contract Period
Echo Horizon	PS276	07/01/2022 - 06/30/2023

Recommendation:

Paulette Koss, Director, Special Education, recommends that the Board of Education ratify the Master Contract for special education students, to be provided by Discovery Ranch, Nonpublic, Nonsectarian Agency, effective July 1, 2022 through June 30, 2023 (01.0-65000.0-57500- 11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2022 through June 30, 2023, was approved by the Board of Education June 2, 2022.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 1, 2022
SUBJECT:	Amendment of Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to amend the Final Settlement Agreement for Special Education Student 160003888 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 160003888 concerning services and/or school placement, a formal settlement agreement was offered on August 1, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

At no cost to the District.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 160003888, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 1, 2022 through December 31, 2022, 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:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 1, 2022
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement for professional services for Special Education Student 110004359, 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 $8,100.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 110004359, for a total not to exceed of $8,100 (01.0-65360.0-57602-11900-5850-7440000), effective September 2, 2022 through June 30, 2024, 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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 22nd day of August 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

Payee's Name: Professional Tutors of America Daytime Phone Number: 714-784-3454

Mailing Address: 3350 E. Birch Street, Brea, CA 92826 Email Address: rgordon@professionaltutors.com

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

Board Approval: 09/01/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000 ($4,050)
Account Code: 01.0-65000.0-57601-11900-5850-7440000 ($4,050)

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 of $90 per hour for 30 hours of academic tutoring, $135 per hour for 30 hours of speech and language services and $135 per hour for 10 hours of occupational therapy services for a total not to exceed **$8,100** **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 09/02/2022 and terminating on: 06/30/2024.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Professional Tutors of America will provide 30 hours of academic tutoring, 30 hours of speech and language services and 10 hours of occupational therapy for special education student 110004359.

6. 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.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. 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.

13. Communicate within twenty-four hours to Professional Tutors of America the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Professional Tutors of America 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.

15. 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.

16. 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

Professional Tutors of America 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 Professional Tutors of America 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 Professional Tutors of America, its agents, subcontractors, employees or other representatives referred to in this Agreement, Professional Tutors of America 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 Professional Tutors of America 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 Professional Tutors of America demand.

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

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Professional Tutors of America
Consultant/Company

Robert Gordon

Print Representative Name

CEO

Title

Signature 8/22/22

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 1, 2022
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for professional services to conduct an Independent Educational Evaluation (IEE) for the Special Education Student 960018747, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $6,500.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960018747, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-7440000), effective September 2, 2022 through May 25, 2023, 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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 15th day of August 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Karen Lynn Epport hereinafter referred to as "Consultant."

Payee's Name: Karen Lynn Epport Daytime Phone Number: 310-503-7880

Mailing Address: 7933 Flight Place, Los Angeles, CA 90045 Email Address: karenepportphd@gmail.com

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

Board Approval: 09/01/2022 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: 09/02/2022 and terminating on: 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Karen Lynn Epport will provide a speech and language assessment for special education student 960018747.

6. 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.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. 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.

13. Communicate within twenty-four hours to Karen Lynn Epport the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Karen Lynn Epport from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. 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.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Karen Lynn Epport shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Karen Lynn Epport or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Karen Lynn Epport, its agents, subcontractors, employees or other representatives referred to in this Agreement, Karen Lynn Epport shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Karen Lynn Epport fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Karen Lynn Epport demand.

District shall save and hold Karen Lynn Epport, harmless from and against and shall indemnify Karen Lynn Epport for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Karen Lynn Epport is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Karen Lynn Epport may defend the same and any expenses, including reasonable attorney's fees, which Karen Lynn Epport may pay or incur in defending said action and the amount of any judgment which Karen Lynn Epport may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the 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

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Karen Lynn Epport
Consultant/Company

Print Representative Name

Title

Signature

Date

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	September 1, 2022
SUBJECT:	Approval of Agreement for Professional Services

Background:
Pursuant to Board Policy 3312, the Board of Education's designee may contract with consultants to provide services that District staff is not able to provide.

Discussion/Issues:
The District has contracted with Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees as needed.

Fiscal Impact:
The amount of the agreement is not to exceed $20,000.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education approve the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed $20,000 (01.0-00000.0-72000-5810-7552000), effective September 2, 2022, through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

SIGN UP
INTERPRETING SERVICES, LLC

PRICING AND POLICIES

(for Burbank Unified School District)

Sign Up Interpreting Services, LLC, provides interpreting to the community from the hours of 8:00am-5:00pm, Monday to Friday. After hours and weekend services may be provided upon special request.

STANDARD Rate:

For INTERPRETING requests made with more than two business days' notice
$85.00/hour per interpreter during the hours of 8:00am-5:00pm, Monday to Friday
For CAPTIONING requests made with more than two business days' notice
$115.00/hour per interpreter during the hours of 8:00am-5:00pm, Monday to Friday

WEEKEND / AFTER-HOURS Rate:

For INTERPRETING requests made with more than two business days' notice
$105.00/hour per interpreter for weekend/evening (after 5:00pm and prior to 8:00am)
For CAPTIONING requests made with more than two business days' notice
$**130.00**/hour per interpreter for weekend/evening (after 5:00pm and prior to 8:00am)

OVERNIGHT Rate:

For requests provided between the hours 10:00pm and 6:00am will have an additional charge of 25%/hr

SPECIALTY Rate:

For requests made with more than two business days' notice
Special requests such as assignments of a complex nature, a third language, or those with a potential legal ramification may require two interpreters.
$125.00 - $200.00/hr per interpreter

EMERGENCY Rate:

For requests made with **less than** two business days' notice
Additional 25% per hour (2hr minimum) per interpreter/captioner

Any assignment exceeding two hours will be charged in half hour increment after the first two hours.

Additional Conditions:

Mileage: Mileage will generally not be charged, however in special circumstances, mileage to and from the interpreter/captionist's home location may be assessed at the applicable IRS rate ONLY when preauthorized by the requestor (as in the case of interpreter/captionist reassignment).

Parking: BUSD may be charged a reimbursement fee (at cost) for any applicable parking fees needed to fulfill an assignment at an off campus location.

Reassignment: Dispatched interpreters/captionists will be reasonably available to relocate to an alternate assignment location so long as it is within the time constraints of the original assignment.

Travel: Any vehicular travel from one assignment location to another site will be considered standard travel time and billed at the corresponding hourly rate.

Cancellations must be made prior to two business days of the pre-arranged assignment; otherwise the whole of the pre-arranged time will be charged.

Billing / Invoices Payment is due at the time of services rendered. Invoices will be generated at the completion of the assignment and must be paid within 35 days of receipt. Minimum fee will be billed at twice the hourly rate per assignment.. Payment can be made to Sign Up Interpreting Svcs, LLC via check or money order. Other options may be available. Accounts past due will be subject to late charges as well as finance charges. If pursuit of collections is required, Client will be responsible for any retrieval or collection costs.
Client is responsible for providing a safe and secure access to Agency interpreters for any facilities in which services are to be provided. Client has an affirmative duty to warn Sign Up Interpreting Svcs, LLC ("Agency") of any safety concerns, health risks, or other dangers associated with providing interpreting services to Client. Client agrees to maintain industry standard liability insurance regarding visitors to its premises. Client will provide adequate direction and guidelines were appropriate to enable the Agency interpreter(s) to effectively provide services.

Agency will provide interpreters with skills consistent with industry standards. Client agrees to ensure that services are provided to the persons requiring such and agrees to indemnify, defend and hold harmless the Agency and any of its contractors, officers, owners and representatives from any damages, losses, liabilities or claims arising out of the services except for claims arising out of Agency's exemplary damages arising out of the services provided whether arising out of contract or tort, even if advised of the possibility of such damages. Agency disclaims any express or implied warranties regarding the services that are not contained in the pricing and policies.

This is an agreement entered into between the Client and Sign Up Interpreting Services, LLC ("the Agency"). By signing this agreement, the undersigned client representative agree that he/she has read and agree to the terms indicated for all future interpreting assignments by Sign Up Interpreting Services, LLC and its agents. The undersigned client representative also certifies that he/she is authorized to accept terms on behalf of the Client and constitutes acceptance of all the Rate, terms and policies set forth herein.

Client understands that Sign Up Interpreting Services, LLC is an independent Interpreting Agency and thus all parties involved are independent contractors and will be responsible for any taxes, deductions, etc. for payments received.

Client understands that this contract will supersede all other contracts made previously with Sign Up Interpreting Services, LLC and will expire only when a new contract is drawn.

Client/Business Name: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

Billing Information:
Contact Person: _____ Phone No. _____

Email address: _____ **@** _____

Billing Address: _____

_____

Please return a completed and signed form to SignUpASL@gmail.com or mail to PO Box 941, Sunset Beach, CA 90742. This form must be completed prior to any services provided.
Effective June 1, 2021 and supersedes any previous pricing and policies.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	September 1, 2022
SUBJECT:	Approval of John Burroughs High School (Overnight) Field

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Background:
The John Burroughs High School Vocal Music Association wishes to attend Pali Retreat in Running Springs, California for intensive music and dance enrichment workshops on Friday, September 16, 2022 through Sunday, September 18, 2022.

Discussion/Issues:

Two-hundred and Fifty students will travel via bus to Running Springs, California with Brendan Jennings, John Burroughs High School Teacher, Victoria Cuseo, Assistant Principal and twenty-three chaperons.

Day 1 – Friday, September 16th, students will travel by bus from JBHS and arrive at Pali Retreat Camp, 30778 Hwy 18, Running Springs, CA 92382, phone (951) 659-2605 by 3:30 pm. Upon arrival, students will unpack equipment and have buddy dinner. Lights out is at 11:00 pm.

Day 2 – Saturday, September 17th, students will meet for stretching at 7:30 am before breakfast. Lunch is scheduled at 12:30 pm. Afternoon workshops and free time is scheduled before and after dinner at 6:00 pm. Lights out is at 11:00 pm.

Day 3 - Sunday, September 18th, students will meet for stretching and morning workshops at 7:30 am. Breakfast is scheduled for 10:00 am. A group picture will be taken at 10:45 am. Performance is scheduled for 11:00 am. Following the performance, all choirs will help breakdown equipment, load buses and pick up at snack for drive home.

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. A parent meeting is scheduled for Wednesday, August 24th at 7:00 pm. All students and parents/ guardians are expected to attend. Covid guidelines will be followed the entire time. Students will show proof of vaccination or proof of a negative rapid test. Students will wear masks indoors and around those who are not a part of the group and socially distance from other teams. Should an individual display any symptoms they will be immediately quarantined away from the group and parents contacted for pick up while the student is supervised.

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:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the John Burroughs Vocal Music Association (Overnight) Field Trip request to participate in the Pali Retreat in Running Springs, CA from Friday, September 16, 2022 through Sunday, September 18, 2022, as presented.