BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

Thursday, August 21, 2025

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/ftjBeyjqaSdT5cxW8 3pm on Wednesday, August 20th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

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

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

4. After a speaker completes their public comment, or if the five-minute (5) time limit has

been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

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

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

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. REPORTS FROM THE BOARD AND STAFF

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

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

9. REQUESTS TO ADDRESS THE BOARD

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

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

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

10. NEW AND/OR UNFINISHED BUSINESS

10.a Ratification of Agreement for Professional Services (Human Resources)
Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the agreement between the Burbank Unified School District and Alpha Interpreters, to provide American Sign Language interpreting to employees, and not to exceed (01.0-00000.0-72000-5850-7550000), effective retroactive August 1, 2025 to June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD AR--3314, as presented.
Ratification of Agreement for Professional Services (Human Resources).pdf

10.b Approval of Agreement for Professional Services with Global Lease Group (Workability)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Global Lease Group for the 60 month lease of a District vehicle to be used by the Workability program, effective August 22, 2025 through October 30, 2030, not to exceed $7,762 annually (including lease termination fees) (01.0-58100.0-11100-5611-7400000), and that authority to sign the agreement be exercised pursuant to BUSD--AR 3314, as presented.
Global Lease Group 082125.pdf

10.c Approval of Compensation Adjustment for Acting Superintendent Assignment
Sarah Rudchenko, Assistant Superintendent of Human Resources, recommends that the Board of Education to approve the Compensation Adjustment for Acting Superintendent Assignment, effective June 5, 2025 and ending on June 30, 2025, as presented.
Approval of Compensation Adjustment for Acting Superintendent Assignment.pdf

10.d Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that

the Board of Education to ratify the Extension of Employment Contract for Assistant Superintendent of Educational Services, effective July 1, 2025 through December 31, 2025, as presented.
Ratification_of_Extension_of_Employment_Contract_for_Assistant_Superintendent_of_Educ

10.e Ratification of Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias
Sarah Rudchenko, Assistant Superintendent of Human Resources, recommends that the Board of Education ratify the employment contract with Dr. Oscar Macias, as Interim Superintendent of Schools, effective July 1, 2025 and ending on June 30, 2026, unless terminated earlier as provided by the terms of the Contract or as required by law, as presented.
Ratification of Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias.pdf

10.f Ratification of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing
Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective August 13, 2025 through August 13, 2026, and that authority to sign the Verification of Requirements for a Provisional internship Permit be exercised pursuant to BUSD--AR 3314, as presented.
Ratificaiton of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing.pdf

10.g Approval of Transitional Kindergarten Curriculum Guide
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt the Transitional Kindergarten Curriculum Guide, as presented.
TK Curriculum.pdf

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

11.a Approval of Minutes
Minutes 2.15.24 UNOFFICIAL AM.pdf

11.b Approval of the 2024-2025 Purchase Order Report
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through July 28, 2025, as presented.
2024-2025 PURCHASE ORDER REPORT.pdf

11.c Approval of the 2025-2026 Purchase Order Report
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through July 28, 2025, as presented.
2025-2026 PURCHASE ORDER REPORT.pdf

11.d Approval of Warrants
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve commercial warrants in the total amount of $16,549,768.66, issued July 1, 2025 through July 31, 2025, as presented.
Warrants 082125.pdf

11.e Approval of Personnel Report Number 25-26-04
Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommend that the Board of Education approve Personnel Report number 25-26-04, covering Certificated and Classified personnel, and consisting of Pages 1 to 9 inclusive, as presented.
Personnel Report 25-26-04.pdf

11.f Approval of Amended School Site and Department Software Licenses 2025 - 2026
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the amended District Software Licenses and Memberships for the 2025-2026 school year, as presented.
Amendment_ School Site and Department Software Licenses_082125.pdf

11.g Approval of Additional School Site and Department Software Licenses and Memberships for 2025 - 2026
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the Additional District Software Licenses and Memberships for the 2025-2026 school year, as presented.
Approval_Additional_School_Site_and_Department_Software_Licenses_and_Memberships_
_2026_082125.pdf

11.h Approval of Amended District Memberships 2025-2026
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve the amended District Memberships for the 2025-2026 school year, as presented.
Amended Memberships - Edjoin 082125.pdf

11.i Approval of Instructional Consultant Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Approval of Instructional Consultants 082125.pdf

11.j Approval of Agreement for Professional Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and LRA Interpreters, Inc., to provide interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective August 21, 2025 through June 30, 2026, not to exceed $3,000 (01.0-00000.0-00000-72000-5810-7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Board Memo LRA 25.26 signed.pdf

11.k Ratification of Agreement for Professional Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board

of Education ratify the agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective August 5, 2025 through June 30, 2026, not to exceed $2,000 (01.0-00000.0-00000-72000-5810-7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Board Memo - Sign Up 25.26 signed.pdf

11.l Approval of Agreement for Professional Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Quest Therapy Group to provide other health services on an "as needed" basis when other qualified staff are not available effective August 21, 2025 through June 30, 206, not to exceed $140,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.
Board Memo - Quest 25.26 signed.pdf

11.mApproval of Agreement for Professional Services
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Covelo Group Inc. to provide other health services on an "as needed" basis when other qualified staff are not available effective August 21, 2025 through June 30, 206, not to exceed $90,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.
Board Memo- Covelo 25.26 signed.pdf

11.n Approval of Agreement for Professional Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective August 21, 2025 through June 30, 206, not to exceed $180,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.
Board Memo - Amergis 25.26 signed.pdf

11.o Approval of Burbank High School (Overnight) Field Trip
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank High School Football Team (Overnight) Field Trip request to compete in an away football game in Reno, Nevada, on Thursday, September 4, 2025, through Sunday, September 7, 2025, as presented.
BHS football Team Overnight Field Trip 8 21 25.pdf

12. REPORTS FROM BOARD MEMBERS

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

13. ADJOURNMENT

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent of Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	August 21, 2025
SUBJECT:	Ratification of Agreement for Professional Services (Human Resources)

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

Discussion/Issues
The District is required to provide interpreting services to employees. The services include interpretation of American Sign Language for employees who attend professional trainings and meetings.

The California Fair Employment and Housing Act (FEHA) requires employers to provide reasonable accommodations to employees with disabilities, including communication access through interpreters. Similarly, the federal Americans with Disabilities Act (ADA) mandates that employers and public institutions ensure effective communication with Deaf and hard of hearing individuals, which often includes the provision of qualified American Sign Language (ASL) interpreters. Hiring interpreters for the Deaf and hard of hearing is not only a best practice in Deaf education, but also a necessary step to comply with these legal mandates.

An employee of Sign Up, LLC has worked with one BUSD employee closely for the past two years. This year this employee has switched over to Alpha Interpreters. To make sure the district is in compliance, the district wishes to have this employee continue to work with the BUSD employee this year, thus increasing the funds on this agreement.

Failure to provide appropriate accommodations can result in legal liability and undermine the district's commitment to equity and inclusion.

Fiscal Impact
The amount of the agreement is not to exceed $90,000.00 (010-00000.0-00000-72000-5850-7550000).

Recommendation
Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education to ratify the agreement between the Burbank Unified School District and Alpha Interpreters, provide American Sign Language interpreting to employees, and not to exceed

$90,00.000(01.0-00000.0-00000-72000-5850-7550000), effective retroactive August 1, 2025 to June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

ALPHA
INTERPRETING AGENCY

Alpha Interpreting Rates and Policies
2025-2026

2025-2026 Alpha Interpreting Rates	
Standard ASL	$115/hr: Classroom, staff meetings, trainings, IEPs, Conferences, Substitute assignments, etc.
Ongoing Classroom ASL (Discounted)	$110/hr Interpreting K-12 settings, min 25+hr/ week
Signing Paraprofessionals	$95/hr standard $90/hr ongoing
Specialty ASL Services	Additional $25/hr for assignments requiring specific skills e.g. trilingual, legal, tactile, tutoring, ASL instruction.
CART Services	Standard: $150 face-to-face, $135 virtual Ongoing: $125 face-to-face, $110 virtual

ALPHA INTERPRETING POLICIES:

Number of Interpreters: To protect the occupational safety of our interpreters and to assure the highest quality communication, assignments exceeding one hour, or containing complex, interactive content will require a team of two or more interpreters. Our scheduler will work with you to determine the appropriate number of interpreters needed for your assignment. In the case that you are unavailable to discuss the number of interpreters required, Alpha will make the necessary determinations. Team assignments are charged per interpreter.

Reimbursable Charges: Reasonable parking, public transportation, mileage (current government rate) and other fees incurred during service provision may be charged.

Cancellations: Customers will be billed in full for any assignment not canceled with **THREE FULL BUSINESS DAYS** notice remaining before the scheduled event. For example, an assignment on Wednesday must be canceled by close of business on the previous Thursday to avoid charges.

Payment Options/Invoices: ACH/EFT payments are preferred. Customers will receive a detailed invoice which must be paid within thirty (30) days of receipt of invoice. Accounts 45 days past due may be charged 1.5% interest on the outstanding balance.

Ongoing assignments: Ongoing assignments must be terminated with a minimum of two weeks' notice to avoid charges.

By signing below you certify that you are authorized to accept terms on behalf of your organization and you agree that your use of Alpha Interpreters constitutes acceptance of all the rates and policies set forth herein, including the Terms and Policies on page two (2) hereof.

Organization: Burbank Unified School District	Alpha Interpreting Agency
Signature:	Signature: Roy Kelly McCrory
Date:	Date: July 29, 2025
Printed Name/Title	Printed Name and Title: Roy Kelly McCrory, CEO
Address:	Address: 1136 Millbrook Rd, Corona, CA 92882
Contact Phone:	Contact Phone: 310-220-9655
Contact Email:	Contact Email: roy@alphainterpreters.com

ALPHA
INTERPRETING AGENCY

EFFECTIVE January 1, 2024

Terms and Policies

1. **ENTIRE AGREEMENT/NO MODIFICATIONS** The rates, terms, and policies set forth on page one (1), and these terms and policies on this page (collectively the "Rates and Terms") and the attachments specifically referenced within this document constitute all of the terms and policies relating to the relationship between you and Alpha Interpreting Agency, and they supersede any other written or oral understandings or communications; any other documents enclosed or provided are intended for reference and are not a part of the Rates and Terms. Rates and Terms and any attachment hereto may be modified or amended only by a written amendment executed by an officer of Alpha Interpreting Agency.

2. **INDEMNIFICATION and LIMITED LIABILITY** Each party agrees to indemnify, defend and hold harmless the other, and any of their respective contractors, employees, officers, agents, owners and representative, from any damages, losses, liabilities or claims arising out of, i) the negligent acts or omissions of the indemnifying party, its contractors, employees or agents, or ii) the indemnifying party's breach of this Agreement. IN ANY EVENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES ARISING OUT OF THE SERVICES PROVIDED HEREUNDER, WHETHER ARISING OUT OF CONTRACT OR TORT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES

3. **SAFETY AND INSURANCE** Customer is responsible for providing safe and secure access to Alpha Interpreting Agency interpreters for any facilities in which services are to be provided. Customer has an affirmative duty to warn Alpha Interpreting Agency and Alpha interpreters of any safety concerns, health risks, or other dangers associated with providing interpreting services to Customer. Customer will provide adequate direction and guidelines where appropriate to enable the interpreter(s) to effectively provide services. Each party will maintain industry standard liability insurance, including Customer maintaining a policy covering injury to visitors to its premises, and shall provide a certificate of insurance evidencing such coverage upon request.

4. **GOVERNING LAW AND DISPUTE RESOLUTION** The Rates and Terms, and services provided by Alpha Interpreting Agency hereunder, shall be governed by the laws of the State of California, without regard to choice of law principles. The exclusive venue for any action arising out of the Rates and Terms shall be a state or federal court in California. If any court action is necessary to enforce these Rates and Terms, the prevailing party shall be entitled to reasonable attorney fees, costs, and expense in addition to any other relief to which the party may be entitled.

5. **NOTICE** Any notices, including notices of address and facsimile number changes, or cancellation notices, required or permitted to be given under these Rates and Terms shall be in writing and shall be deemed to have been received via electronic mail, three business days prior to assignment or two weeks for termination of ongoing assignment(s).

6. **SEVERABILITY** The provisions of these Rates and Terms are severable, and if any one or more such provisions shall be determined to be invalid, illegal or unenforceable, in whole or in part, the validity, legality and enforceability of any of the remaining provisions or portions thereof shall not in any way be affected or impaired thereby and shall nevertheless be binding between the parties hereto.

7. **ASSIGNMENT** Customer will not assign these Rates and Terms or any rights hereunder, by law or otherwise, without Alpha Interpreting Agency's prior written consent. Subject to the foregoing, this Agreement shall be binding on any successor or assigns of the parties.

8. **INDEPENDENT CONTRACTORS** The parties to this Agreement are independent contractors. No agency, partnership, joint venture or employee-employer relationship is intended or created by these Rates and Terms.

9. **TERMINATION** Either party may terminate the relationship between the parties and these Rates and Terms without cause at any time with 30 business day's written notice or with reasonable cause immediately upon written notice. Reasonable cause means a material violation of this Agreement or nonpayment of fees.

10. **ACCEPTANCE** Dissatisfaction with services rendered must be communicated in writing to Alpha Interpreting Agency within five (5) days of assignment completion. Failure to do so will be deemed acceptance of the services.

ALPHA INTERPRETING AGENCY



Providing the Best Educational ASL Interpreting Services

Who We Are

Alpha Interpreting Agency is a CODA-owned and operated ASL interpreting agency serving Southern California. We specialize in providing interpreting services for K-12 and higher education, partnering with school districts across Los Angeles, Orange, Riverside and San Bernardino counties.

Why Choose Us

Deaf-Centered Approach

We match the skills of interpreters to meet the needs of Deaf students and staff to facilitate education.

Quality Interpreters with K-12 Clearance

Our interpreters meet the CA state requirements for K-12 interpreting including certifications, background checks, and TB clearance.

Reliability

Our fill rate is over 99%, ensuring your DHH needs are met.

Great Customer Service

We are available by phone and email 6 AM to 10 PM daily, ensuring prompt and friendly service.

Our Services

ASL interpreting

- K-12 Classroom
- IEP, Staff Meetings, Parent Conferences, etc.

Signing Aides

- DHH Classroom Aides
- 1-on-1 Classroom Signing Aides

Instructional Aides

- Direct student academic support
- Behavior support
- Physical assistance

CART Services

Translate speech into text real-time

Contact Us

ALPHA INTERPRETING AGENCY

951-339-6986
admin@alphainterpreters.com
www.alphainterpreters.com

2025 - 2026 Alpha Interpreting Rates	
Standard ASL	$115/hr Classroom, staff meetings, trainings, IEPS, conferences, substitute assignments, etc.
Ongoing Classroom ASL (Discounted)	$110/hr Interpreting K-12 settings, minimum 25+hr per week
Signing Paraprofessionals	$95/hr standard $90/hr ongoing
Instructional Aides	$75/hr standard $60/hr ongoing
Specialty ASL Services	Additional $25/hr for assignments requiring specific skills e.g. trilingual, legal, tactile, tutoring, ASL instruction
CART Services	$150 standard face-to-face, $135 virtual $125 ongoing face-to-face, $110 virtual

- All standard assignments are billed at a 2 hr minimum.
- Recurring Assignments between 8 am to 3 pm are billed with a 4 hr minimum
- Assignments are billed in 1/2 hr increments.
- 72 business hr cancellation notice required.
- Two interpreters are required for meetings scheduled for more than 1 hr.
- Additional $25/hr for assignments requested with less than 3 full business days notice.
- Additional $25/hr for assignments outside business hours (between 5pm and 7am) or on weekends/holidays.

ALPHA
INTERPRETING AGENCY

To book services, contact:
admin@alphainterpreters.com / 951-339-6986

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Lori Schleinkofer, Program Specialist
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	August 21, 2025
SUBJECT:	Approval of Agreement for Professional Services with Global Lease Group (Workability)

Background:

The FACTS (Foothill Area Community Transition Services) Program supports students with special needs by providing real-world job training and life skills. FACTS students are moderate/severe special education students aged 18-22 that receive community instruction and temporary work placements to assist them with transition to competitive, integrated employment. The worksites that contract with BUSD to provide hands-on employment training in real-world practical skills are located in Burbank and surrounding areas. Identifying worksites willing to contract with BUSD to provide this kind of specialized training to moderate/severe special education students is challenging, therefore at times the FACTS teachers need to work with business that are not in Burbank.

For almost three decades, for those worksites that are not easily walkable or accessible by bus, the FACTS teachers have used their own personal vehicles to transport students. FACTS teachers were asked to provide their driver's license and proof of full coverage insurance to the Burbank Adult School Principal and BUSD Human Resources. They paid for gas for their own vehicles and purchased umbrella policies as well as full coverage insurance. They also send out the attached forms (see Appendices A & B) to parents and adult students to provide permission for BUSD staff to drive these students to and from worksites and indemnify the district of liability.

Specifically, students are driven to Sharky's Woodfire Grill in Studio City, which is very supportive of the Program. A bus cannot be taken for this purpose because it would take two busses to get there and the FACTS teachers are unable to leave early in the morning, as they must set up their classrooms for the day. Multiple groups of students are taken out daily to different sites. The teachers also need to drive around to check on other groups that are working and be available to pick up students in an emergency or if students miss the bus.

Discussion/Issues:

The practice of FACTS teachers using their personal cars has been in place for some time. Initial approval was received from District Human Resources years ago. Following a review of best practices and District liability policies, it was determined that the use of a personal vehicle poses unnecessary risk. Per BUSD

Business Services, vehicles used to drive students must be District vehicles and be maintained/insured by the District. Additionally, the car should be marked and registered as a District vehicle, allowing it to be filled with gas at city gas stations.

Since 2016, BUSD has funded FACTS student work placements through the Department of Rehabilitation (DOR) We Can Work (WCW) Contract. This contract only provided one service: work-based learning experiences and provided funds for staff and student wages only. As of July 1, 2025, the District switched to a Transition Partnership Program (TPP) contract with DOR, which provides three services: job exploration counseling, workplace readiness training and work-based learning experiences. This new TPP contract also allows significant funding for operating expenses.

It is proposed that this contract fund the cost of leasing a car (including gas) for the aforementioned purpose to lower the risk exposure for the District, the FACTS teachers and the student worker themselves. With a leased vehicle, the District can manage regular vehicle upkeep, ensuring the car is properly maintained. The FACTS teachers could then drive the leased vehicle on days when FACTS student groups work at sites not easily accessible by bus or by walking. The leased vehicle could also be used should emergencies arise. It would be parked at FACTS for easy accessibility.

On July 23, 2025 the District issued a Request for Bids for a 60-month vehicle lease for one new or used sedan. One bid was received from Global Lease Group for a 2025 Hyundai Elantra Hybrid (see Appendix C). This vehicle is suitable for transporting small groups of students and program materials.

Fiscal Impact:

The cost of the lease is included in the budget of the TPP Contract with the Department of Rehabilitation.

- Total cost of the five year lease is $37,560
- Monthly lease cost is $626, not to exceed $7,512 annually
- Final year should include a one-time disposition fee of $250 due at lease termination, for a not to exceed amount of $7,762

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Global Lease Group for the 60 month lease of a District vehicle to be used by the Workability program, effective August 22, 2025 through October 30, 2030, not to exceed $7,762 annually (including lease termination fees) (01.0-58100.0-11100-5611-7400000), and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

APPENDIX A: FACTS Permission to Drive Form

Burbank Adult School
3811 Allan Avenue
Burbank, CA 91505
818-558-4611
"Our goal is to help students reach their goals."

Permission to Drive:

I _____ (name of parent/guardian) understand that my child is participating in a Community Access Skills-Based instructional program and that it may be necessary for him/her to be transported in a FACTS staff member's vehicle. I agree to allow _____ (insert name of student) to be transported by a FACTS staff member to and from the instructional program.

This agreement extends from _____ (insert date) to _____ (insert date) unless otherwise changed or modified in writing by the undersigned, with a copy provided to FACTS.

FACTS agrees it will notify parents/guardians of the name of the staff member or members who will be providing transportation services. Upon FACTS notification and parent's/guardian's signature on this agreement, parent/guardian acknowledges and accepts transportation from the staff member or members identified above.

_____	_____	_____
Parent/Guardian (Print Name)	Parent/Guardian Signature	Date
_____	_____	_____
Student (Print Name)	Student Signature	Date

APPENDIX B: Permission Slip



Burbank Adult School
3811 Allan Avenue
Burbank, CA 91505
818-558-4611
"Our goal is to help students reach their goals."



Community Access Skills Training:

I understand, acknowledge and agree that California Education Code section 44808 provides that "…no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, unless such district, board, or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances.

In the event of such a specific understanding, the district, board, or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of an employee of such district or board."

I also understand, acknowledge and agree that Education Code section 35330(d) provides, "All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

_____	_____	_____
Parent/Guardian (Print Name)	Parent/Guardian Signature	Date
_____	_____	_____
Student (Print Name)	Student Signature	Date

Permission for Emergency Care:
In the event of an accident, illness, injury, or emergency, when the parent/guardian/caregiver is unavailable, I hereby authorize a representative of the Transition Program to make such arrangements as he/she considers necessary for this individual to receive, including, but not limited to, medical or surgical treatment and hospital care, including any necessary transportation to obtain such care. I hereby authorize such treatment as is considered necessary in the best judgment by an attending physician, surgeon, or dentist which treatment shall be performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. A copy of this form may be provided to any medical or dental service provider.

_____	_____	_____
Parent/Guardian (Print Name)	Parent/Guardian Signature	Date
_____	_____	_____
Student (Print Name)	Student Signature	Date

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM

BID 2526-002 Sedan Lease for FACTS Program

Dear Board Members:

The undersigned, doing business under the firm name of:

Global Lease Group, Inc.

hereby propose and agree to enter into a Contract, to furnish any and all labor, materials, applicable taxes, equipment, DMV registration and delivery for lease of the vehicle described hereinafter and in the Contract Documents.

Quoted Vehicle: 2025 Hyundai Elantra Hybrid Limited, VIN KMHLN4DJ5SU172332

A.	BASE MONTHLY COST (including taxes)	$ 626.00
B.	COST REDUCTION (Down Payment)	$ 0.00
C.	ACQUISITION FEE	$ 0.00
D.	SECURITY DEPOSIT	$ 0.00
E.	DISPOSITION FEE	$ 250.00
F.	RESIDUAL/END OF LEASE PURCHASE PRICE	$ 6,000.00

Addenda, questions and responses bound with the specifications or issued during the time of bidding are included in the bid, and, in completing the Contract, they are to become a part thereof.

The receipt of the following addenda to the specifications is acknowledged:

Addendum No. (Not Applicable) Date _____ Addendum No. _____ Date _____

If written notice of award is mailed, emailed or delivered to the undersigned at any time before this bid is withdrawn, the undersigned shall, within ten (10) days after the date of such mailing, emailing or delivering of such notice, execute and deliver a lease agreement for the vehicle offered and described in the bid submission.

The undersigned hereby designates as the office to which such Notice of Award may be mailed, emailed, or delivered:

Ben K. Rosenbloom	Vice President	ben.rosenbloom@glgbos.com
Name	Title	Email Address

Global Lease Group, Inc.
Company Name

260 Bear Hill Rd Ste 202	Waltham MA 02451
Physical Address	City, State ZIP

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

NOTE: A bidder shall not submit a bid unless the bid contains a statement that the representations made therein are made under penalty of perjury. Any bid submitted without a specified Vehicle ID Number (VIN) shall be considered nonresponsive and shall be rejected. Any bid not containing the above

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM

information, or a bid containing information which is subsequently proven false, may be considered nonresponsive and may be rejected. Each bid must give the full business address of the bidder and be signed by bidder. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of an authorized signatory. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

The undersigned declares, under penalty of perjury under the laws of the State of California, that the representations made in this bid are true and correct.

Ben K Rosenbloom	**07/31/2025**
Signature	Date
Ben K. Rosenbloom	**Vice President**
Print Name	Title
Global Lease Group, Inc.	**Massachusetts**
Company Name	State of Incorporation
260 Bear Hill Ste 202	**Waltham MA 02451**
Mailing Address	City, State ZIP
ben.rosenbloom@glgbos.com	**Office 857-444-1600 ext 105** **Mobile 203-589-8199**
Email Address	Telephone

NOTE: *This page may be reproduced as necessary to list additional corporate officers or partners.*

☐ **Evidence of authority to bind the corporation is attached.**



COMMERCIAL MOTOR VEHICLE MASTER LEASE AGREEMENT

Lessee Number :
Lessee :

This MASTER VEHICLE LEASE AGREEMENT #_____ (as amended, modified or supplemented from time to time, this "Agreement") made as of _____ (the "Effective Date"), between Global Lease Group Inc. (GLG), (the "Lessor"), with offices at 3 Tidd Circle, Lexington, Massachusetts, 02420 and the undersigned (the "Lessee"). If more than one party executes this Agreement as Lessee, each shall be jointly and severally liable hereunder.

1. LEASE TERMS

A. Lessor agrees to lease to Lessee and Lessee agrees to lease from Lessor certain motor vehicles for use in its business (together with its equipment, parts, replacements, additions, accessories, repairs and accessions, each, a "Vehicle" and all such motor vehicles subject to this Agreement, the "Vehicles") in accordance with the terms and conditions of this Agreement and the terms of any Vehicle Lease Quotation ("VLQ") and Associated Schedule "A", as further defined below. This Agreement as supplemented by the VLQs, VLOs (as defined below) and Schedule "As" shall constitute the entire agreement between the parties. Lessor and Lessee expressly understand and agree that this Agreement is a lease only and that Lessee acquires no right, title or interest in or to any Vehicle except as a Lessee. Lessee agrees that it shall, at its expense, protect and defend the title of Lessor in the Vehicles against creditors of or claiming through Lessee. This Agreement is both a true lease and a statutory "finance lease" (as defined in M.G.L. c. 2A-103). If, despite the intention of the parties that this Agreement be a lease, a judicial determination is made that the transactions contemplated hereunder constitute a loan by Lessor to Lessee, then Lessee shall be deemed to have granted (and Lessee hereby grants) Lessor a security interest in the Vehicles and all proceeds, accessions, documents, instruments, accounts, chattel paper, equipment and general intangibles related thereto to secure all obligations of Lessee to Lessor under this Agreement. Lessee hereby authorizes Lessor to file, at the expense of the Lessee, any financing or continuation statements related to the foregoing. Lessee shall place such tags or registration on any Vehicle leased hereunder as Lessor may request which indicates the ownership interest of the Lessor in such Vehicle, and Lessee acknowledges and agrees that Lessor will be listed as owner and/or lienholder on the certificate of title for each Vehicle.

B. From time to time, Lessee may request that Lessor provide a written proposal (a "Vehicle Lease Quotation" or "VLQ") with respect to a proposed new Vehicle or group of Vehicles to be leased hereunder. Each VLQ shall specify, to the extent applicable, the lease term, whether it is an Open-End Lease or a Closed-End Lease, financing and servicing procedures and characteristics, year, make and model, equipment, accessories and other details with respect to such Vehicle(s). Each VLQ for an Open-End Lease shall also specify a monthly depreciation amount, an estimate of the capitalized cost, and an estimate total lease payment and for the related lease(s), which will be adjusted to reflect any changes in the cost to Lessor to place the Vehicle in service. As used in this Agreement, "Capitalized Cost", "Monthly Depreciation" and for any Vehicle shall have the meaning set forth on the related Schedule "A". Lessee shall order Vehicles for lease by placing a Valid Order with respect to each Vehicle by accepting a VLQ (as defined in Section 10.I. below) (each accepted VLQ shall constitute, a "Vehicle Lease Order" or "VLO") on a Vehicle lease order form; provided, that such VLO shall become noncancelable as of the date Lessor has placed a noncancelable order with a manufacturer or dealer with respect to such Vehicle; provided further, that if Lessee fails to use an approved lease order form, Lessee is responsible for any and all errors or omissions caused by the failure to use a form approved by Lessor. If Lessee cancels a VLO after such VLO becomes noncancelable in accordance with the foregoing sentence, then Lessee shall reimburse Lessor for any loss incurred by Lessor as a result of such cancellation (including all costs and expenses) and shall pay Lessor's then current cancellation fee with respect to such cancellation. Each VLO will incorporate (explicitly or by reference) the information set forth in the related VLQ and will also specify the order date, requested delivery date, color choice, driver information and location in which the applicable Vehicle will be garaged. Lessor may, in its sole discretion, elect to accept or reject any VLO or all VLOs. In the event that Lessor elects to reject any VLO delivered by Lessee, Lessor will use reasonable efforts to notify Lessee of such rejection.

C. Notwithstanding anything in this Agreement to the contrary, Lessor shall not be required to deliver to Lessee any Vehicle related to a VLO accepted by Lessor (and Lessor shall not be in breach of this Agreement for not delivering such Vehicle) unless all of the following conditions shall be satisfied (as determined in the reasonable discretion of Lessor): (1) no material adverse change in the financial condition of Lessee shall have occurred; (2) no suits or proceedings shall have been filed or instituted (or, to the knowledge of Lessee, threatened) against or affecting Lessee which, if adversely determined, would have a material adverse effect on the business or financial condition of Lessee; (3) Lessee shall have provided Lessor with all writings or documentation that Lessor deems necessary or desirable to assist Lessor in evaluating Lessee's creditworthiness or to otherwise accomplish the purpose of this Agreement; (4) no party executing this Agreement as Lessee shall have denied or revoked its obligations hereunder; and (5) no event shall have occurred or be continuing which, with notice or lapse of time or both, would constitute an "event of default" by Lessee under this Agreement or under any other agreement between Lessee and Lessor or its affiliate.

D. By placing a VLO, Lessee creates an obligation to accept delivery of the Vehicle(s) described therein at the location specified in such VLO, and Lessee hereby agrees to accept the related Vehicle(s) for lease. At the request of Lessee, delivery of a Vehicle may be to a location other than the location specified in the applicable VLO; provided, that Lessee shall pay the additional costs related to delivery to such alternate location. Upon delivery of each Vehicle, Lessor shall provide to Lessee a signed Schedule "A" (each, a "Schedule "A"") identifying the Vehicle, setting forth the monthly rental payments with respect thereto, the in-service date, and for Open-End Leases the Capitalized Cost, the Monthly Depreciation and the total lease payment, and other appropriate information related to the lease. Upon delivery of a Vehicle to or at the direction of the Lessee and upon the request of the Lessor, the Lessee (or its designee, including any designated driver) shall execute and deliver a "receipt of delivery" in a form provided by Lessor. (However, Lessor is not required to obtain an executed "receipt of delivery" indicating acceptance of such Vehicle in order to establish delivery and acceptance of a Vehicle). **By accepting delivery of a Vehicle**, **Lessee acknowledges that such Vehicle is in good repair and satisfactory condition**, **and that Lessee accepts such Vehicle in the condition received**.

E. Each VLO and related Schedule "A" together shall be deemed to be a separate lease agreement with respect to the Vehicle described therein and each VLO and related Schedule "A" shall be deemed to incorporate by reference the terms of this Agreement and the related VLO. The invalidity, fulfillment, waiver, termination or other disposition of any rights or obligations of either Lessee or Lessor (or both) in connection with any VLO and related Schedule "A" shall not affect the rights or obligations of Lessee or Lessor arising under any other VLO and related Schedule "A" except to the extent set forth in Section 7. Any Schedule "A" delivered by Lessor to Lessee shall be binding upon Lessor and Lessee from the earlier of acceptance of the Vehicle by Lessee or the date the Schedule "A" was received by Lessee, subject to Lessee's and Lessor's rights to correct any errors therein.

F. Except as set forth in the next sentence, Lessor is not responsible for any delay in the delivery of any Vehicle to Lessee and Lessee has no right to revoke a VLO or attempt to terminate this Agreement or any Schedule "A" because of any such delay. Notwithstanding the foregoing, if Lessor is grossly negligent and such negligence causes a material delay in the delivery of any Vehicle to Lessee, then Lessee may revoke the VLO related to such Vehicle (it being agreed that Lessee may not revoke the VLO related to any other Vehicle or terminate this Agreement or any Schedule "A" because of any such delay). By accepting delivery of a Vehicle, Lessee acknowledges that such Vehicle was delivered to Lessee in accordance with this Agreement. If Lessee has delivered a VLO but refuses to accept the related Vehicle for delivery, then Lessee shall reimburse Lessor for any loss incurred by Lessor as a result of Lessee's failure to accept delivery of such Vehicle (including all costs and expenses) and shall pay Lessor's then current cancellation fee with respect to such failure to accept delivery.

G. i. FOR CLOSED-END LEASES- The lease term for each Vehicle will be specified in the applicable Schedule "A". For Closed-End Leases, the "Minimum Noncancelable Lease Term" shall be the same as the full lease term. Lessee may request an extension of the lease term and Lessor may grant such request in its sole discretion upon the terms and conditions specified by the Lessor. The lease term for each Vehicle will begin on the date such Vehicle is delivered, as determined in accordance with Section 2.C. The terms and conditions of this Agreement shall continue in full force and effect and shall be binding upon the Lessee until the later of (a) the surrender of all Vehicles to Lessor or its designee and (b) the fulfillment by Lessee of all of its obligations under this Agreement.

ii. FOR OPEN-END LEASES- The lease term for each Vehicle will be specified in the applicable Schedule "A". Lessee's "Minimum Noncancelable Lease Term" for each Vehicle (including any damaged Vehicle deemed a total loss or any lost or stolen Vehicle) shall be twelve months and one day. The lease term for each Vehicle will begin on the date such Vehicle is delivered, as determined in accordance with Section 2.C. After the conclusion of the Minimum Noncancelable Lease Term and upon not less than 30 days' prior written notice to Lessor, Lessee may terminate the lease term for a Vehicle as of the first day of any month and return the Vehicle to Lessor or purchase the Vehicle from Lessor in accordance with Section 6.

H. Lessee represents, warrants, and covenants to Lessor on the date hereof and as of the date of each Schedule "A" that (1) Lessee has full power and authority to execute, deliver and perform as Lessee the terms and provisions of this Agreement in compliance with all applicable laws, judgments and orders binding upon Lessee or its properties, (2) there are no pending or threatened investigations, actions or proceedings before any court or administrative agency which, if adversely determined, would materially affect the rights of the Lessor under this Agreement or with respect to the Vehicles.

2. RENTAL CHARGES; PAYMENT TERMS

A. Lessee agrees to pay to Lessor at its office in Lexington, Massachusetts (or other designated location as provided in writing), the monthly rental for the use and operation of each Vehicle leased hereunder at the monthly rent specified on Schedule "A" for such Vehicle and as may be calculated in accordance with Section 2.B. below, together with all additional charges provided for in this Agreement. **ALL RENT AND ADDITIONAL CHARGES SHALL BE PAID WHEN DUE WITHOUT ABATEMENT**, **OFFSET OR COUNTERCLAIM ARISING OUT OF ANY CIRCUMSTANCES WHATSOEVER**.

B. Lessee will pay rental for the vehicles in accordance with the applicable Schedule "A", Rental payment obligations shall commence in accordance with Paragraph 2C. Rental payments are due monthly in advance. Lessee agrees that, from the time of delivery of the Vehicle to Lessee to the time when such rental charges are payable, Lessee will pay interim

rental promptly when invoiced by Lessor in an amount equal to the monthly rental charge pro-rated on a daily basis based on a thirty (30) day month and calculated on the number of actual days elapsed. Lessee acknowledges that the monthly rental payment for a leased Vehicle will be established based on a presumed "after tax" return to Lessor with respect to the lease of such Vehicle. If any changes in federal or state laws or regulations cause Lessor's actual "after tax" return related to the lease of a Vehicle to be less than the expected return, Lessor may prospectively adjust the monthly rental payment for such Vehicle in such manner as Lessor reasonably believes fully compensates it for such change. Lessee agrees to pay all costs, expenses, fees, charges, fines, and taxes incurred in connection with the vehicles titling, registration, delivery, purchase, sale, rental modification, and arising from the operation or use of the vehicle during its lease term. If Lessor pays any of the foregoing amounts, Customer shall promptly reimburse Lessor and pay Lessor's then current administrative charge. Notwithstanding the fact that that Lessee payment the cost of titling and registering the vehicles acquires no right, title or interest in or to any Vehicle in or to any registrations or plates.

C. If delivery of a Vehicle is deemed to have occurred on or before the fifth day of a month, then the obligation to pay monthly rent with respect to such Vehicle shall commence on the first day of the month in which delivery occurred; if delivery of a Vehicle is deemed to have occurred after the fifth day of a month, then the obligation to pay monthly rent with respect to such Vehicle shall commence on the first day of the month following the month in which delivery occurred. Customer agrees that from the time of acceptance of the vehicle by Lessee to the time when such rental charges are payable, Lessee will pay interim rental in an amount equal to the monthly rental charge pro-rated on a daily basis based on thirty (30) month and calculated on the actual days elapsed. Lessee shall be required to pay monthly rent for the month in which such Vehicle was surrendered. For the avoidance of doubt, a Vehicle shall be deemed to be delivered for purposes of calculating rent and the commencement of the lease term hereunder on the earlier to occur of (a) the day on which such Vehicle is delivered to Lessee's driver, employee or agent at the location listed on the VLO (or at a location which may be otherwise mutually agreed upon) or (b) forty-eight (48) hours after the time Lessor or its delivering agent notifies Lessee, its agent or its designee (including the driver designated in the related VLO) that such Vehicle is available for delivery.

D. Payments received more than ten (10) days late shall accrue interest at a rate equal to the lesser of one and one-half percent (1½%) per month and the maximum legally permissible amount on the outstanding balance. It is the intent of Lessor that it not receives any amount in excess of that amount which may be legally paid, and any excess charges will be credited to Lessee.

E. If Lessee identifies a billing or other error, Lessee will advise Lessor promptly in writing and in such event, Lessor's sole liability and Lessee's exclusive remedy shall be appropriate adjustment to Lessee's account. No deductions are permitted from invoices without the approval of Lessor.

F. In the event Lessor requires a security deposit with respect to a Vehicle leased hereunder, such deposit shall be held as security for the Lessee's full performance of all the terms and conditions of this Agreement with respect to each Vehicle. Lessor shall have the right to apply the security deposit to Lessee's account if Lessee has not fully performed all of the terms and conditions of this Agreement or any other prior or then existing Agreement between Lessee and Lessor, but in no event in the case of a default shall this be construed as the measure of liquidated damages. Lessor shall not be subject to any restrictions or limitations with respect to its use of any security deposit nor shall Lessor be obligated to pay any interest on any security deposit other than to the extent required by law.

G. Lessee's responsibility for payment of all charges due under the terms of this Agreement shall continue and there shall be no abatement of such charges during the time a Vehicle is stolen, converted, destroyed, damaged by accident or otherwise, or during the time required for any repair, adjustment or servicing of such Vehicle. Lessee agrees to immediately reimburse Lessor for any and all costs, losses or damages resulting from confiscation of any Vehicle or damages resulting from impoundment, attachment or confiscation of any Vehicle.

H. The termination of this Agreement either by the expiration thereof or for any other reasons shall not relieve Lessee of its obligation to pay to Lessor any rental or other charges then due or to become due under the terms of this Agreement.

I. If any Vehicle covered by an Open-End Lease shall be lost, destroyed or stolen, then (subject to the provisions of Section 1.G. with respect to the Minimum Noncancelable Lease Term) Lessee may terminate the lease of such Vehicle prior to the expiration of the related lease term. Lessee shall promptly notify Lessor of such event and shall hold the Vehicle (or wreckage thereof) for disposal by Lessor, and such Vehicle shall be deemed to be surrendered by Lessee to Lessor thirty (30) days after the date of Lessor's receipt of such notice. Lessor shall dispose of destroyed Vehicles (or the wreckage thereof, as applicable) in accordance with Section 6. In the case of a lost, stolen or destroyed Vehicle for which the Vehicle or wreckage is not surrendered by Lessee, upon notice by Lessee to Lessor the same shall be deemed to have been sold at a price of zero dollars thirty (30) days after the date of Lessor's receipt of such notice. For the avoidance of doubt, the parties agree that Lessee shall be required to make all payments under this Agreement (including, without limitation, monthly rental payments and the payments required pursuant to Section 6) with respect to a lost, destroyed or stolen Vehicle to the same extent that Lessee would be required to make payments under this Agreement with respect to a Vehicle surrendered prior to the end of the related lease term.

3. SERVICE

A. This Agreement is a "net lease". Lessee covenants that it will pay all costs, expenses, fees, charges, fines, penalties and taxes (other than federal, state, or local taxes levied on the net income of Lessor) assessed or incurred at any time in connection with (but not limited to) each Vehicle's titling, registration, emissions testing, governmental inspections, delivery, purchase, sale, rental or modification, or arising from the operation or use of the Vehicle during its lease term (including, without limitation, any costs, expenses, fees, charges, fines, penalties and taxes arising from or related to any violations of any statute, law, ordinance, rule or regulation or arising from or relating to any change in the jurisdiction in which the Vehicle is garaged). If Lessee alleges that it is not liable for any tax, then at the request of Lessor, Lessee shall deliver to Lessor certificates of exemption acceptable to Lessor with respect to such tax issued by the appropriate taxing authority. Unless specifically modified in the VLO or Schedule "A" applicable to a particular vehicle, Lessee agrees to perform and pay for, or cause to be paid for, all Vehicle service and maintenance (it being understood that such service and maintenance may be covered by a manufacturer's warranty). Furthermore, Lessee will comply with the conditions set forth in the manufacturer's written instructions in the owner's manual, warranty instructions, service instructions or maintenance provisions required and/or recommended. All repairs to the Vehicle shall be completed with parts and finishes at least comparable in quality to the parts and finishes being repaired or replaced, and title to all replacement parts and finishes shall vest in Lessor. Lessee agrees to take at its own expense all actions required by law with respect to the operation, registration or maintenance of each Vehicle, including without limitation, installing any accessories or equipment and performing any emissions tests or other inspections with respect to any Vehicle leased hereunder. If Lessor pays any of the foregoing amounts under this paragraph (including any operating or maintenance expenses paid by Lessor in order to obtain the release of a Vehicle from any lien or claim), Lessee shall promptly reimburse Lessor and pay Lessor's then current administrative charge.

B. Lessee agrees to keep or cause to be kept, and agrees to make available at Lessor's place of business upon three (3) business days' notice by Lessor any and all records relating to the use of the Vehicle and/or pertaining to aforesaid fees, taxes, assessments and charges, including, but not limited to all maintenance and records, odometer readings, and rental records

C. Equipment not included on the VLQ and/or VLO and all Lessee requested equipment shall be installed at Lessee's expense and with Lessor's and Lessee's prior approval (which, in the case of Lessor, shall not be unreasonably withheld) and if such equipment is removed prior to the time the Vehicle is returned to Lessor, Lessee shall pay the cost of all repairs required to restore the Vehicle to its original condition (ordinary wear and tear excepted).

D. Federal law (and, in certain cases, State law) requires that Lessee as lessee disclose, and Lessee shall disclose, the mileage of each Vehicle to Lessor in connection with the transfer of ownership of each Vehicle. Failure to complete an odometer disclosure statement or making a false statement may result in fines and/or imprisonment. Lessee hereby agrees to sign such disclosure statements as may be required by Lessor to properly evidence the mileage on the odometer of each returned Vehicle, and Lessee hereby authorizes its drivers, agents and employees to sign said disclosure statement on Lessee's behalf. Lessee (including its drivers, agents and employees) shall not tamper with or permit the tampering, repair, replacement or adjustment of the odometer of any Vehicle to reflect an odometer reading different than the mileage the Vehicle has actually been driven, and Lessee agrees to indemnify and hold harmless Lessor from and against any and all actions, claims, suits, damages, costs and expenses, including reasonable attorneys' fees, caused by or arising from a violation by Lessee, its drivers, agents or employees, or any one directed by them, of the odometer tampering or disclosure laws of any city, county, state, country, jurisdiction, including without limitation the United States Federal Law, Title IV- Odometer Requirements of Public Law 92-513, as amended from time to time. Should any Vehicle's odometer require service (including replacement), Lessee shall notify Lessor in writing before having such service performed.

E. Customer shall comply with such instructions as may be required by Lessor and the manufacturer from time to time covering operating and maintenance of vehicles delivered thereunder. Notwithstanding anything contained in this Agreement, Customer shall pay the costs of all repairs to vehicles made necessary by Customer's failure to perform its obligation specified herein, and to follow the instructions referred to in this paragraph. The manner in which the repairs and maintenance of said vehicles is to be handled, and the method of payment of the cost of repairs, shall be as provided in the VLO and related Schedule "A", which are made part of this Agreement by reference thereto. It is expressly understood that the lease payments required under this Lease are payable in full each month regardless of expenses incurred by the Customer. If Lessor is to pay the costs of mechanical repairs and maintenance, as provided in the applicable VLO and related Schedule "A", supporting vouchers for authorized expenses shall be submitted to Lessor for payment. Under no circumstances shall the Customer deduct the cost of repairs and maintenance from the monthly rental charges due Lessor. The Customer will be reimbursed for approved expenses by the LESSOR.

4. USE OF VEHICLE

A. Lessee represents and warrants that each Vehicle leased to it pursuant to the terms of this Agreement will be used by such Lessee primarily for commercial use in the United States, Canada and Puerto Rico. Notwithstanding the foregoing, a Vehicle (1) may not be used in Canada or Puerto Rico unless (i) this Agreement would be a contract enforceable in the United States with respect to the lease of any such Vehicle used in Canada or Puerto Rico, respectively, and (ii) such use is permitted by (and covered by) the insurance required to be maintained under Sections 5.A. and 5.B., and (2) may be used for incidental use in Mexico so long as (i) such use is permitted by (and covered by) the insurance required to be maintained under Sections 5.A. and 5.B., (ii) such Vehicle would not be garaged in Mexico and (iii) no titling or registration of such Vehicle under any

Mexican law would be required as a result of such use. For the avoidance of doubt, it is understood that all amounts to be paid by Lessee under this Agreement shall be paid in U.S. dollars in the United States.

B. Use of any Vehicle leased hereunder is restricted to Lessee's drivers, agents and employees and their designees in primary pursuit of Lessee's business. Minors are not permitted to operate any Vehicle leased hereunder. No driver of any Vehicle shall have authority to act for or on behalf of Lessor, or be deemed to be the agent or employee of Lessor, except to the extent (and only for the limited purposes) explicitly authorized in writing by Lessor. Lessee shall not allow any person to operate any Vehicle leased herein unless such person holds a valid driver's license permitting said person to legally operate such Vehicle.

C. Each Vehicle shall be used only for lawful purposes and shall be operated in accordance with applicable federal, state and local law governing Vehicle use, operation, maintenance or alteration. Lessee shall not use any Vehicle negligently or in any way that is prohibited by any insurance policy covering such Vehicle and shall not permit any Vehicle to become subject to any lien, charge, encumbrance or forfeiture. Lessee shall immediately notify Lessor if any Vehicle becomes subject to any lien, charge, encumbrance or forfeiture in violation of the foregoing, or if any Vehicle becomes subject to or involved in any judicial process.

D. Lessee shall not, without prior approval of Lessor (which shall not be unreasonably withheld) place advertising signs, lettering, insignia, or other devices in or upon any Vehicle, paint any Vehicle or change, modify or remove the equipment of any Vehicle. If Lessee takes any of the foregoing actions with respect to any Vehicle, Lessee shall repaint, repair or refurbish such Vehicle as shall be necessary to restore such Vehicle to its original condition (ordinary wear and tear excepted).

E. In the event of unauthorized use of any Vehicle, Lessee assumes sole responsibility and shall indemnify and hold Lessor harmless from any and all expenses, claims, liability and costs of every nature associated with such use (except for expenses, claims, liabilities or costs caused by the gross negligence or willful misconduct of the Lessor).

F. Lessee shall immediately notify Lessor in writing of any change of place of permanent garaging of any Vehicle. Unless Lessee advises Lessor otherwise in writing, the place of initial permanent garaging of each Vehicle shall be the address of Lessee's driver noted on the VLO relating to such Vehicle.

G. Lessee may use the Vehicles, and permit the Vehicles to be used in the conduct of its business of vehicle rental. Vehicles leased hereunder may not be used for any illegal purpose. **No Vehicle leased hereunder may be used for transporting hazardous substances or for hire for transporting persons unless explicitly authorized in writing by Lessor**. Any damage of any nature arising from the use of a Vehicle shall be the sole expense of Lessee, regardless whether Lessor permitted such use. Lessor authorizes Vehicles leased hereunder to be used for towing so long as such Vehicles are equipped with appropriate towing equipment to safely and legally handle items to be towed and that installation and use of such towing equipment will not void the manufacturer's warranty.

5. INSURANCE AND INDEMNIFICATION

A. During the term of this Agreement and in connection with the use and operation of any Vehicle leased hereunder, Lessee at its sole cost and expense shall provide and maintain standard automobile liability insurance, which complies with applicable law and which coverage shall be primary and which shall not include any self-insured retention or deductible in excess of $3,000.00, protecting Lessor against any and all liability, with minimum limits equal to $1,000,000.00 per person per occurrence with respect to bodily injury, $1,000,000.00 for all persons per occurrence with respect to bodily injury and $100,000.00 for damage to property per occurrence or carry a $1,000,000.00 CSL.

B. During the term of this Agreement and in connection with the use and operation of any Vehicle leased hereunder, Lessee at its sole cost and expense shall provide full collision and comprehensive automobile physical damage insurance on each leased Vehicle which complies with applicable law with deductibles in amounts satisfactory to Lessor, covering loss from fire, theft, windstorm and other comprehensive hazards as well as collision protection. Notwithstanding Section 5.A. above, Lessor reserves the right to adjust coverage requirements prior to delivery of the Vehicle.

C. Other Requirements.

i. For the avoidance of doubt, it is understood that the insurance described in Sections 5.A. and 5.B. shall cover a Vehicle from the time of delivery to Lessee as determined in accordance with Section 2 until the title to such Vehicle transfers from Lessor to the purchaser of such Vehicle in accordance with Section 6. Lessee must provide Lessor with acceptable evidence of insurance for such coverages as referred to above concurrently with the placement of a VLO and prior to delivery of any Vehicle, which evidence of insurance shall name Lessor as an additional insured and loss payee. In support of the forgoing, Lessee hereby irrevocably grants to Lessor Lessee's limited power of attorney to make claims for, receive payments of and execute and endorse all documents, checks or drafts received in payment for loss or damage under any insurance policy required by Sections 5.A. and 5.B. Any notice of cancellation, expiration or material change in said insurance coverage to be provided hereunder shall be given to Lessor in writing at least thirty (30) days in advance of such event. All insurance policies must provide that no action, inaction or misrepresentation by Lessee or anyone other than Lessor shall affect Lessor's right to

recovery thereunder. At the request of Lessor, Lessee shall deliver a full and complete copy of all insurance policies maintained in accordance with this Section 5. Lessor shall be under no duty to examine such policies or any other evidence of insurance nor to advise Lessee if the insurance coverage fails to comply with the requirements of Section 5 of this Agreement.

ii. Lessee shall cooperate fully with Lessor or any insurer providing insurance hereunder in the investigation, prosecution or defense of all accidents, claims, and suits arising out of or in connection with the use or operation of any Vehicle. Without limiting the foregoing, Lessee shall promptly notify Lessor of any such investigation, prosecution or defense and shall forward to Lessor a copy of every demand, notice, summons or other process or correspondence received in connection therewith.

iii. As between Lessee and Lessor, Lessee shall bear all risk of loss, damage or destruction to each Vehicle leased hereunder (which may exceed the actual cash value of such Vehicle) and all liability, costs, claims or expenses (including any expenses of Lessor in connection with making claims under any insurance policy) arising in connection with such Vehicle, however caused, including without limitation, collision, fire, theft, flood, confiscation, destruction or conversion, abandonment or unauthorized sale or concealment by agents or employees of Lessee, or any other cause or combination of causes which may occur, from the time of delivery as determined in accordance with Section 2 until surrender of such Vehicle to Lessor or until title to such Vehicle transfers from Lessor to the purchaser of such Vehicle in accordance with Section 6. The existence of liability insurance or collision or comprehensive insurance obtained by Lessee as required by this Section 5 shall not limit Lessee's liability to Lessor hereunder (it being understood that Lessor shall not be entitled to receive any double recovery hereunder).

iv. Lessee shall immediately notify Lessor by telephone of any accident or incident potentially giving rise to any damage or liability claim involving any Vehicle and confirm such notice in writing within three (3) business days of the accident or incident. Further, in connection with any accident or incident potentially giving rise to any damage or liability claim involving any Vehicle, Lessee (1) shall permit Lessor to inspect such Vehicle, (2) shall notify Lessor and the appropriate insurance carrier(s) of all claims and demands in connection therewith, (3) shall cause its drivers, agents and employees to cooperate fully with Lessor and any insurance carrier(s) in the investigation, defense and prosecution of any claims or suits arising from the operation or use of such Vehicle and (4) shall forward to Lessor a copy of every demand, notice, summons or other process or communication received in connection with such claim.

D. If Lessee fails to provide and maintain insurance coverages as required by this Section 5, or fails to furnish Lessor with required evidence of such insurance coverage, Lessee shall be in default of this Agreement. Lessor may, at its option, immediately terminate Lessee's rights under this Agreement or obtain such required insurance on behalf of Lessee and Lessee agrees to reimburse Lessor for the premium for any such acquired insurance. It is understood that any insurance acquired by Lessor may not name Lessee as an insured or loss payee and may be more expensive than insurance that Lessee could obtain independently.

E. Indemnification.

i. Lessee agrees to indemnify, defend and hold harmless Lessor, its affiliates, agents, successors and assigns from all costs, losses, claims, expenses, damages, suits, or liabilities, including reasonable attorneys' fees and expenses relating to the enforcement of Lessor's rights under this Agreement, of whatever kind and nature, unless prohibited by applicable law, arising out of or in connection with the breach by Lessee of this Agreement, an event of default under this Agreement or the use (whether authorized or unauthorized), misuse, condition, repair, storage, return or operation (including, but not limited to, latent and other defects, whether or not discovered by Lessee) of any Vehicle (collectively, "Indemnified Losses"), except to the extent attributable to the gross negligence or willful misconduct of Lessor.

ii. Lessor shall not be liable for the loss of or damage to any property or goods left in or upon any Vehicle. Lessee agrees to indemnify Lessor for any damages or liability resulting from Lessee's property or goods or any property or goods in Lessee's care or custody while said goods are in or upon such Vehicle, which property or goods are not included in the related VLO and/or Schedule “A”.

iii. The indemnity set forth in this paragraph E is absolute and unconditional and includes Indemnified Losses arising from, without limitation, negligence, strict liability, breach of contract (including claims by Lessor against Lessee), vicarious liability, defects in manufacture or maintenance and breach of warranty, but does not extend to claims or liability arising from the gross negligence or willful misconduct of Lessor, and shall continue in full force and effect regardless of where, how or by whom any Vehicle is operated, and notwithstanding any insurance coverage or other indemnity obtained by or in favor of Lessee or Lessor. **This indemnity shall survive the termination of this Agreement**.

F. If any Vehicle covered by a Closed-End Lease shall be lost, destroyed or stolen, then (subject to the provisions of clause iv of Section 7.C. with respect to the Minimum Noncancelable Lease Term) Lessee shall not be responsible for the rental

payments after acceptable settlement is received by Lessor from Lessee and/or Lessee's insurance provider although Lessee will remain responsible for any excess mileage charge or previously unrepaired damage applicable to such Vehicle.

G. LESSOR SHALL NOT BE LIABLE TO LESSEE, ITS EMPLOYEES, AGENTS OR TO ANY PERSON, FIRM OR CORPORATION, FOR BUSINESS LOSS OR ANY LOSS OR INTERRUPTION OF OR DAMAGE TO BUSINESS OR PROFITS, OR FOR OTHER DAMAGES OF ANY KIND OR NATURE WHATSOEVER, INCLUDING (WITHOUT LIMITATION) ANY LOSS OR DAMAGE CAUSED BY REASON OF THE THEFT, CONVERSION, DESTRUCTION, LOSS, REPAIRS, ADJUSTMENTS, SERVICING, REPLACEMENT, OR ANY INTERRUPTION IN THE SERVICE OR AVAILABILITY FOR ANY REASON OF ANY VEHICLE, WHETHER ORIGINAL OR SUBSTITUTED, PROVIDED UNDER THIS AGREEMENT.

6A. RETURN OF VEHICLES COVERED BY CLOSED-END LEASES.

A. It is expressly understood and agreed that each Vehicle leased hereunder shall be returned to Lessor at the end of the Vehicle lease term or any extension thereof, in a condition as good as when first received, ordinary wear and tear excepted. "Ordinary wear and tear", as used in this Agreement, shall include, without limitation: minor paint chips not through to metal or on the trailing edge of doors and fenders, minor nicks or scratches not having depth, normal wear of carpeting, mats and upholstery. Upon the return or repossession of any Vehicle, Lessee shall be obligated to surrender possession of such Vehicle together with all license plates, registration certificates, documents of title or similar documents, Lessor's maintenance instruments and certification regarding the accurateness of the odometer reading of such Vehicle as required by Section 3 above.

B. The Lessee agrees that upon expiration, cancellation or termination of the lease with respect to any Vehicle, Lessee shall return such Vehicle to Lessor at Lessee's expense to Lessor’s place of business unless the parties mutually agree to an alternative location. Lessee will pay any and all reasonable and necessary expenses incurred by Lessor as a result of a breach of this clause.

C. Lessee shall give Lessor at least thirty (30) days written notice prior to returning any Vehicle. Each Vehicle shall be returned to the custody of Lessor no later than the end of the thirty (30) day notice period. Lessee's obligation for monthly charges shall continue through the end of the thirty (30) day notice period or until the end of the lease term for such Vehicle, whichever is later. If a Vehicle is kept in service past the initial lease term and is not extended for a specific term, the terms of the original lease (as modified by any addenda) shall continue on a month-to-month basis.

D. Lessee agrees to maintain all tires, including the spare tire, in safe driving condition. Upon termination for any reason of a lease with respect to a Vehicle, there shall be a tire tread depth of at least 5/32 of one inch on each of the five (5) tires. If there is not tread depth of 5/32 of one inch remaining or if any tire(s) have breaks or cracks, Lessee agrees to pay Lessor the cost of satisfactory replacement tire(s).

E. If any Vehicle is not in satisfactory operating condition at the time such Vehicle is returned to Lessor, Lessee agrees to pay Lessor the cost of putting such Vehicle in satisfactory operating condition (as determined in the reasonable judgment of Lessor).

F. A report prepared by Lessor or its agent or representative (a "Vehicle Condition Report") will be used as the basis for billing damage charges, if any, to the Lessee with respect to abnormal wear and tear. "Abnormal wear and tear" includes, without limitation, the following: accident or related physical damage; advertising signs, lettering or other devices or other modifications described in Section 4.D. above; scratches or depressions through the color coat of paint requiring metal work; storm damage; any glass damage including breaks, cracks, stone chips or scratches; any sand damage; holes or tears in the interior fabrics as well as any unusual soiling or spotting; burn holes; holes in the dashboard, floor or elsewhere resulting from auxiliary equipment installation; damage requiring straightening, refinishing or replacement; or the existence of mismatched paint or tires. Notwithstanding such Vehicle Condition Report, Lessee may hire a nationally recognized independent appraiser at Lessee's expense to determine the cost, if any, of restoring, repairing and servicing the related Vehicle to place it in the return condition required by this Agreement. A copy of the inspection report will be furnished to the Lessee upon request. Such appraisal and/or Vehicle Condition Report will be the basis for billing abnormal wear and tear charges to Lessee. Lessee agrees to pay any costs indicated by Lessor upon receipt of the invoice for such, and such obligation by Lessee shall not be mitigated even if Lessor elects to sell or re-lease the related Vehicle without actually restoring, repairing or servicing the related Vehicle to place it in the applicable return condition.

G. Mileage shall be apportioned monthly from the date of delivery of the Vehicle. Lessee will pay Lessor in addition to the monthly rental charges, a cents per mile charge as stated on the Schedule “A” for all mileage (as disclosed on the Vehicle's odometer) in excess of the mileage allowed. Lessor will bill Lessee for the full amount of the excess mileage at the termination of the Vehicle's lease. In the event that a Vehicle lease is not formally extended but remains in service on a month-to-month basis beyond the initial lease term, Lessee shall incur mileage charges with respect to the related Vehicle based on the stated monthly-apportioned mileage. Lessee hereby agrees that the mileage indicated on the Vehicle's odometer shall be the basis for such assessment.

H. Lessor is not required to notify Lessee that the lease term for any Vehicle is about to expire. However, Lessor shall have the right to demand the return of the Vehicle so specified on the lease end date and at any time thereafter. Lessee agrees to comply with such demand.

I. So long as no event of default shall have occurred and be continuing, at end of the Minimum Noncancelable Lease Term, the Lessee shall have the option of purchasing the vehicle for its fair market value as determine by the Lessor in is sole and exclusive discretion, plus all sale taxes due as a result of the sale of the vehicle. Notwithstanding the foregoing, in the event the Lessee purchases a vehicle from the Lessor, the Lessee shall still be obligated to pay Lessor for all excise mileage fees and excessive wear and tear charges as set forth above.

6B. RETURN OF VEHICLE; DISPOSITION OF VEHICLES COVERED BY OPEN END LEASES

A. The Lessee agrees that upon expiration, cancellation or termination of the lease with respect to any Vehicle or upon the election of Lessee to return the Vehicle at any time after the end of the Minimum Noncancelable Lease Term calculated pursuant to Section 1.G., Lessee shall provide written notice to Lessor that Lessee desires to purchase such Vehicle or to surrender such Vehicle to or at the direction of Lessor. Lessor is not required to notify Lessee that the lease term for any Vehicle is about to expire. However, Lessor shall have the right to demand the return of the Vehicle so specified on the lease end date and at any time thereafter. Lessee agrees to comply with such demand. Notwithstanding anything in this Agreement to the contrary, Lessee shall be required to purchase or surrender any Vehicle that has a positive Current Contract Value or Residual Value as set forth in the Schedule "A" for such Vehicle, for whichever amount is greater. For the purposes of this agreement the term "Current Contract Value" means the total Capitalized Cost listed on Schedule "A" less the total Monthly Depreciation payments actually made as of the date of the value determination. Notwithstanding anything to the contrary contained herein, the "Current Contract Value" shall never have a value of less than One Dollar ($1.00). The terms and conditions of this Agreement shall continue in full force and effect and shall be binding upon the Lessee until the fulfillment by Lessee of all of its obligations under this Agreement.

B. Lessee's obligations under this Agreement will continue until such Vehicle is sold to Lessee or to a third party and all amounts due Lessor under this Agreement with respect to such Vehicle have been paid.

C. Upon receipt of notice from Lessee that Lessee desires to surrender any Vehicle or demand by Lessor for the return of any Vehicle in accordance with the terms of this Agreement, Lessee shall cooperate with Lessor to arrange for a time and location of surrender. If Lessee and Lessor are unable to agree to a location for surrender, then Lessee shall surrender the Vehicle at the Lessor's then current place of business. Lessee shall surrender each Vehicle to Lessor or its designee in safe operating condition together with a completed vehicle condition report in the form supplied by Lessor and all license plates, registration certificates, documents of title, odometer certifications in accordance with Section 3.D. and any other documentation necessary or useful to consummate the sale or other disposition of the Vehicle. Lessee shall be required to remove any personal property prior to surrender of the Vehicle, it being understood that any personal property remaining in any Vehicle after surrender shall be deemed abandoned and may be sold, retained, donated or discarded by Lessor without liability (including without any accounting of or credit to Lessee for the value of such property). Lessee will pay any and all reasonable and necessary expenses incurred by Lessor as a result of a breach of this paragraph.

D. So long as no event of default shall have occurred and be continuing, after the expiration of the Minimum Noncancelable Lease Term with respect to any Vehicle and prior to surrendering such Vehicle to Lessor, Lessee shall have the right to purchase such Vehicle on an "as-is" "where is" basis without recourse of warranty from Lessor for the Current Contract Value or Residual Value shown on Schedule "A" whichever amount is greater, plus a $300.00 disposition fee, plus all sales taxes associated with sale of the vehicle to the Lessee. To exercise such right with respect to any Vehicle, Lessee must give Lessor irrevocable written notice not less than thirty (30) days prior to the surrender date for such Vehicle. If Lessee elects to not purchase any Vehicle, then Lessee may solicit cash bids from prospective purchasers for such Vehicle on an "as-is, where-is" basis, without recourse or warranty. At the written direction of Lessee, Lessor shall sell such Vehicle to the prospective purchaser identified by Lessee; provided, that Lessor shall not be required to (but may at its option) sell such Vehicle to the purchaser identified by Lessee if the cash bid for such Vehicle is less than the Current Contract Value of such Vehicle. If Lessor does not sell Vehicles to a prospective purchaser identified by Lessee or to Lessee, then Lessor shall sell Vehicles surrendered by Lessee in a commercially reasonable manner on an "as-is, "where is" basis, without recourse or warranty, for cash payable in full upon delivery. Without limiting the foregoing, Lessor shall have the right to sell Vehicles to any dealer, broker or other party (including affiliates of Lessor), through auction or otherwise. Lessor shall not be required to make any representation or warranty to Lessee or any third-party purchaser as to the condition of such sold Vehicle or as to any other matters in connection with such sale, except for the absence of liens attributable to Lessor. Lessor shall deduct all reasonable direct vehicle sales expenses paid or incurred by Lessor, including but not limited to sales tax, as well as Lessor's sales fee of three hundred dollars ($300.00) or then current sales fee, the balance remaining to constitute the "Net Sale Proceeds" which shall be payable to Lessor. If Lessor sells any vehicle owned by Lessee to a third party, Lessee agrees that the sale of such vehicle shall be subject to the indemnity herein. If the Net Sale Proceeds exceed the Current Contract Value of the vehicle as defined herein, Lessor shall retain an amount equal to the Current Contract Value plus a $300.00 disposition fee, plus all sales taxes associated with sale of the vehicle, and remit the excess to Lessee as a refund of rental. If the Current Contract Value exceeds the Net Sale Proceeds, Lessee shall pay to Lessor, within seven (7) days of demand, the amount of the difference between the Net Sale Proceeds from the vehicle and the Current Contract Value plus a $300.00 disposition fee, plus all sales taxes associated with sale of the vehicle.

In addition to the foregoing, if the Monthly Depreciation amount is leveled over the lease term as set forth in the VLO and Schedule "A", or over another agreed period, and the Lessee terminates the lease of a vehicle prior to the expiration of such leveled period, Lessee agrees to pay Lessor the difference between the actual interest incurred according a standard amortization schedule and actual interest paid, calculated by treating the difference between Monthly Depreciation and monthly Base Payment shown on Schedule "A" as interest and the difference between the Total Capitalized Cost and the Residual Value as the amount to be amortized and the Lease Term as the period of amortization.

7. DEFAULT OF LESSEE

A. The following shall constitute "events of default" under this Agreement: (1) Lessee shall be in default of the payments required to be made by Lessee hereunder and such default continues unremedied for a period of five (5) business days after written notice of such failure is delivered by Lessor to Lessee, or Lessee shall breach any other material representation, warranty, covenant, term or condition of this Agreement or any other agreement between Lessee and Lessor or any of its affiliates to be kept or performed by Lessee, (2) Lessee shall file a petition in bankruptcy or shall make an assignment for the benefit of creditors, (3) proceedings in bankruptcy shall be instituted against Lessee, (4) Lessee shall be adjudicated a bankrupt or if a receiver shall be appointed for Lessee's property or business, (5) Lessee shall permit or suffer any material distress, attachment, levy or execution against any or all of its property or on any Vehicle, (6) Lessee ceases doing business or transfers a major part in value of its assets, (7) any financial or credit-related information provided to Lessor or any of its affiliates by or on behalf of Lessee was materially incorrect or misleading when provided to Lessor or such affiliate, and (8) an event shall have occurred which, in the reasonable judgment of Lessor, is likely to result in a material adverse change in the business, assets, operations or financial condition of Lessee.

B. If Lessee abandons, attempts to return or returns any Vehicle prior to the end of the Minimum Noncancelable Lease Term other than in connection with a damaged Vehicle deemed a total loss or a lost or stolen Vehicle, Lessor may declare Lessee in default with respect to any Vehicle so abandoned or returned in which event Lessee shall pay Lessor all amounts due with respect to such Vehicle and the lease terms related thereto. The remedy set forth in this paragraph shall not limit Lessor from pursuing any further remedies it might have as more clearly defined in Section 7.C.

C. Remedies for Default by Lessee.

i. In the event of a default by Lessee as to one or more Vehicles leased under this Agreement or under any other master lease agreement between Lessee and Lessor, Lessor has the option to retain possession, repossess or terminate this Agreement as to all leased Vehicles as collateral security for the payment of all amounts due and owing Lessor. Lessee authorizes Lessor to apply to the payment of any sums due Lessor hereunder as rent or otherwise, any sum of money belonging to Lessee, which may come into Lessor's possession.

ii. Lessee agrees that Lessor shall have the right, at its option, to set-off and apply any amounts due Lessor against any of Lessee's funds held by Lessor and to charge any such amounts (including any net proceeds from the sale of any Vehicle) to other Vehicles leased pursuant to this Agreement. If an event of default by Lessee as to one or more Vehicles leased under this Agreement or under any other master lease agreement between Lessee and Lessor has occurred and if Lessor deems it necessary for its protection, Lessor may repossess all Vehicles wherever found or retain possession of Vehicles in possession of Lessor (and Lessee hereby authorizes Lessor and its agents to conduct such repossession, including by entering any premises where any Vehicle may be and removing such Vehicle therefrom). Repossession shall not terminate Lessee's obligations under the terms of this Agreement and shall be without prejudice to all other remedies available to Lessor for collection of all sums due from Lessee. Lessee shall pay all costs associated with repossession.

iii. Upon an event of default by Lessee, Lessor may (a) declare all sums owing hereunder and/or all monthly rental payments immediately due and payable as liquidated damages and not as penalty, (b) terminate this Agreement by notice in writing to Lessee, and (c) proceed by any appropriate legal or equitable action to enforce performance by Lessee of this Agreement, and to make collection of all of said rentals and amounts of money due, and to recover damages, together with costs of such proceedings (including reasonable attorneys' fees and expenses). Upon termination of this Agreement, all rights (but not all obligations) of Lessee to Vehicles and under this Agreement shall cease.

iv. For Closed-End Leases, the Lessee's Minimum Noncancelable Lease Term shall be the entire lease term as set forth on Schedule "A". In the event that any lease under this Agreement is terminated prior to the Minimum Noncancelable Lease Term, then Lessee shall immediately pay Lessor (1) all payments due and unpaid as of the date of such termination, (2) all monthly rental payments (including sales tax) remaining through the end of the Minimum Noncancelable Lease Term, (3) a $500.00 Early Termination Charge and (4) excess mileage charges (calculated by pro-rating the mileage allowed to the date of termination) and abnormal wear and tear charges in accordance with Section 6A. Following an event of default, Lessor may, but shall not be obligated to, sell the Vehicle at public or private sale for cash or credit.

v. Following an event of default on and Open-End Lease, Lessee shall pay Lessor an amount with respect to each Vehicle equal to the *excess of* (a) the total unpaid monthly rental which would have accrued for the balance of the

Minimum Noncancelable Lease Term, if any, for such Vehicle *plus* the related Current Contract Value of such Vehicle, *over* (b) the Net Sale Proceeds of any sale of such Vehicle as defined in Section 6B (it being understood that Lessee shall not acquire ownership of such Vehicle by payment of such amount). If the Net Sale Proceeds of any Vehicle exceed the amount calculated pursuant to clause (a) of the preceding sentence, then Lessor may apply such excess to any amount owing by Lessee with respect to any Vehicle or otherwise under this Agreement. For the avoidance of doubt, Lessee shall not be relieved of any liability for rental, loss on disposition of any Vehicle or other payments due hereunder, and Lessor is entitled to retain as liquidated damages and not as a penalty any gain on the disposition of any Vehicle.

vi. The remedies provided to Lessor under this Section 7.C. and the other provisions of this Agreement shall not be deemed to be exclusive, but shall be cumulative and shall be in addition to all other remedies in Lessor's favor existing in law, in equity or in bankruptcy. No failure on the part of Lessor to exercise, and no delay on the part of Lessor in exercising, any right or remedy hereunder shall operate as a waiver thereof.

8. DISCLAIMER OF WARRANTY

A. EXCEPT AS OTHERWISE EXPRESSLY PROVIDED BY THIS AGREEMENT, LESSOR MAKES NO EXPRESS OR IMPLIED WARRANTY AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF EQUIPMENT, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE, AND LESSEE SPECIFICALLY WAIVES ALL RIGHTS TO MAKE CLAIMS AGAINST LESSOR WITH RESPECT TO ANY OF THE FOREGOING. NO DEFECT OR UNFITNESS OF THE EQUIPMENT SHALL RELIEVE LESSEE OF ITS OBLIGATION FOR PAYMENT AND OTHER CHARGES TO LESSOR PROVIDED FOR HEREIN OR OF ANY OTHER OBLIGATION UNDER THIS AGREEMENT. ANY WARRANTY COVERAGE PROVIDED TO LESSOR FROM THE MANUFACTURER(S) OF THE VEHICLE LEASED UNDER THIS AGREEMENT SHALL BE PASSED THROUGH TO THE LESSEE FOR THE TERM OF THE LEASE TO THE EXTENT PERMITTED BY MANUFACTURER. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, LESSOR SHALL NOT BE LIABLE TO LESSEE, ITS CUSTOMERS OR THIRD PARTIES FOR ANY DEFECTS, EITHER LATENT OR PATENT, IN ANY VEHICLE, OR FOR ANY DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY KIND OR NATURE DIRECTLY OR INDIRECTLY ARISING OUT OF THIS LEASE OR ANY VEHICLE, OR FOR ANY DAMAGES BASED ON STRICT OR ABSOLUTE LIABILITY IN TORT OR NEGLIGENCE, OR FOR LOSS OF ANY VEHICLE, OR FOR ANY INTERRUPTION IN LESSEE'S BUSINESS BY ITS INABILITY TO USE ANY VEHICLE FOR ANY REASON WHATSOEVER. LESSOR MAKES NO REPRESENTATION AS TO THE TREATMENT BY LESSEE OF THIS LEASE FOR FINANCIAL STATEMENT OR TAX PURPOSES. LESSEE IS LEASING ALL VEHICLES FROM LESSOR ON AN "AS IS" BASIS. IN NO EVENT SHALL LESSOR BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHATSOEVER OR HOWSOEVER CAUSED.

B. It is understood and agreed by the parties hereto that no automobile dealer, employee or agent of any dealer or employee or agent of Lessor has authority to make any representation or warranty to Lessee on Lessor's behalf regarding the performance, merchantability or serviceability of any Vehicle, or to make any estimates regarding the salvage value of any Vehicle, or any modification or amendment to any term of this Agreement other than in accordance with Section 10.B.

9. ASSIGNMENT

A. Lessee shall not assign, transfer, encumber or convey any interest in this Agreement or any interest in any Vehicle leased hereunder without the prior written consent of Lessor (which consent will not be unreasonably withheld). Any such consent shall not relieve the Lessee of its obligations and liabilities hereunder without the express written consent of the Lessor (which consent shall be in the sole discretion of the Lessor). In no event may Lessee sublet any interest in this Agreement or any interest in any Vehicle leased hereunder. Any purported assignment, transfer, encumbrance or conveyance without Lessor's prior written consent shall be void. Any person (i) into which Lessee may be merged or consolidated, (ii) resulting from any merger or consolidation to which Lessee shall be a party, (iii) that acquires by conveyance, transfer or lease substantially all of the assets of Lessee or (iv) succeeding to the business of Lessee, must (x) execute an agreement of assumption to perform every obligation of Lessee under this Agreement and (y) provide financial information reasonably requested by Lessor, in each case within ten (10) business days of such event.

B. Subject to Section 9.C. below, Lessor may assign, and Lessee hereby consents to such assignment of, all or any portion of the Vehicle(s) and/or any rights of the Lessor under this Agreement, including (without limitation) all or any rentals due or to become due hereunder. Lessor may also grant a security interest in any Vehicle leased hereunder or any of Lessor's rights under this Agreement. No assignment or execution of a security interest by Lessor shall alter Lessee's primary responsibilities with respect to the Lease or relieve Lessee from any liability hereunder. Lessee agrees that any such security interest and the lien thereof heretofore and hereafter placed by Lessor shall be superior to this Agreement and that Lessee will not assert against any assignee or secured party any claim, defense or set-off it may have against Lessor. Lessor also shall have the right to transfer ownership of Vehicles now or hereafter covered by this Agreement. Lessee shall recognize any such assignment. Lessor may designate other entities (each, a "Lessor Designee") to lease Vehicles to Lessee on the terms set forth in this Agreement and the Addenda. Each Lessor Designee will have the same rights as Lessor under this Agreement, and either Lessor or the Lessor Designee may directly enforce such rights against Lessee. For any rights with respect to any Vehicle leased to Lessee by a Lessor Designee, references in this Agreement to Lessor will be deemed to be

references to the Lessor Designee. Lessee agrees that Lessor or any Lessor Designee may appoint one or more agents to act on its behalf and that such agents have the power and right to administer and enforce this Agreement. If Lessor causes the certificate of title or other evidence of ownership of any Vehicle to be issued in the name of any other entity as owner, Lessor shall be deemed to have designated the titled owner as the Lessor Designee with respect to such Vehicle. Lessee agrees to cooperate with Lessor to comply with the requirements of any applicable law in connection with the titling, registration and plating of any Vehicle following any assignment of this Agreement by Lessor or any transfer of ownership by Lessor in any Vehicle to a third party.

C. This Agreement shall be binding on the respective parties, their successors, legal representatives and assigns. So long as Lessee is in compliance with the terms of the lease, Lessee will be entitled to continue quiet enjoyment of Vehicles leased under this Agreement in the event that a third party assumes title to the Vehicles or any other rights of Lessor hereunder.

10. GENERAL

A. This Agreement (including all related amendments, modifications and supplements) constitutes the entire Agreement between the parties with respect to any Vehicle subject to a VLO with respect to a lease placed by Lessee on or after the Effective Date. For the avoidance of doubt, no Vehicle ordered by Lessee for lease or leased by Lessee from Lessor prior to the Effective Date shall be subject to the terms and conditions of this Agreement unless Lessee and Lessor explicitly agree in writing that this Agreement shall apply to such Vehicles, and in no event will a Vehicle ordered by Lessee for lease or leased by Lessee with respect to a lease be subject to the terms and conditions of this Agreement.

B. Any amendment, modification or supplement to this Agreement (other than any Schedule "A") must be in writing signed by Lessor and Lessee. Delivery of an executed counterpart of a signature page to any amendment, modification or supplement to this Agreement (including without limitation, any VLO or VLQ) by facsimile or electronic delivery shall be as effective as delivery of a manually executed counterpart of such amendment, modification or supplement. Each Schedule "A" shall be effective as a supplement to this Agreement upon delivery of such Schedule "A" to the Lessee in accordance with Section 1.D. above. Notwithstanding the foregoing, any amendment, modification or supplement to this Agreement generated by Lessor that revises specific terms and conditions applicable only to an identified Vehicle and related lease (or an identified group of Vehicles and related leases) shall be effective as a modification to this Agreement with respect to such identified Vehicle(s) and related lease(s) upon delivery to Lessor of such amendment, modification or supplement executed by Lessee.

C. The titles of the various paragraphs in this Agreement are intended to facilitate reference to the Agreement only and shall not be employed in construction of any provision of this Agreement. The terms contained in this Agreement are applicable to the singular and plural forms of such terms and to the masculine, feminine and neuter genders of such terms.

D. Neither the failure of Lessor to insist upon the performance of any term or condition of this Agreement or to exercise any right or privilege conferred by this Agreement nor the waiver by Lessor of any such term or condition shall be construed as thereafter waiving any such term, condition, right or privilege. No waiver of any provision of this Agreement shall be valid unless the same is in writing and signed by Lessor. No waiver of any provision of this Agreement at such time will be deemed a waiver of such provision at any other time.

E. **This Agreement shall be interpreted and applied in accordance with the substantive law of the Commonwealth of Massachusetts without giving effect to its conflicts of laws rules**. **Lessee and Lessor agree that this Agreement is an agreement deemed made in Commonwealth of Massachusetts**. **Lessee and Lessor hereby submit to the non-exclusive jurisdiction of the Middlesex County Superior Court located in Woburn, Massachusetts**. **To the extent permitted by law**, **both parties to this Agreement hereby waive any and all right to any trial by jury in any action or proceedings directly or indirectly hereunder**, **and whether arising in law or equity**.

F. Any default notice to be given by either party herein to the other shall be in writing and shall be deemed given when deposited in the United States mail, postage prepaid and sent by either Certified or Registered Mail, to the other party at its address as the same appears herein or at an address of which such other party may have notified the first party in writing. Notices not relating to the default by a party to this Agreement may be given by either party herein to the other via facsimile, electronic mail or any other mutually agreeable form of communication, provided that such notice shall be deemed to not have been delivered until the sending party receives verbal or written confirmation from the other party that such notice has been received.

G. The creditworthiness of Lessee and any guarantor is a material condition to this Agreement. Lessee shall provide Lessor with financial information reasonably requested by and satisfactory to Lessor during the term of this Agreement. During normal business hours, Lessor and its authorized representatives may inspect each Leased Vehicle and the books and records of Lessee relative thereto. Lessor shall have no duty to make any such inspection and shall not incur any liability or obligation by reason of making or not making any such inspection. In addition, at the request of Lessor, Lessee shall furnish Lessor any financial statements of Lessee, including, without limitation, balance sheets and income statements.

H. Should any part, term or provision of the contract be by the courts decided illegal or in conflict with any applicable law, the validity of the remaining portions or provisions shall not be affected thereby.

I. A "Valid Order", as used in this Agreement, will mean each of the following:

i. A VLQ for a Vehicle accepted and signed by a Permitted Signer in a form acceptable to Lessor in its sole discretion.

ii. A VLQ accepted electronically through Lessor's internet application or by a Permitted Signer via electronic mail.

J. A "Permitted Signer", as used in this Agreement, will mean each of the following:

i. Any officer or director of Lessee or an Authorized Affiliate or Any person identified on a list provided by Lessee or an Authorized Affiliate to Lessor, as such list may be revised from time to time.

ii. If Lessor has not received a list of persons authorized to be "Permitted Signers" from the Lessee or an Authorized Affiliate, then any person whom the Lessor reasonably believes is authorized to act on behalf of Lessee or an Authorized Affiliate.

K. An "Authorized Affiliate", as used in this Agreement, will mean any corporation, limited liability company, partnership, trust or other person designated by Lessee in writing to Lessor as an "Authorized Affiliate" of Lessee or otherwise designated as a person to whom Lessee has granted authority to submit a VLO in connection with this Agreement, as reasonably determined by Lessor.

[SIGNATURE AND NOTARY PAGE TO FOLLOW.]

IN WITNESS WHEREOF, the parties hereto have caused this Motor Vehicle Lease Agreement to be executed this _____ day of _____, _____.

Lessee:		Lessor:	**Global Lease Group Inc.**
By:	_____	By:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Witness:	_____	Witness:	_____

Customer Number: _____

Customer Name: _____

d/b/a _____

Address: _____

City: _____

State: _____

Zip: _____

Please provide copies of certificates

Federal Tax #: _____

Sales Tax #: _____

The forgoing instrument was sworn and subscribed before me on_____,by_____,as

_____for_____, who is personally known to me.

Seal

_____
Notary Public

My Commission Expires:_____

_____
Name Printed

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent of Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	August 21, 2025
SUBJECT:	Approval of Compensation Adjustment for Acting Superintendent Assignment

---

Background
On June 5, 2025, Superintendent Dr. John Paramo formally resigned from his position. In accordance with Board policy and administrative protocol, Dr. Oscar Macias was appointed to serve as Acting Superintendent at the June 5, 2025 Board of Education meeting, until the appointment of an Interim Superintendent or the hiring of a permanent replacement. During this transitional period, Dr. Macias assumed all responsibility and duties of the Superintendent, including oversight of district operations, leadership of cabinet-level meetings, and communication with the Board. In addition, he continued fulfilling the duties of his permanent position of Assistant Superintendent of Instructional Services.

Discussion/Issues
It is customary and appropriate to compensate employees who assume higher level duties on an acting or interim basis, particularly when those duties involve executive level decision-making and accountability. The proposed compensation adjustment reflects the difference between the daily rate of the Assistant Superintendent and the daily rate of the Interim Superintendents, multiplied by the number of days served in the acting capacity for the days worked between June 5, 2025 and June 30, 2025.

To support this transaction, we are presenting the applicable salary schedule that outlines the Interim Superintendent's compensation, which serves as the basis for calculating the differential pay. The retirement systems necessitate transparency by ensuring that salary information is publicly accessible and complies with specific criteria delineated in the California Code of Regulations. These salary schedules must receive approval from the governing body, specify each position's title, display the corresponding pay rate, and be made available to the public through postings on the employer’s official website.

Fiscal Impact
The total cost of the adjustment is based on twelve (12) days worked from June 5, 2025 through June 30, 2025, $723.12 (01.0-00000.0-00000-71500-1314-7410000).

Recommendation
Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education approve the Compensation Adjustment for Acting Superintendent Assignment, effective June 5, 2025 and ending June 30, 2025, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
SALARY SCHEDULE FOR CERTIFICATED ~~ASSISTANT SUPERINTENDENTS~~
CONTRACTED EMPLOYEES
SCHEDULE D
Effective July 1, 2024

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4
A	Assistant Superintendent of Educational Services Assistant Superintendent of Human Resources Assistant Superintendent of Instructional Services	220	201,840	211,931	222,528	233,655
B	**Interim/ Acting Superintendent**	**262**	**270,000**			

Adopted: 7/20/23
Revised: 02/01/24
Revised: 05/16/24
Revised: 08/21/25

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent of Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	August 21, 2025
SUBJECT:	Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services

---

Background
The Board of Education of the Burbank Unified School District maintains contracted employment agreements for Assistant Superintendents in an effort to provide continuity and stability in district leadership. The current employment contract for the Assistant Superintendent of Educational Services ended on June 30, 2025.

Discussion/Issues
On June 5, 2025, the Burbank Unified School District Board of Education appointed the Assistant Superintendent of Instructional Services, Dr. Oscar Macias, as Acting Superintendent.

Due to Dr. Oscar Macias acting as the Superintendent, this leaves the position of Assistant Superintendent of Instructional Services vacant. The District wants to extend Dr. Peter Knapik, Assistant Superintendent of Educational Services contract by 6 months to assist with this vacancy.

An employee contract is being presented to extend employment for Dr. Peter Knapik, Assistant Superintendent of Educational Services. The contract extension will have an effective date of July 1, 2025 to December 31, 2025, unless terminated earlier as provided by the terms of the contract as required by law.

Fiscal Impact
The annual base salary will be $222,528.00, prorated for a 6-month contract.

Recommendation
Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education to ratify the Extension of Employment Contract for Assistant Superintendent of Educational Services, effective July 1, 2025 through December 31, 2025, as presented.

CONTRACT OF EMPLOYMEN1
July 1, 2025 to December 31, 2025

BURBANK UNIFIED SCHOOL DISTRICT

AND

PETER KNAPIK, Ed.D

This Contract of Employment is entered into by and between the BURBANK. UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and PETER KNAPIK, Ed.D (hereinafter referred to as "Assistant Superintendent of Educational Services").

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Assistant Superintendent of Educational Services hereby agree and promise as follows:

I. TERM

The Assistant Superintendent of Educational Services is employed by the Board as a certificated management employee for a term commencing July 1, 2025, and ending to December 31, 2025. The parties agree that the position of Assistant Superintendent of Educational Services is a senior management position in the certificated service as defined by Education Code sections 45100.5 and 45108.5, and that the Assistant Superintendent of Educational Services does not acquire permanent status in the position. The term of this employment is for six (6) months but is subject to review and renewal by Board action. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this Contract can be exercised without obligating the District to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The Assistant Superintendent of Educational Services shall be paid an annual base salary in accordance with the Assistant Superintendent Salary Schedule attached as Exhibit A ("Salary Schedule"). The Salary Schedule shall be increased or decreased each year by the same percentage increase or decrease applied to the certificated salary schedule. All changes to the Salary Schedule shall be approved by the Board in the manner required by law. For the Term of this Contract, Assistant Superintendent of Educational Services shall be placed on Step 3 of the Salary Schedule. Unless the parties agree otherwise in writing, the Assistant Superintendent of Educational Services shall advance one step on the Salary Schedule each year until the maximum number of allowable steps is obtained.

The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Assistant Superintendent of Educational Services from time to time during the term

of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Educational Services is a certificated management employee of the District and is in charge of the Educational Services department subject to the authority of the Board and/or the authority of the Superintendent of Schools. The Assistant Superintendent of Educational Services shall report directly to the Superintendent who shall be the immediate supervisor. The Assistant Superintendent of Educational Services shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Assistant Superintendent of Educational Services also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Assistant Superintendent of Educational Services shall conduct himself with due regard to the public conventions and morals. The Assistant Superintendent of Educational Services shall not, either while rendering such services to the District, or in his private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Assistant Superintendent of Educational Services shall not do or commit any act or thing that will tend to degrade him in society or bring him into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Assistant Superintendent of Educational Services agrees to devote his full time and efforts to the position of Assistant Superintendent of Educational Services for the District. The Assistant Superintendent of Educational Services is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Assistant Superintendent of Educational Services shall be required to work a positive work year of a minimum of 220 workdays excluding holidays required by applicable law and such other holidays designated by the Board, prorated for any Term that is less than a year. The Assistant Superintendent of Educational Services shall be entitled to twenty-seven (27) days of annual vacation per fiscal year, prorated for any Term that is less than a year, that must be used each fiscal year or portion thereof, exclusive of holidays. Any unused vacation remaining at the end of a fiscal year or prorated Term will be paid out to the Assistant Superintendent of Educational Services on or before June 30th or the expiration of any prorated Term. The Assistant Superintendent of Educational Services' per diem rate will be calculated based on annual salary divided by 220 days. The Assistant Superintendent of Educational Services shall be entitled to twelve (12) days of sick leave per year, prorated for any Term that is less than a year.

VI. HEALTH AND WELFARE BENEFITS

The Assistant Superintendent of Educational Services shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other certificated management employees of the District.

VII. LONGEVITY INCREASE

The Assistant Superintendent of Educational Services will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Assistant Superintendent of Educational Services will receive an increase in base salary equal to the same amount of masters and doctorate stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Assistant Superintendent of Educational Services remains employed as an assistant superintendent with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the California State Teachers' Retirement System (CalSTRS), he may elect at his option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Assistant Superintendent makes this election, the benefits shall be available until the Assistant Superintendent reaches the age of 65 or any continuous five-year period after the date of retirement.

X. EVALUATION

The Superintendent of Schools shall evaluate the Assistant Superintendent of Educational Services at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Assistant Superintendent of Educational Services who shall have the right to make a written reaction or response to the evaluation before it is placed in the Assistant Superintendent of Educational Services' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Assistant Superintendent of Educational Services through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Educational Services to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Assistant Superintendent of Educational Services to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Assistant Superintendent of Educational Services' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Assistant Superintendent of Educational Services may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the Assistant Superintendent of Educational Services employment. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Assistant Superintendent of Educational Services each month his/her then current salary for the remainder of this Contract, but not to exceed six (6) months. Upon termination of this Contract pursuant to this subparagraph, the Assistant Superintendent of Educational Services shall continue to receive the fringe benefits to which she he was previously entitled for the remainder of this Contract, but not to exceed six (6) months, or until the Assistant Superintendent of Educational Services finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Assistant Superintendent of Educational Services may be terminated by the District at any time for breach of this Contract, for the failure of the Assistant Superintendent of Educational Services to satisfactorily perform the duties of her position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Assistant Superintendent of Educational Services. The Assistant Superintendent of Educational Services may then request (in writing) a conference with the Board. If a conference is granted by the

Board the Assistant Superintendent of Educational Services shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Assistant Superintendent of Educational Services may be terminated because of the continuing disability of the Assistant Superintendent of Educational Services. In such event, the District shall give at least thirty (30) days prior written notice to the Assistant Superintendent of Educational Services. No such notice shall be sent until there are no remaining days of paid leave available to the Assistant Superintendent of Educational Services and the Assistant Superintendent of Educational Services is not able to perform the essential duties of her position with or without reasonable accommodation.

E. Termination by Assistant Superintendent of Educational Services. Any termination by the Assistant Superintendent of Educational Services shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____
Peter Knapik, Ed. D., Assistant Superintendent, Educational Services Date

By: _____
Oscar Macias, Ed. D., Acting Superintendent Date

By: _____
Dr. Armond Aghakhanian, President of the Board of Education Date

Date: August 21, 2025

_____

DATE APPROVED BY THE
BOARD OF EDUCATION

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent of Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	August 21, 2025
SUBJECT:	Ratification of Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias

---

Background
The Board of Education of the Burbank Unified School District maintains contracted employment agreements for superintendents in an effort to provide continuity and stability in district leadership. Due to the resignation of Superintendent, Dr. John Paramo, the board wishes to appoint an interim superintendent to fill this vacancy.

Discussion/Issues
On June 5, 2025, the Burbank Unified School District Board of Education accepted the resignation of Dr. John Paramo, Superintendent. The Board of Education appointed Dr. Oscar Macias, the Assistant Superintendent of Instructional Services as the Acting Superintendent of Schools. Dr. Oscar Macias has served as Acting Superintendent since June 5, 2025.

An employee contract is being presented to employ Dr. Oscar Macias as Interim Superintendent of Schools. The employee contract will have an effective date of (date pending) and ending date on June 30, 2026, unless terminated earlier as provided by the terms of the Contract or as required by law.

Fiscal Impact
The annual base salary will be $270,000. Health and welfare benefits are offered in accordance with Board policy and consistent with all other management employees in the Burbank Unified School District.

Recommendation
Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias, effective July 1, 2025 through June 30, 2026, unless terminated earlier as provided by the terms of Contract or as required by law, as presented.

CONTRACT OF EMPLOYMENT
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
DR. OSCAR MACIAS

This Contract of Employment ("Contract") is entered into by and between the BOARD OF EDUCATION of the BURBANK UNIFIED SCHOOL DISTRICT ("District") of Los Angeles County, California ("Board") and Dr. Oscar Macias ("Interim Superintendent"), and dated, for reference purposes only, July 24, 2025. The Board and the Interim Superintendent hereby agree and promise as follows:

1. TERM

The Board hereby employs the Interim Superintendent for the period beginning July 1, 2025 and ending on June 30, 2026, unless terminated earlier as provided by the terms of this Contract or as required by law.

2. SALARY

a. Base Salary. The Interim Superintendent's annual salary shall be TWO HUNDRED SEVENTY-THOUSAND DOLLARS AND ZERO CENTS ($270,000.00) ("Base Salary") for twelve (12) months of full-time employment, prorated for any partial year, payable in twelve (12) equal installments, less all applicable deductions and withholdings required by law or authorized by the Interim Superintendent. The Board reserves the right to increase the Interim Superintendent's salary at any time and such increase shall be effective on any date ordered by the Board in accordance with Education Code section 35032 or, if no such date is ordered, then from the date of the duly held Board meeting at which the increase was approved. Any such increase shall be effective upon Board action at a regularly scheduled meeting of the Board.

3. DUTIES AND RESPONSIBILITIES

The Interim Superintendent shall perform the duties of a public school district superintendent as prescribed by the laws of the State of California and District policies. The Interim Superintendent shall act as Secretary to the Board as permitted in Education Code section 35035 and District policies. In addition to the powers and duties set forth in Education Code section 35035, the Interim Superintendent shall have the powers and duties which are delegated to him by the Board. The Interim Superintendent shall faithfully and competently perform all duties and responsibilities required by the Board and relevant laws.

The Interim Superintendent shall be the Chief Executive Officer of the Board. As such, the Interim Superintendent shall have the primary responsibility for execution of Board policies, whereas the Board shall retain the primary responsibility for governance of the District through the delegation of duties and responsibilities of the Interim Superintendent as well as for formulating and adopting Board policies.

The Board agrees to show appropriate consideration for the fact that the Interim Superintendent is the Chief Executive Officer, and the Interim Superintendent agrees to show appropriate consideration for the fact that the Board is the governing body of the District. The Board agrees

that none of its individual members will direct the work of employees of the District or make decisions on behalf of the District.

4. MORAL CONDUCT

The Interim Superintendent shall conduct himself with due regard to the public conventions and morals. The Interim Superintendent shall not, either while rendering services to the District, or in his private life, commit an offense involving moral turpitude under federal, state, or local laws or ordinances. The Interim Superintendent shall not do or commit any act or thing that will tend to degrade him in society or bring him into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult or offend the community or public morals or decency or prejudice the reputation of the District in the community.

5. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Interim Superintendent agrees to devote his full time and efforts to the position of Interim Superintendent for the District. The Interim Superintendent is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Interim Superintendent shall be required to provide twelve months of full-time service to the District. The Interim Superintendent shall receive all legal holidays and such other holidays designated by the Board (15 days). The Interim Superintendent shall be entitled to twenty-seven (27) days of annual vacation per fiscal year that must be used each fiscal year. Any unused vacation remaining at the end of a fiscal year will be paid out to the Interim Superintendent on or before June 30th. The Interim Superintendent's per diem rate will be calculated based on annual salary divided by 262 days. The Interim Superintendent shall be entitled to twelve (12) days of sick leave per year.

6. OUTSIDE PROFESSIONAL ACTIVITIES

With prior written notification to the Board President, the Interim Superintendent may undertake outside professional activities for remuneration including consulting, speaking, teaching and writing provided that all such outside professional activities do not interfere with the Interim Superintendent's ability to perform required duties under the Contract. In no case shall the Board be responsible for any expenses related to any outside professional activity. During the period of any such professional activity, the Interim Superintendent shall not be acting as an employee of the District and shall not be covered by District workers' compensation or any legal indemnification by the District or Board.

7. PROFESSIONAL MEETINGS AND DEVELOPMENT

With prior Board approval, the Interim Superintendent may attend professional conferences inside and outside of California. The Interim Superintendent is not precluded from attending such professional conferences at his own expense. Prior approval is not required for California legislative and finance/budgetary conferences, and conferences held by the Association of California School Administrators and the California City Superintendents, and the California School Boards Association in California. The District shall pay all necessary and reasonable business expenses related to such meetings and conferences including registration fees, travel, meals, and lodging.

The Interim Superintendent shall endeavor to maintain and improve his professional competence by all available means. The Interim Superintendent may subscribe to appropriate periodicals and journals at District expense, and may join and participate in appropriate professional organizations with prior approval of the Board unless otherwise specified in the Contract.

8. PERFORMANCE OBJECTIVES

Prior to September 30, the Board and the Interim Superintendent shall meet to mutually develop and establish the Interim Superintendent's performance objectives for the year. The Interim Superintendent's performance objectives shall be based on duties referenced in the Contract, the goals and objectives of the Board, and such other criteria or indices of achievement which may be mutually agreed to by the Board and the Interim Superintendent, or if they cannot mutually agree, then as determined by the Board.

The Board shall formally evaluate the Interim Superintendent at least annually during the term of the Contract. This evaluation shall be in writing, and shall be based on the established goals and objectives. The Board shall devote a portion of at least one (1) meeting annually to the Interim Superintendent's evaluation. On a date mutually agreed upon between the Board and the Interim Superintendent, but in no event later than 30 calendar days from the Interim Superintendent's receipt of the written evaluation, the Board shall devote a portion of a subsequent Board meeting to conduct a follow-up discussion of the written evaluation with the Interim Superintendent. The Board, however, reserves the right to continuously evaluate the Interim Superintendent on an informal basis. In the event the Board determines that an area of the Interim Superintendent's performance is unsatisfactory, the written evaluation shall indicate the reasons for the unsatisfactory evaluation, and shall make recommendations to give guidance and direction to the Interim Superintendent so that he may improve his performance. If subsequently requested by the Interim Superintendent in writing, a follow-up evaluation shall be held on a date mutually agreed upon by the Board and the Interim Superintendent.

The Board and the Interim Superintendent agree that the evaluation procedure contained in this provision fully satisfies all requirements of any laws or regulations applicable to the evaluation of certificated, classified and/or management employees. Nothing contained in this provision shall be interpreted as a waiver by the Board of any legal right it may have to terminate or non-renew the Contract. Nothing contained in this provision shall interfere with any legal right the Interim Superintendent may have to contest the termination or non-renewal of the Contract.

9. HEALTH AND WELFARE BENEFITS

The Interim Superintendent shall receive medical, dental, vision, and such other fringe benefits as are provided by the Board to other certificated management employees. The Interim Superintendent shall participate in the health and welfare benefit plans in the same manner as other certificated management employees.

10. RETIREMENT BENEFITS

Board policy states that any management level employee whom remains employed with the District for a consecutive total of five (5) years of satisfactory service in a certificated management position, may, upon retirement from active service from the District under the CalSTRS System, elect at their

option, to have the Board pay the premiums for medical, dental, vision, and other fringe benefits as are provided by the Board to other certificated management employees. If the employee makes this election, the benefits shall be available for either (1) any continuous five-year period after date of retirement, or (2) until age 65.

11. DOCTORATE, MASTERS AND LONGEVITY STIPEND

The Interim Superintendent shall be entitled to a stipend for an earned master's degree, a stipend for an earned doctorate degree, and a stipend for longevity in the same amounts as granted by the Board generally to other certificated management employees of the District. Computation of longevity shall include all time spent in a management position within the District. The stipend for possessing a master's and/or doctorate degree as well as for longevity steps shall be as listed on the Contracted Certificated Management Salary Schedule.

12. EXPENSE REIMBURSEMENT

The District shall reimburse the Interim Superintendent for actual and necessary expenses incurred by the Interim Superintendent within the scope of employment so long as such expenses are permitted by District policy or incurred with prior approval of the Board. For reimbursement, the Superintendent shall submit an expense claim to the Board in writing for the Superintendent's reimbursable expenses for the prior month. The Superintendent's expense claim shall be supported by appropriate written documentation verifying the contents of the report prior to the Board's authorization of reimbursement.

13. PROFESSIONAL DUES

The Board shall pay membership dues for the Interim Superintendent in up to three (3) professional associations, including the Association of California School Administrators (ACSA), The School Superintendents Association, (AASA) and a third association as approved by the Board.

14. PHYSICAL EXAMINATION

The Board encourages the Interim Superintendent to have annual physical examinations in order to maintain the good health necessary to perform the job functions of his position. The Interim Superintendent agrees to facilitate a comprehensive fitness for duty examination by a District-selected physician at any time in the future if so requested by the Board.

15. TERMINATION OF CONTRACT

The Contract may be terminated under the following conditions.

A. Hiring New Permanent Superintendent. This Contract shall terminate automatically, without the need for any additional notice to Interim Superintendent, on the first date of service of a permanent Superintendent unless otherwise agreed in writing.

B. Mutual Consent. The Contract may be terminated at any time by mutual consent of the Board and the Interim Superintendent.

C. Resignation. The Interim Superintendent may resign and terminate this Agreement only by providing the Board with at least fourteen (14) days advance written notice unless the Parties agree otherwise.

D. Written Notice of Termination. The Board may terminate this Contract for any reason whatsoever by providing Interim Superintendent with at least fourteen (14) days advance written notice unless the Parties agree otherwise.

E. Reversion to Previous Position. The Parties recognize that Dr. Macias is currently the Assistant Superintendent for Instructional Services for the District. Upon termination of this Contract for any reason except for cause pursuant to Section 15(f), he shall have the right to return to the position of Assistant Superintendent for Instructional Services for the District under the terms and conditions of his most recent employment agreement as Assistant Superintendent for Instructional Services.

F. Termination for Cause. The Board may terminate the Interim Superintendent for: (1) acts done in bad faith to the detriment of the District; (2) refusals or failures to act in accordance with specific provisions of the Contract or lawful Board directives; (3) breach of the Contract; (4) unsatisfactory performance; (5) misconduct or dishonest behavior; or (6) conviction of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person. The existence of such cause shall constitute a material breach of the Contract and shall extinguish all rights and duties of the parties under the Contract. If such cause exists, the Board shall meet with the Interim Superintendent and shall submit a written statement of the grounds for termination and copies of written documents the Board believes support the termination. If the Interim Superintendent disputes the charges, the Interim Superintendent shall then be entitled to a conference before the Board in a closed session meeting. The Interim Superintendent and the Board shall each have the right to be represented by counsel at their own expense. The Interim Superintendent shall have a reasonable opportunity to respond to all matters raised in the charges. The conference with the Board shall not be an evidentiary hearing, but both parties shall have the opportunity to call witnesses, with reasonable mutually agreed upon limitations on the scope of inquiry or, if the parties are unable to agree, then as determined by the Board in its sole discretion. If the Board, after considering all evidence presented, decides to terminate the Contract, it shall provide the Superintendent with a written decision. The decision of the Board shall be final. The Interim Superintendent's conference before the Board shall be deemed to satisfy the Interim Superintendent's entitlement to due process of law and shall be the Superintendent's exclusive right to any conference or hearing otherwise required by law. The Interim Superintendent waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Interim Superintendent's administrative remedies and then authorizes the Interim Superintendent to contest the Board's determination in a court of competent jurisdiction.

16. TAX/RETIREMENT LIABILITY

Notwithstanding any other provision of this Contract, the District shall not be liable for any retirement or state/federal tax consequences to the Interim Superintendent, any designated beneficiary, heirs, administrators, executors, successors or assigns of the Interim Superintendent. The Interim Superintendent shall assume sole responsibility and liability for all state and federal

tax consequences of this Contract and all retirement consequences of this Contract. The Interim Superintendent agrees to defend, indemnify and hold the District harmless from all such tax and retirement consequences.

17. MISCELLANEOUS

A. The Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies, and its effectiveness is contingent upon approval by the Board in open session as required by law.

B. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, the Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

C. The Contract is the full and complete agreement of the parties and supersedes all prior negotiations, understandings, or agreements. Any amendment, modification, or variation from the terms of the Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by mutual consent of the Board and Interim Superintendent.

D. A waiver of any breach of any term or provision of this Contract shall be in writing and shall not be construed to be a waiver any other breach of this Contract.

E. Each party has cooperated in the drafting and preparation of the Contract. In any construction to be made of the Contract, the same shall not be construed against any party on the basis that the party was the drafter.

F. This Contract may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

Dated: _____, 2025

_____
Dr. Oscar Macias,
Interim Superintendent

Dated: _____, 2025

_____
Dr. Armond Aghakhanian, President
Board of Education of the
Burbank Unified School District

BOARD APPROVED:
August 21, 2025

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent of Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	August 21, 2025
SUBJECT:	Ratification of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing

---

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

Discussion/Issues
Requirements for the PIP include possession of a baccalaureate degree or higher from a regionally-accredited college or university, satisfying the basic skills requirement and successful completion of course work for the type of permit requested. The PIP permit is issued for one year only while the employee completes the requirements to enroll in an intern program. The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment. The Burbank Unified School District is applying for a Provisional Internship Permit in the area of Extensive Support Needs for Benjamin Connor Robertson.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing , to fill an immediate staffing need, effective August 13, 2025 through August 13, 2026, and that authority to sign the Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD—AR 3314, as presented.

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

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

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

Name of Applicant Benjamin Connor Robertson

SSN 259-77-1376

Name of Employing Agency BURBANK UNIFIED SCHOOL DISTRICT

County/District/CDS Code 19-110

- ☐ Multiple Subject
- ☐ Single Subject - Specify subject(s): _____
- ■ Education Specialist - Specify specialty area(s): Extensive Support Needs

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

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

   Required recruitment methods (provide photocopies of **all** of the following 3 methods):
   - ■ Distributed job announcements
   - ■ Contacted college or university placement centers
   - ■ Advertised on the Internet

   Optional recruitment methods (in addition to the required methods above):
   - ☐ Advertised in professional journals
   - ☐ Attended job fairs in California
   - ☐ Attended recruitment out-of-state
   - ☐ Contacted California teacher recruitment centers
   - ☐ Advertised in local/national newspapers
   - ☐ Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

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

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

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**
Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

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

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

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

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

Applicant Signature _____

Employing Agency Certification
This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title Sarah Rudchenko, Ed.D., Assistant Superintendent, Human Resources

Date 08/08/2025

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Rebecca Harris, Director of Elementary Education
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
DATE:	August 21, 2025
SUBJECT:	Approval of Transitional Kindergarten Curriculum Guide

---

Background:
The Transitional Kindergarten (TK) Curriculum Guide was created collaboratively by certified TK teachers within the school district. The team assembled a variety of high-quality instructional resources into a single accessible document to promote consistency, alignment, and ease of use as our TK program expands. The guide follows a sequence of instruction similar to that of most primary grade classrooms: whole-group instruction, individual practice, and small-group learning. Lessons focus on hands-on activities and social interaction to help students develop fundamental academic skills and learn how to interact successfully in a school environment.

District-Wide Goals 2022-2023
1. Students will be career/college ready via high-quality instruction.
2. Students will be physically, emotionally, and mentally healthy.

Discussion and Issues:
The Transitional Kindergarten curriculum is designed with kindergarten standards in mind but adapted to be age- and developmentally appropriate for younger learners. It emphasizes social-emotional growth, including self-regulation skills, and develops essential pre-literacy and pre-math foundations. Instruction incorporates play-based learning, supported by research as effective for young children, and draws from the California Preschool Learning Foundations while integrating the California State Standards for Kindergarten. When the district begins its next adoption cycle for English Language Arts and Mathematics, it will be critical to select a program that integrates the above-mentioned standards and reflects any updates at that time.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt the Transitional Kindergarten Curriculum Guide, as presented.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

February 15, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Steve Ferguson
Char Tabet
Abby Pontzer Kamkar
Armond Aghakhanian
Emily Weisberg

MEMBERS ABSENT:
None

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent of Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources; and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Action to be Taken on Recommended Expulsion of Student (OF 30,701)

The Board of Education will take action in public session pursuant to Education Code Section 48900 (a2) and 48915(b) on the expulsion recommendation by the Administrative Hearing Panel for Student 960021957, as presented in Confidential Exhibit 3e.

3.b) Action for the Recommended Expulsion of Student (OF 30,702)

The Board of Education will take action in public session pursuant to Education Code Section 48900 (a2) and 48915(b) on the expulsion recommendation by the Administrative Hearing Panel for Student 960019570, as presented in Confidential Exhibit 3e.

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

President Weisberg invited Robyn Hatch to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Superintendent Dr. Paramo would like to announce a personnel change. Would like to do it before presentation on the Advance Placement of African American Studies.

7) ITEMS FOR FUTURE AGENDAS

8) PRESENTATIONS / RECOGNITIONS

Dr. Sarah Rudchenko, Assistant Superintendent of Human Resources, announces that Julie Markussen is selected as the new Director of Student Services.

Julie Markussen addresses the Board. She thanks the Board and Executive Cabinet for supporting her throughout her journey to get here. It has been a joy and honor to serve as Principal of Burbank High and that's what made this a difficult decision. She is a huge fan of the Burbank District and is thankful for the opportunity and is looking forward to this new chapter in her life.

Staff and Board members welcome her.

8.a) Presentation on Advanced Placement (AP) African American Studies Black History Month Project

Linda Junge, Assistant Superintendent, Instructional Services, will introduce Scott Hatch, Teacher, who will present on the Advanced Placement African American Studies Black History Month Project.

Presentation JBHS AP African American Studies 2 15 24.pdf (OF 30,703)

Assistant Superintendent of Educational Services, Dr. Linda Junge, has the honor of introducing a teacher at Burroughs High School who volunteered for a meaningful project, piloting a class for the College Board on AP African American studies.

Scott Hatch addresses the Board and gives a brief update on the new College level course, looking at the African American experience. Hands over the podium to three Burroughs students who go on to describe their positive and rewarding experiences and perspectives with the new class.

Member Ferguson expresses his appreciation to Mr. Hatch for taking this on. This is the kind of education that our community expects from us. It's a new standard. Wonderful hearing about this experience.

Vice President Aghakhanian thanks Mr. Hatch. Speaks on his history with Armenians in Ethiopia, there is a large population of Armenians there. Both cultures are similar and he ends with a quote from Albert Einstein.

Member Tabet congratulates Mr. Hatch and the student speakers. Shares that ex-husbands family lived in Africa, in hearing from their experiences, there's not a lot of difference in some locations from right here where we live. Asks Mr. Hatch what made him decide that this was a class he wanted to take on.

Mr. Hatch responds that he saw the potential and an opportunity to teach this class to use and push back against all the misconceptions against African American history. Has had nothing but support from staff and Administration.

Clerk Pontzer Kamkar appreciates the humility and grace that Mr. Hatch brought into this and is really impressive. She encourages these conversations and it's time to start educating people. Pleased that BUSD is able to offer this class and is proud of the students for coming to the Board meeting and speaking about it.

President Weisberg thanks the students and states that she is a History teacher and her hope for her students is to have a different understanding of History when they leave her class then when they came in. Acknowledges that it is difficult for Mr. Hatch taking on a new class without knowing too much, and jumping in because it's so important. Would like to have a future conversation about how we can help provide the paths for students in Elementary to have the opportunities created earlier.

Superintendent Dr. Paramo spoke and let the students know he has only been Superintendent for eight months, and this was his proudest moment. He was reminded of a similar experience he had in college. It wasn't until he was in Grad school that he realized there was an entire genre he knew nothing about. It was African American literature. He studied black literature for two and a half years and was very excited as a learner to be exposed to that, and that is the sense of excitement he got from these students.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Andranik Bilbulyan; Burbank High School, and Paris Tesfu; John Burroughs High School, will report on activities at their respective schools.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, BTA President says that parent/teacher conferences for Elementary level are coming up, it will be from February 20th through the 26th. Also have Open Houses for the High Schools happening towards the end of the month. Members love when Board members and Cabinet members visit. States that the members are looking for continued support in our ELD

populations. Read Across America will be coming up and goes from March 1st to the 6th. Thanks the Board for the opportunity to speak.

9.c) Reports from the Superintendent

John Paramo, Superintendent, will report on items of interest to the Board of Education and the community.

Superintendent Dr. Paramo reports out on a couple of things. ADCO Roofing has made progress addressing the various leaks due to the rains. They visited various sites and will continue to provide updates and report back to us. We have been working with FCMAT regarding the auditing of our processes in Budget and Finance. The delay is not on the part of the Burbank School District.

Andrew Cantwell, Assistant Superintendent of Administrative Services, speaks on some challenges that FCMAT has been experiencing. They were created with the legislation AB 1200. There ended up being a few schools that went ahead of BUSD. Since BUSD invited them on a voluntary basis, we are not prioritized in their reviews, but they have committed to our upcoming meeting in March.

Superintendent Dr. Paramo wanted to make the Board aware of a pump at the John Burroughs High School pool that has frozen and it's not something that can be easily repaired, but we do have a solution. Asks Mr. Cantwell to explain.

Mr. Cantwell, Assistant Superintendent of Administrative Services further explains. Had a vendor out last week to check on the pump and they said it was beyond it's reusable life. So we ordered a new pump, unfortunately it has a four month lead time. A different pump unit has been ordered with a shorter two week lead time. The City has accommodated us with the ability to utilize their pool until then.

President Weisberg thanked Mr. Maxwell and the facilities staff for working so quickly to address this situation. An attempt was made to find a more immediate solution but were unsuccessful. This is the best possible solution for a really unfortunate circumstance.

Member Ferguson would like to do actual advertisement on the FCMAT report since we have an actual timeline. Important to be transparent with results.

10) REQUESTS TO ADDRESS THE BOARD

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

Joel Schlossman speaks on an item for Future Agenda. Tell us how teachers are compensated and all the benefits that teachers receive. He says that Dr. Weisberg gave Ms. Drabecki two periods of Public Comment and that there is no transparency and public participation. He speaks regarding Ms. Drabecki's salary increase over a three year period.

Debra Gilmore speaks regarding the future of the Independent Learning Academy (ILA) and potential elimination of her position and other positions. She says that she was told Board members would see a list of titles for eliminations, but it has been moved to the March 6th

meeting. She proposes grouping ILA, Mag Park and CDS together and having it run by one office manager, herself. She sees it as a huge win for budget and parent/student concerns. There's minimal collateral damage in the elimination of jobs. Thanks the Board.

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo responds. He thanks Ms. Gilmore for coming down and appreciates her words about ILA. ILA was a thriving program, especially during the pandemic. Not nearly the enrollment they had anticipated. Considering what the class size average is contractually, our enrollment didn't nearly come to that. It would be fiscally irresponsible for us not to adjust. We have pulled all data on current students who are going to move to the next grade level and we used that number to allow additional kids to access the program. But that number is still lower than what we have now, so that is the reason why we are contracting the program. In terms of staff, we are still working on moving staff and will consider Ms. Gilmore's suggestions. It is not an easy decision for him nor the Board Members. Trying to make decisions so as not to hurt the kids in any way. He addresses Ms. Drabecki and tells her that he wishes he could pay her more. He was an English teacher for fourteen years and can't imagine having a class of fifty-five kids running around. Community should know Ms. Drabecki's work.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Ferguson thanks Ms. Gilmore for engaging and providing solutions to follow. There are changes that are going to be hard, we have done what we could to avoid this. Don't want to be a part of the decline of our District, but that is our duty to make sure to keep the core services as functional as possible so that the students get the very best education. Appreciates the ideas she presented. Thanks her for her time. Addresses Ms. Drabecki and acknowledges that it is difficult to have her salary talked about in public and then to undermine the reason why you even earn it. Appreciates Ms. Drabecki for not coming back and using Public Comment time and taxpayer money to fire back and do personal vendettas. States that BTA is well represented by their leader and agrees with Superintendent Paramo about wishing that they can pay her more.

Member Tabet begins in agreement with Member Ferguson and Superintendent Paramo in that she also wishes they can pay everyone that makes a kid's day worthwhile, more money. She has watched this Board practically gut the District office of personnel and it eventually started to affect the kids in the classroom. It was an avenue we had to take at the time because we wanted to keep those cuts away, and now here we are. Without those additional funding sources, unfortunately, this is where we are at. Thanks Ms. Gilmore for coming down and not with just a complaint but with an idea. It may or may not hurt, but her effort is appreciated.

Clerk Pontzer Kamkar responds in agreement with her colleagues. Thanks Ms. Gilmore for coming up with some ideas. Shares that she is personally working with people who are in the same situation and understands it’s stressful and not fun and they take this very seriously. It is not just a list of positions for them and they know there are human beings behind that. She trusts that Superintendent Paramo and team will come back with the best options that we have in a really hard situation. Recognizes Ms. Drabecki and states that she was at Huerta last week and

appreciates Ms. Drabecki addressing the Board. She closes with thanking her for all she does in service of our members and in service of our kids.

Vice President Dr. Aghakhanian thanks Ms. Gilmore for bringing forward her concerns and ideas. States they are here to listen. Addresses public speaker about talking about numbers and finance. It's very hard to survive on those salaries and suggests doing some research on what the cost of living is in the county of Los Angeles is.

President Weisberg thanks Ms. Gilmore. It's helpful when people come up with solutions whether or not we can utilize them is almost beside the point, but we all want what is best for our students, teachers and staff. We will do the best we can with these difficult decisions. Feel free to reach out to us and thanks her for coming down. Addresses Ms. Drabecki letting her know that it's a first amendment right to come and speak, but President Weisberg expresses her disappointment with speakers who think it's appropriate to stand in front of this School Board and denigrate teachers and call into question the money they make and the job that do or don't do. States that the majority of this community wants to support this District.

Vice President Aghakhanian wanted to thank Ms. Drabecki and mentioned now more than ever we need PE teachers.

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Approval of Comprehensive School Safety Plans

That the Board of Education approve each school's 2024-2025 Comprehensive School Safety Plans, as presented.

Safety_Plan_Board_Report_2024.pdf (OF 30,704)

It was moved by Armond Aghakhanian, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.b) 2024 California School Boards Association (CSBA) Delegate Assembly Election – Subregion 23-A

That the Board of Education act to cast their vote to appoint up to two candidates to fill the two vacancies for the California School Boards Association (CSBA) Delegate Assembly Representative for Subregion 23-A. The three candidates running are Jennifer Hall Lee (Pasadena USD), Kimberly Kenne (Pasadena USD) and Shant Sahakian (Glendale USD). Kimberly Kenne and Shant Sahakian are running as incumbents. As indicated, the Board may also choose to write in candidates on the attached ballot, as presented.

CSBA Delegate Assembly Election.pdf (OF 30,705)

It was moved by Armond Aghakhanian, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.c) Ratification of Agreement for Consultant Services

That the Board of Education ratify the agreement for consultant services between the Burbank Unified School District and Quest Therapy Group, LLC, to provide other health services on an "as needed" basis when other qualified staff are not available effective January 30, 2024, through June 30, 2024, not to exceed $30,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Ratification-Consultant Agreement-Quest Therapy 23-24.pdf (OF 30,706)

It was moved by Armond Aghakhanian, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.d) Adoption of Resolution 18 Proclaiming March 2024 as Intellectual and Developmental Disabilities Awareness Month (Special Education)

That the Board of Education adopt Resolution 18 proclaiming the month of March 2024 as Intellectual and Developmental Disabilities Awareness Month, as presented.

SPED Resolution Intellectual and Developmental Disability Awareness Month.docx.pdf (OF 30,707)

It was moved by Steve Ferguson, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.e) Acceptance of Gifts

That the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report 021524.pdf (OF 30,708)

It was moved by Char Tabet, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) REPORTS FROM THE BOARD

12.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Member Ferguson says that he's had personal challenges which have prevented him from attending past meetings. He thanks everyone for their messages and texts and for checking in.

Member Tabet says that it has been slow for her. There are twenty-two school sites and we hope to get to all of them in a year. She says that she is receiving PTA emails and is thrilled about that and excited to participate in some exciting things that are happening at our school sites.

Clerk Pontzer Kamkar says that she has been visiting Middle Schools and Math classes. Saw an opportunity for students to course correct during the class and teachers giving lots of

opportunities for mastery. She thanks the Principals and Teachers for letting her in to sit and observe. She also recognizes Dr. Junge and Dr. Macias for organizing a field trip for our Alternative Education program.

Vice President Aghakhanian mentions he had the honor of attending the Burbank Police Foundation with Assistant Superintendent of Administrative Services, Andrew Cantwell. District was recognized during the program for bringing back some safety programs.

President Weisberg thanks Miller and Burroughs PTA for their invitation to chat with them. She looks forward to going back. She thanks Dr. Junge and Dr. Macias for the field trip and to Trevor Rapp from CDS who was also there and provided invaluable insight. She thanks April Weaver and all staff at Monterey for having her. Also gives a big thank you to Burroughs ASB for having her back. She thanks BTA president Nicole Drabecki for meeting with her and for her fantastic ideas with ways to support our EL students. Lastly Dr. Weisberg mentions that a survey went out after the last Board meeting regarding the shift in time. Will send it out one more time, two questions, whether or not to move the time earlier or keep it the same.

President Weisberg reads the retirements before Consent Agenda.

13) CONSENT AGENDA

13.a) Action to be Taken on Recommended Expulsion of Student

The Board of Education will take action in public session pursuant to Education Code Section 48900 (a2) and 48915(b) on the expulsion recommendation by the Administrative Hearing Panel for Student 960021957, as presented in Confidential Exhibit 3e.

13.b) Action to be Taken on the Recommended Expulsion of Student

The Board of Education will take action in public session pursuant to Education Code Section 48900 (a2) and 48915(b) on the expulsion recommendation by the Administrative Hearing Panel for Student 960019570, as presented in Confidential Exhibit 3e.

13.c) Acceptance of Notice of Completion, Time and Alarm Systems, Furnish and Replace Fire Devices and Fire Panel, Walt Disney Elementary School (Safety Credit)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Time and Alarm Systems, Furnish and Replace Fire Devices and Fire Panel at Walt Disney Elementary School, PO# 24000865, not to exceed $31,772.73 (01.0-81500.0-00000-85000-6250-3200000) Safety Credit, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Disney_Fire Alarm_Safety.pdf (OF 30,709)

13.d) Approval of the 2023-2024 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2023-2024 as listed through January 22, 2024, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf (OF 30,710)

13.e) Approval of Award of Contract, ADCO Roofing, Furnish and Install Underlayment above Auditorium, Emerson Elementary School (Restricted Routine Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and ADCO Roofing to Furnish and Install Underlayment above Auditorium at Emerson Elementary School, effective February 16, 2024 through February 15, 2025, not to exceed $18,600 (01.0-81500-0-00000-85000-6250-752-3100) Restricted Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_ADCO_EMERSON_RRM.pdf (OF 30,711)

13.f) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Protocol Agency, Inc., to provide two credentialed special education teachers, not to exceed $111,888 (01.0-65000.0-57601-11804-5810-7440000), effective February 5, 2024 through May 23, 20224 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Protocol Agency_BHS and Itinerant Teachers_Ratification.pdf (OF 30,712)

13.g) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 021524.pdf (OF 30,713)

13.h) Ratification of Agreement for Instructional Consultant Services

Linda Junge, 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 Instructional Consultant 021524.pdf (OF 30,714)

13.i) Approval of Memorandum of Understanding between the California College Guidance Initiative and Burbank Unified School District

Dr. Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District and the California College Guidance Initiative (CCGI)., and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

MOU Foundation for CA Community College 021524.pdf (OF 30,715)

13.j) Acceptance of Notice of Completion, California Paving & Grading, Furnish and Install New Asphalt in Kinder Area, Walt Disney Elementary (Safety Credit)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Acceptance of Notice of Completion, California Paving & Grading, Furnish and Install New Asphalt in Kinder Area, Walt Disney Elementary, PO# 24002600, not to exceed $10,960.00 (01.0-81500.0-00000-85000-6170-752-3200000) Safety Credit, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_CA Paving_Disney_Safety.pdf (OF 30,716)

13.k) Approval of Personnel Report Number 23-24-14

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 23-24-14, covering Certificated and Classified personnel, and consisting of Pages 1 to 23 inclusive, as presented.

Personnel Report 23-24-14.pdf (OF 30,717)

13.l) Revision of Board Policy 6153; School-Sponsored Trips

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education waive a second reading of the proposed revision to Board Policy 6153 School-Sponsored Trips, and to adopt the policy as presented.

Revision BP 6153 021524.pdf (OF 30,718)

It was moved by Armond Aghakhanian, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) ADJOURNMENT

Meeting Adjourned at 9:09 p.m.

MINUTES APPROVED:

_____
John Paramo, SUPERINTENDENT
SECRETARY OF THE BOARD

8/21/2025
_____
DATE

_____
Abigail Pontzer Kamkar, CLERK

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/15/2025 & 07/28/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25000425	HATHAWAY-SYCAMORES	C/O 1: INCREASE BY $20,518.19; PROFESSIONAL SERVICES AGREEMENT; EDUCATIONALLY RELATED MENTAL HEALTH SERVICES; STATE MENTAL HEALTH RELATED SVC FUNDS; BOARD APPROVED 6/20/24	SPECIAL EDUCATION	010	$488,018.19
25000427	FIRST STUDENT, INC	C/O 1: INCREASE BY $700,000.00, BOARD APPROVED 3/27/25; CONSULTANT AGREEMENT; STUDENT TRANSPORTATION; SPECIAL EDUCATION TRANSPORTATION FUNDS; BOARD APPROVED 6/15/23	SPECIAL EDUCATION	010	$4,500,000.00
25000464	HATHAWAY-SYCAMORES	C/O 1: REDUCE BY $15,593.81; PROFESSIONAL SERVICES AGREEMENT; EDUCATIONALLY RELATED MENTAL HEALTH SERVICES; SPECIAL EDUCATION - MENTAL HEALTH AND STATE MENTAL HEALTH RELATED SVS FUNDS; BOARD APPROVED 6/20/24	SPECIAL EDUCATION	010	$210,106.19
25000964	QUADIENT LEASING USA INC	C/O 1: INCREASE BY $1,872.63; 2024-25 BLANKET ORDER; LEASE OF DIGITAL MAILING SYSTEM; PB NASPO #ADSPO 16-169901	PERSONNEL SERVICES	010	$5,367.63
25001048	PURPLE COMMUNICATIONS INC	C/O 2: INCREASE BY $791.80; CONSULTANT AGREEMENT; INTERPRETING SERVICES; ADULT ED - GENERAL APPROTIONMENT FUNDS; BOARD APPROVED 7/25/24	BURBANK ADULT SCHOOL	010	$3,661.84
25001048	PURPLE COMMUNICATIONS INC	C/O 2: INCREASE BY $791.80; CONSULTANT AGREEMENT; INTERPRETING SERVICES; ADULT ED - GENERAL APPROTIONMENT FUNDS; BOARD APPROVED 7/25/24	BURBANK ADULT SCHOOL	110	$1,961.18
25003577	BEST CONTRACTING SERVICES, INC.	C/O 1: INCREASE BY $630,905.29 DUE TO A PAYMENT POSTING ERROR; 2425-022-02: SUMMER 2025 ROOFING AT JOHN BURROUGHS HIGH SCHOOL; BOND FUNDS; BOARD APPROVED 3/6/25	JOHN BURROUGHS HIGH SCHOOL	210	$2,165,125.29
25003596	BEST CONTRACTING SERVICES, INC.	C/O 1: REDUCE BY $630,905.29 DUE TO A PAYMENT POSTING ERROR; 2425-022-09: SUMMER 2025 ROOFING AT EMERSON ELEMENTARY; BOND FUNDS; BOARD APPROVED 3/6/25	EMERSON ELEMENTARY	210	$924,464.71
25004291	KR NIDA CORPORATION	C/O 1: CANCEL PURCHASE ORDER; COMMUNICATIONS EQUIPMENT AND SUPPLIES	BURBANK HIGH SCHOOL	010	$1,786.16
		PO Count:	**8**	**Total:**	**$8,300,491.19**

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/15/2025 & 07/28/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	6	$5,208,940.01
110	Adult Education Fund	1	$1,961.18
210	Building Fund	2	$3,089,590.00
		Total:	**$8,300,491.19**

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25000425
Show this number on invoices, packages and correspondence.

HATHAWAY-SYCAMORES

Vendor# NPS0006295

VENDOR

HATHAWAY-SYCAMORES
840 N. AVENUE 66
LOS ANGELES, CA 90042

Phone: (626) 388-9050 **Fax:**

SHIP TO

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

For: SPECIAL EDUCATION
SHEARER/SELPA PROGRAM

PO Date: 07/10/2024 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** R0000489

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $20,518.19 FOR A REVISED TOTAL OF $488,018.19 DUE TO A PYAMENT PROCESS ERROR. INVOICE SELPA Aug 2024 WAS PAID AGAINST THIS PO INSTEAD OF PO 25000464 IN ERROR. **********	20,518.19	20,518.19
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND HATHAWAY-SYCAMORES CHILD AND FAMILY SERVICES, CONSULTANT, FOR THE FOLLOWING SERVICES: CONSULTANT WILL PROVIDE EDUCATIONALLY RELATED MENTAL HEALTH SERVICES FOR THE SELPA PROGRAM CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $467,500. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: __X_ MULTIPLE PAYMENTS CONSULTANT WILL BILL MONTHLY THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 07/01/2024 THROUGH 06/30/2025. BOARD APPROVAL DATE: 06/20/2024	467,500.00	467,500.00

ACCOUNT NUMBER	AMOUNT
010-65460-0-57601-11800-5810-744-0000-0000	$488,018.19

Service Agreement

SUB TOTAL	$ 488,018.19
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 488,018.19

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25000427
Show this number on invoices, packages and correspondence.

FIRST STUDENT, INC

Vendor# 400489

VENDOR
FIRST STUDENT, INC
22157 NETWORK PL
CHICAGO, IL 60673-1221

Phone: (818) 896-0333 **Fax:**

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

For: SPECIAL EDUCATION
SHEARER/TRANSPORTATION

PO Date: 07/11/2024 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** R0000470

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $700,000.00 FOR A REVISED TOTAL OF $4,500,000.00 TO ACCOUNT FOR AN INCREASED NUMBER OF STUDENTS AND ROUTES OVER PREVIOUS YEAR. PRESENTED TO AND APPROVED BY THE BOARD OF EDUCATION ON MARCH 27, 2025 **********	700,000.00	700,000.00
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND FIRST STUDENT, INC. TO PROVIDE TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS ON AN "AS NEEDED" BASIS. CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $3,800,000.00 PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: __X_ MULTIPLE PAYMENTS MONTHLY PAYMENTS THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 07/01/2024 THROUGH 06/30/2025. BOARD APPROVAL DATE: 06/15/2023	3,800,000.00	3,800,000.00

ACCOUNT NUMBER	AMOUNT
010-07240-0-50010-36000-5812-744-0000-0000	$4,500,000.00

Service Agreement

SUB TOTAL	$ 4,500,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 4,500,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25000464
Show this number on invoices, packages and correspondence.

HATHAWAY-SYCAMORES

Vendor# NPS0006295

VENDOR

HATHAWAY-SYCAMORES
840 N. AVENUE 66
LOS ANGELES, CA 90042

Phone: (626) 388-9050 **Fax:**

SHIP TO

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

For: SPECIAL EDUCATION
SHEARER/PSYCHOLOGICAL SERVICES

PO Date: 07/15/2024 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** R0000488

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: REDUCE BY $15,593.81 - INVOICE SELPA Aug 2024 IN THE AMOUNT OF $20,518.19 WAS PAID AGINST PO 25000425 INSTEAD OF THIS PO. THERE IS NOT ENOUGH ENCUMBRANCE TO REDUCE THIS PO BY THAT AMOUNT SO THIS CHANGE ORDER IS TO ELIMINATE ALL REMAINING ENCUMBRANCE ON THIS PO **********	-15,593.81	-15,593.81
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND HATHAWAY-SYCAMORES, CONSULTANT, FOR THE FOLLOWING SERVICES: PROVIDE MENTAL HEALTH AND CASE MANAGEMENT SERVICES FOR STUDENTS WHO ATTEND MAGNOLIA PARK SCHOOL. CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $225,700.	189,588.00	189,588.00
3	1	LOT	PROVIDE MENTAL HEALTH AND CASE MANAGEMENT SERVICES FOR STUDENTS WHO ATTEND MAGNOLIA PARK SCHOOL. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: __X_ MULTIPLE PAYMENTS WILL SEND MONTHLY INVOICES THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 07/01/2024 THROUGH 06/30/2025.	36,112.00	36,112.00

ACCOUNT NUMBER	AMOUNT
010-33270-0-57601-11800-5810-744-0000-0000	$179,772.11
010-65460-0-57601-11800-5810-744-0000-0000	$30,334.08

Service Agreement

SUB TOTAL	$ 210,106.19
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 210,106.19

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25000464
Show this number on invoices, packages and correspondence.

HATHAWAY-SYCAMORES

Vendor# NPS0006295

VENDOR

HATHAWAY-SYCAMORES
840 N. AVENUE 66
LOS ANGELES, CA 90042

Phone: (626) 388-9050 **Fax:**

SHIP TO

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

For: SPECIAL EDUCATION
SHEARER/PSYCHOLOGICAL SERVICES

PO Date: 07/15/2024 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** R0000488

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			BOARD APPROVAL DATE: 06/20/2024		

ACCOUNT NUMBER	AMOUNT
010-33270-0-57601-11800-5810-744-0000-0000	$179,772.11
010-65460-0-57601-11800-5810-744-0000-0000	$30,334.08

Service Agreement

SUB TOTAL	$ 210,106.19
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 210,106.19

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25000964
Show this number on invoices, packages and correspondence.

QUADIENT LEASING USA INC

Vendor# 400469

VENDOR

QUADIENT LEASING USA INC
478 WHEELERS FARM RD
MILFORD, CT 06461

Phone: (203) 301-3902 **Fax:** (203) 301-2630

SHIP TO

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

For: PERSONNEL SERVICES
HUMAN RESOURCES DEPARTMENT

PO Date: 08/15/2024 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** R0001027

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $1872.63 FOR A REVISED TOTAL OF $5,367.63 TO COVER FINAL INVOICES FOR FY 2425. INITIAL AMOUNT OF WAS CORRECT BUT THERE WERE PAST DUE INVOICES FROM FY 23-24 THAT WERE PAID AGAINST THIS PO. **********	1,872.63	1,872.63
2	1	LOT	>>> 2024 - 2025 BLANKET ORDER <<< BLANKET ORDER TO COVER lease; iX7 SERIES BASE W/MIXED SIZE FEEDER, SEALER, DROP TRAY & INK CARTRIDGE -IXDS7 WEIGHING PLATFORM FO IX SERIES 7/7 RPRO BASES -IXWP30 SERIES 30 LB WEIGHING PLATFORM -IXDW30 SERIES 5/7/7PRO BASE 30 LB. DIFFERENTIAL WEIGHING COVERAGE PERIOD FOR LEASE: JULY 1, 2023 THROUGH JUNE 30, 2025. NOT TO EXCEED: $3,495 ********** REFERENCE LEASE AGREEMENT N21091485 NASPO/VALUEPOINT CONTRACT #ADSPO 160169901 AND/OR STATE PARTICIPATING ADDENDUM #7-17-70-41-02 (CA)	3,495.00	3,495.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-00000-72000-5611-740-1000-0000	$5,367.63

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 5,367.63
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 5,367.63

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25001048
Show this number on invoices, packages and correspondence.

PURPLE COMMUNICATIONS INC

Vendor# 0000004417

VENDOR

PURPLE COMMUNICATIONS INC
13620 FM 620 BLDG C STE 100
AUSTIN, TX 78717

Phone: (800) 900-9478 **Fax:**

SHIP TO

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

For: BURBANK ADULT SCHOOL
I. MINDLIN/NOGUERA

PO Date: 08/21/2024 **Requested Delivery:** 08/16/2023 **Buyer Name:** Maro Bojolyan **Req#** R0000991

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE BY $791.80 FOR A REVISED TOTAL OF $5623.02 PREVIOUS CHANGE ORDER REQUISITION WAS UNCLEAR AND REDUCED BY PURCHASING DEPARTMENT. ONE ADDITIONAL APPROVED INVOICE HAS BEEN RECEIVED, THIS INCREASE IS TO PROVIDE THE NECESSARY ENCUMBRANCE TO PAY THAT INVOICE. **********	791.80	791.80
2	1	CO	CHANGE ORDER # 1: INCREASE BY $1,831.22 FOR A REVISED TOTAL OF $4831.22 AS PER R0005101 **********	1,831.22	1,831.22
3	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND PURPLE COMMUNICATIONS, INC., CONSULTANT, FOR THE FOLLOWING SERVICES: SIGN LANGUAGE INTERPRETERS FOR ADULT SCHOOL DHH STUDENTS AND TEACHERS - IN-PERSON AND POTENTIAL VIRTUAL CLASSES/MEETINGS. PERSONS AUTHORIZED TO ORDER THIS PURCHASE ORDER ARE: ILYA MINDLIN JUAN NOGUERA TODD LAVENTURE ELVIS CARIAS	3,000.00	3,000.00

ACCOUNT NUMBER	AMOUNT
110-00639-0-41120-10000-5810-533-0000-0000	$1,961.18
010-00000-0-00000-72000-5850-755-2000-0000	$3,661.84

Service Agreement

SUB TOTAL	$ 5,623.02
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 5,623.02

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25001048
Show this number on invoices, packages and correspondence.

PURPLE COMMUNICATIONS INC

Vendor# 0000004417

VENDOR

PURPLE COMMUNICATIONS INC
13620 FM 620 BLDG C STE 100
AUSTIN, TX 78717

Phone: (800) 900-9478 **Fax:**

SHIP TO

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

For: BURBANK ADULT SCHOOL
I. MINDLIN/NOGUERA

PO Date: 08/21/2024 **Requested Delivery:** 08/16/2023 **Buyer Name:** Maro Bojolyan **Req#** R0000991

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			CONSULTANT AGREES TO PERFORM SERVICES AT A RATE OF (SEE ATTACHED RATE SHEETS) PER HOUR FOR A TOTAL NOT TO EXCEED $3,000.00. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: X MULTIPLE PAYMENTS INVOICED MONTHLY FOR TIME OF SERVICE - WILL VARY THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 7/01/2024 THROUGH 6/30/2025. BOARD APPROVAL DATE: JULY 25, 2024		

ACCOUNT NUMBER	AMOUNT
110-00639-0-41120-10000-5810-533-0000-0000	$1,961.18
010-00000-0-00000-72000-5850-755-2000-0000	$3,661.84

Service Agreement

SUB TOTAL	$ 5,623.02
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 5,623.02

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25003577
Show this number on invoices, packages and correspondence.

Vendor# 401938

BEST CONTRACTING SERVICES, INC.

VENDOR

BEST CONTRACTING SERVICES, INC.
19027 HAMILTON AVENUE
GARDENA, CA 90248

Phone: (310) 328-6969 **Fax:** (310) 328-9176

SHIP TO

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

For: JOHN BURROUGHS HIGH SCHOOL
BUIAVAC/MAXWELL

PO Date: 03/11/2025 **Requested Delivery:** 05/27/2025 **Buyer Name:** David Gerharter **Req#** R0003832

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $630,905.29: APPROVED PAYMENT FOR PAY APP 1 ON CONTRACT 2425-022-09 WAS RECORDED IN ERROR AGAINST THIS PO INSTEAD OF PURCHASE ORDER 25003596 A CORRESPONDING CHANGE ORDER TO DECREASE PO 25003596 IS ALSO BEING PROCESSED. **********	630,905.29	630,905.29
2	1	LOT	PUBLIC WORKS CONTRACT #2425-022-02 TITLE: SUMMER 2025 ROOFING AT JOHN BURROUGHS HIGH SCHOOL SPECIFICATIONS: COMPLETED PROJECT MUST INCLUDE ALL WORK AND SPECIFICATIONS AS ON WRITTEN BID PACKAGE DATED 2/11/25 TO SCHEDULE WORK, CONTACT ALL 4: ROBIN RICKMAN 818-729-3491, Robinrickman@burbankusd.org MALIHE SHOKOUHI 818-729-5519, Malihehokouhi@burbankusd.org DENNIS MAXWELL 818-729-5503, Dennismaxwell@burbankusd.org SERGIO RODRIGUEZ 818-463-6001, SERGIORODRIGUEZ@BURBANKUSD.ORG TIME OF COMPLETION FOR THE WORK SHALL BE 72 CALENDAR DAYS FROM THE DATE OF COMMENCEMENT OF THE WORK AS ESTABLISHED IN THE OWNER'S NOTICE TO PROCEED	1,482,220.00	1,482,220.00

ACCOUNT NUMBER	AMOUNT
210-00000-0-91008-85000-6230-432-0000-0000	$2,165,125.29

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-022-02
Public Works

SUB TOTAL	$ 2,165,125.29
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,165,125.29

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25003577
Show this number on invoices, packages and correspondence.

BEST CONTRACTING SERVICES, INC.

Vendor# 401938

VENDOR

BEST CONTRACTING SERVICES, INC.
19027 HAMILTON AVENUE
GARDENA, CA 90248

Phone: (310) 328-6969 **Fax:** (310) 328-9176

SHIP TO

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

For: JOHN BURROUGHS HIGH SCHOOL
BUIAVAC/MAXWELL

PO Date: 03/11/2025 **Requested Delivery:** 05/27/2025 **Buyer Name:** David Gerharter **Req#** R0003832

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			START DATE: MAY 27, 2025 END DATE: AUGUST 8, 2025 SEND PAY ALL PAYMENT APPLICATIONS TO: LEXIBULIAVAC@BURBANK.ORG ROBINRICKMAN@BURBANKUSD.ORG MALIHESHOKOUHI@BURBANKUSD.ORG LOCATION NAME AND ADDRESS: JOHN BURROUGHS HIGH SCHOOL 1920 W CLARK AVE, BURBANK, CA 91506 **BOARD APPROVED:3/6/25 **CONTRACTOR'S LICENSE #456263 EXP 5/31/26 **DIR REGISTRATION #1000000563 EXP 6/30/25 ***ALL TERMS AND CONDITIONS OF THE FIELD CONTRACT, AGREEMENT AND/OR BID APPLY TO THIS PURCHASE ORDER.		
3	1	LOT	DISTRICT CONTROLLED ALLOWANCE ***ANY USE OF THESE FUNDS MUST BE APPROVED IN WRITING BY BURBANK UNIFIED SCHOOLD DISTRICT AND DOCUMENTED ON A CONTRACT CHANGE ORDER*** *** SPECIAL INSTRUCTIONS *** **IMPORTANT NOTICE** TO ALL BURBANK UNIFIED SCHOOL DISTRICT CONTRACTORS AND SERVICE REPAIR COMPANIES:	52,000.00	52,000.00

ACCOUNT NUMBER	AMOUNT
210-00000-0-91008-85000-6230-432-0000-0000	$2,165,125.29

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-022-02
Public Works

SUB TOTAL	$ 2,165,125.29
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,165,125.29

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

BEST CONTRACTING SERVICES, INC.

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25003577
Show this number on invoices, packages and correspondence.

BEST CONTRACTING SERVICES, INC.

Vendor# 401938

VENDOR

BEST CONTRACTING SERVICES, INC.
19027 HAMILTON AVENUE
GARDENA, CA 90248

Phone: (310) 328-6969 **Fax:** (310) 328-9176

SHIP TO

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

For: JOHN BURROUGHS HIGH SCHOOL
BUIAVAC/MAXWELL

PO Date: 03/11/2025 **Requested Delivery:** 05/27/2025 **Buyer Name:** David Gerharter **Req#** R0003832

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			EFFECTIVE JANUARY 1, 2015: The Burbank Unified School District is required to notify the Department of Industrial Relations (DIR) when awarding a contract for a Public Works Project, for all work in excess of $1,000.00 using the online PWC-100 form. This requirement, found in labor code section 1773.3 now applies to all Public Works Projects and Service Contracts. EFFECTIVE APRIL 1, 2015: No contractor or subcontractor may work on a Public Works Project unless registered with DIR, even if the contract was awarded before this date. It is the requirement of the contractor to be in compliance with its DIR registration and yearly renewals, including communication to all subcontractors working on the approved project. Non-compliance from contractors and/or subcontractors working on a Public Works Project will be in violation and will be fined by DIR. For more information on the new requirement, please reference http://www.dir.ca.gov/Public-Works/PublicWorks.html. **SMALL PROJECT EXEMPTION: Contractors who work exclusively on small public works projects are not required to register as a public works contractor or file electronic certified payroll reports for those projects. Contractors are still required to maintain certified payroll records on a continuous basis, and provide them to the Labor Commissioner's Office upon request. Additionally, awarding agencies are not required to submit the notice of contract award through DIR's PWC-100 system on projects that fall within the small project exemption. The small project exemption applies for all public works projects that do not exceed $25,000 for new construction, alteration, installation, demolition or repair or $15,000 for maintenance. * PAYMENT TERMS: 95% PAYMENT TO BE MADE UPON COMPLETION, ACCEPTANCE BY THE DISTRICT REPRESENTATIVE AND RECEIPT OF DUPLICATE INVOICE. THE FINAL PAYMENT OF		

ACCOUNT NUMBER	AMOUNT
210-00000-0-91008-85000-6230-432-0000-0000	$2,165,125.29

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-022-02
Public Works

SUB TOTAL	$ 2,165,125.29
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,165,125.29

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

BEST CONTRACTING SERVICES, INC.

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25003577
Show this number on invoices, packages and correspondence.

Vendor# 401938

BEST CONTRACTING SERVICES, INC.

VENDOR

BEST CONTRACTING SERVICES, INC.
19027 HAMILTON AVENUE
GARDENA, CA 90248

Phone: (310) 328-6969 **Fax:** (310) 328-9176

SHIP TO

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

For: JOHN BURROUGHS HIGH SCHOOL
BUIAVAC/MAXWELL

PO Date: 03/11/2025 **Requested Delivery:** 05/27/2025 **Buyer Name:** David Gerharter **Req#** R0003832

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			FIVE PERCENT (5%) SHALL BE MADE UPON RECEIPT OF THE LABOR AND MATERIAL RELEASE, 60 DAYS AFTER ACCEPTANCE OF WORK BY DISTRICT. ACCEPTANCE WILL BE MADE ONLY BY AN ACTION OF THE GOVERNING BOARD IN A PUBLIC MEETING THEREOF.		

ACCOUNT NUMBER	AMOUNT
210-00000-0-91008-85000-6230-432-0000-0000	$2,165,125.29

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-022-02
Public Works

SUB TOTAL	$ 2,165,125.29
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,165,125.29

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25003596
Show this number on invoices, packages and correspondence.

Vendor# 401938

BEST CONTRACTING SERVICES, INC.

VENDOR

BEST CONTRACTING SERVICES, INC.
19027 HAMILTON AVENUE
GARDENA, CA 90248

Phone: (310) 328-6969 **Fax:** (310) 328-9176

SHIP TO

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

For: EMERSON ELEMENTARY
BULIAVAC/MAXWELL

PO Date: 03/12/2025 **Requested Delivery:** 05/27/2025 **Buyer Name:** David Gerharter **Req#** R0003836

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: REDUCE BY $630,905.29: APPROVED PAYMENT FOR PAY APP 1 ON THIS CONTRACT WAS RECORDED AGAINST PO 25003577 INSTEAD OF THIS PURCHASE ORDER A CORRESPONDING CHANGE ORDER TO INCREASE PO 25003577 IS ALSO BEING PROCESSED. **********	-630,905.29	-630,905.29
2	1	LOT	PUBLIC WORKS CONTRACT #2425-022-09 TITLE: SUMMER 2025 ROOFING AT RALPH WALDO EMERSON ELEMENTARY SCHOOL SPECIFICATIONS: COMPLETED PROJECT MUST INCLUDE ALL WORK AND SPECIFICATIONS AS ON WRITTEN BID PACKAGE DATED 2/11/25 TO SCHEDULE WORK, CONTACT ALL 4: ROBIN RICKMAN 818-729-3491, Robinrickman@burbankusd.org MALIHE SHOKOUHI 818-729-5519, Malihehokouhi@burbankusd.org DENNIS MAXWELL 818-729-5503, Dennismaxwell@burbankusd.org SERGIO RODRIGUEZ 818-463-6001, SERGIORODRIGUEZ@BURBANKUSD.ORG TIME OF COMPLETION FOR THE WORK SHALL BE 72 CALENDAR DAYS FROM THE DATE OF COMMENCEMENT OF THE WORK AS ESTABLISHED IN THE OWNER'S NOTICE TO PROCEED	1,507,870.00	1,507,870.00

ACCOUNT NUMBER	AMOUNT
210-00000-0-91008-85000-6230-203-0000-0000	$924,464.71

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-022-09
Public Works

SUB TOTAL	$ 924,464.71
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 924,464.71

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25003596
Show this number on invoices, packages and correspondence.

BEST CONTRACTING SERVICES, INC.

Vendor# 401938

VENDOR

BEST CONTRACTING SERVICES, INC.
19027 HAMILTON AVENUE
GARDENA, CA 90248

Phone: (310) 328-6969 **Fax:** (310) 328-9176

SHIP TO

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

For: EMERSON ELEMENTARY
BULIAVAC/MAXWELL

PO Date: 03/12/2025 **Requested Delivery:** 05/27/2025 **Buyer Name:** David Gerharter **Req#** R0003836

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
3	1	LOT	START DATE: MAY 27, 2025 END DATE: AUGUST 8, 2025 SEND ALL PAYMENT APPLICATIONS TO: LEXIBULIAVAC@BURBANKUSD.ORG ROBINRICKMAN@BURBANKUSD.ORG MALIHESHOKOUHI@BURBANKUSD.ORG LOCATION NAME AND ADDRESS: RALPH WALDO EMERSON ELEMENTARY SCHOOL 720 E CYPRESS AVE BURBANK, CA 91501 **BOARD APPROVED:3/6/25 **CONTRACTOR'S LICENSE #456263 EXP 5/31/26 **DIR REGISTRATION #1000000563 EXP 6/30/25 ***ALL TERMS AND CONDITIONS OF THE FIELD CONTRACT, AGREEMENT AND/OR BID APPLY TO THIS PURCHASE ORDER. DISTRICT CONTROLLED ALLOWANCE ***ANY USE OF THESE FUNDS MUST BE APPROVED IN WRITING BY BURBANK UNIFIED SCHOOL DISTRICT AND DOCUMENTED ON A CONTRACT CHANGE ORDER*** *** SPECIAL INSTRUCTIONS *** **IMPORTANT NOTICE** TO ALL BURBANK UNIFIED SCHOOL DISTRICT CONTRACTORS AND SERVICE REPAIR COMPANIES:	47,500.00	47,500.00

ACCOUNT NUMBER	AMOUNT
210-00000-0-91008-85000-6230-203-0000-0000	$924,464.71

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-022-09
Public Works

SUB TOTAL	$ 924,464.71
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 924,464.71

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25003596
Show this number on invoices, packages and correspondence.

BEST CONTRACTING SERVICES, INC.

Vendor# 401938

VENDOR

BEST CONTRACTING SERVICES, INC.
19027 HAMILTON AVENUE
GARDENA, CA 90248

Phone: (310) 328-6969 **Fax:** (310) 328-9176

SHIP TO

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

For: EMERSON ELEMENTARY
BULIAVAC/MAXWELL

PO Date: 03/12/2025 **Requested Delivery:** 05/27/2025 **Buyer Name:** David Gerharter **Req#** R0003836

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			EFFECTIVE JANUARY 1, 2015: The Burbank Unified School District is required to notify the Department of Industrial Relations (DIR) when awarding a contract for a Public Works Project, for all work in excess of $1,000.00 using the online PWC-100 form. This requirement, found in labor code section 1773.3 now applies to all Public Works Projects and Service Contracts. EFFECTIVE APRIL 1, 2015: No contractor or subcontractor may work on a Public Works Project unless registered with DIR, even if the contract was awarded before this date. It is the requirement of the contractor to be in compliance with its DIR registration and yearly renewals, including communication to all subcontractors working on the approved project. Non-compliance from contractors and/or subcontractors working on a Public Works Project will be in violation and will be fined by DIR. For more information on the new requirement, please reference http://www.dir.ca.gov/Public-Works/PublicWorks.html. **SMALL PROJECT EXEMPTION: Contractors who work exclusively on small public works projects are not required to register as a public works contractor or file electronic certified payroll reports for those projects. Contractors are still required to maintain certified payroll records on a continuous basis, and provide them to the Labor Commissioner's Office upon request. Additionally, awarding agencies are not required to submit the notice of contract award through DIR's PWC-100 system on projects that fall within the small project exemption. The small project exemption applies for all public works projects that do not exceed $25,000 for new construction, alteration, installation, demolition or repair or $15,000 for maintenance. * PAYMENT TERMS: 95% PAYMENT TO BE MADE UPON COMPLETION, ACCEPTANCE BY THE DISTRICT REPRESENTATIVE AND RECEIPT OF DUPLICATE INVOICE. THE FINAL PAYMENT OF		

ACCOUNT NUMBER	AMOUNT
210-00000-0-91008-85000-6230-203-0000-0000	$924,464.71

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-022-09
Public Works

SUB TOTAL	$ 924,464.71
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 924,464.71

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

BEST CONTRACTING SERVICES, INC.

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25003596
Show this number on invoices, packages and correspondence.

Vendor# 401938

BEST CONTRACTING SERVICES, INC.

VENDOR

BEST CONTRACTING SERVICES, INC.
19027 HAMILTON AVENUE
GARDENA, CA 90248

Phone: (310) 328-6969 **Fax:** (310) 328-9176

SHIP TO

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

For: EMERSON ELEMENTARY
BULIAVAC/MAXWELL

PO Date: 03/12/2025 **Requested Delivery:** 05/27/2025 **Buyer Name:** David Gerharter **Req#** R0003836

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			FIVE PERCENT (5%) SHALL BE MADE UPON RECEIPT OF THE LABOR AND MATERIAL RELEASE, 60 DAYS AFTER ACCEPTANCE OF WORK BY DISTRICT. ACCEPTANCE WILL BE MADE ONLY BY AN ACTION OF THE GOVERNING BOARD IN A PUBLIC MEETING THEREOF.		

ACCOUNT NUMBER	AMOUNT
210-00000-0-91008-85000-6230-203-0000-0000	$924,464.71

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-022-09
Public Works

SUB TOTAL	$ 924,464.71
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 924,464.71

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25004291
Show this number on invoices, packages and correspondence.

KR NIDA CORPORATION

Vendor# 003915

VENDOR

KR NIDA CORPORATION
3827 FOOTHILL BLVD
LA CRESCENTA, CA 91214-1619

Phone: (818) 957-1248 **Fax:** (818) 957-0719

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
WAREHOUSE
510 S. SHELTON ST.
BURBANK, CA 91506-2818

For: BURBANK HIGH SCHOOL
LAMB/Rima Armiyants

PO Date: 04/30/2025 **Requested Delivery:** 04/28/2025 **Buyer Name:** Terri Harvey **Req#** R0004462

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
		CO	CANCEL PURCHASE ORDER - LINE ITEM 1 NOT NEEDED PER EDWIN TAYLOR (10 NEW RADIOS WERE ALREADY ORDERED. BHS DOES NOT KNOW WHO HAS THE RADIOS REQUIRING REPAIR. NEW PO WILL BE ENTERED IN FY 2026 IF REPAIR SERVICES ARE STILL NEEDED. **********		
1	3	each	UHF (450-520 MHZ), 5W 260 CH, LCD AND STANDARD KEYPAD, ANALOG TECH TAG (YELLOW) #: _____ S/N: _____ ROOM #: ___	357.90	1,073.70
2	4	each	KENWOOD REPLACEMENT BATTERY	62.03	248.10
3	1	each	HYT BATTERY	46.73	46.73
4	1	each	KENWOOD RADIO CASE AND INSTALLATION	98.50	98.50
5	4	each	KENWOOD UHF ANTENNAS	16.10	64.40
6	5	each	KENWOOD BELT CLIPS	12.00	60.00
		each	INSTALLATION SERVICE MISC		
7	1	each	SHIPPING AND HANDLING (PRE-PAY & BILL) ********** REFERENCE QUOTE #Q022081 WITH A CHANGE: PLEASE SHIP TO OUR WAREHOUSE AS INDICATED ON THIS PO. *** SPECIAL INSTRUCTIONS ***	25.00	25.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-431-1000-0000	$1,786.16

General Order

SUB TOTAL	$ 1,616.43
SALES TAX	$ 169.73
SHIPPING	$ 0.00
TOTAL	$ 1,786.16

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

KR NIDA CORPORATION

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
25004291
Show this number on invoices, packages and correspondence.

KR NIDA CORPORATION

Vendor# 003915

VENDOR

KR NIDA CORPORATION
3827 FOOTHILL BLVD
LA CRESCENTA, CA 91214-1619

Phone: (818) 957-1248 **Fax:** (818) 957-0719

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
WAREHOUSE
510 S. SHELTON ST.
BURBANK, CA 91506-2818

For: BURBANK HIGH SCHOOL
LAMB/Rima Armiyants

PO Date: 04/30/2025 **Requested Delivery:** 04/28/2025 **Buyer Name:** Terri Harvey **Req#** R0004462

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			* PLEASE SHIP DIRECTLY TO THE WAREHOUSE, AS INDICATED ON THIS ORDER, AND REFERENCE THE P.O. NUMBER ON ALL SHIPPING AND BILLING DOCUMENTS. * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-431-1000-0000	$1,786.16

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

General Order

SUB TOTAL	$ 1,616.43
SALES TAX	$ 169.73
SHIPPING	$ 0.00
TOTAL	$ 1,786.16

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/15/2025 & 07/28/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000046	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $4,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$9,000.00
26000117	CITY OF BURBANK	C/O 1: REVISE ACCOUNT STRING; 2025-26 BLANKET ORDER; GASOLINE FOR MAINTENANCE VEHICLES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$70,000.00
26000330	IXL LEARNING	SOFTWARE LICENSE; BOARD APPROVED 6/20/24	LUTHER BURBANK MIDDLE SCHOOL	010	$21,449.98
26000409	PAPER RECYCLING & SHREDDING SPECIALISTS, INC	DOCUMENT SHREDDING	FISCAL SERVICES	010	$2,165.00
26000445	TRANE U.S. INC	C/O 1: REDUCE BY $813.08; HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$7,101.84
26000457	US AIR CONDITIONING DISTRIBUTORS	C/O 1: INCREASE BY $75.00; HVAC REPAIR PARTS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,351.05
26000461	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,409.70
26000462	TEXTBOOK WAREHOUSE INC	TEXTBOOKS; ADOPTED; BOARD APPROVED 6/20/24	JOHN BURROUGHS HIGH SCHOOL	010	$1,523.80
26000463	CENGAGE LEARNING	TEXTBOOKS ADOPTED; LOTTERY FUNDS; BOARD APPROVED 7/10/25	INSTRUCTIONAL SERVICES	010	$193,966.60
26000464	BURBANK IRRIGATION SUPPLY	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	BURBANK HIGH SCHOOL	010	$143.25
26000465	CHATFIELD CLARKE, LLC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$469.92
26000466	SUNBELT CONTROLS INC	EQUIPMENT REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,015.00
26000467	SUNBELT RENTALS, INC.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MILLER ELEMENTARY	010	$347.95
26000468	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$119.27
26000469	US BANK NATIONAL ASSOCIATION	SUPPLIES	TECHNOLOGY SERVICES	010	$31.36
26000470	RENAISSANCE LEARNING	SOFTWARE LICENSE; LCFF SUPPLEMENTAL FUNDS; BOARD APPROVED 7/10/25	INSTRUCTIONAL SERVICES	010	$111,703.68
26000471	CLIFTONLARSONALLEN LLP	CONSULTANT AGREEMENT; AUDITING SERVICES; BOARD APPROVED 4/4/24	FISCAL SERVICES	010	$235,000.00
26000472	FAMILY CRISIS INTERNATIONAL YOUTH ASSISTANCE INC	PROFESSIONAL SERVICES; SPECIAL EDUCATION TRANSPORTATION; SPECIAL EDUCATION TRANPORTATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$10,000.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/15/2025 & 07/28/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000473	QUEST THERAPY GROUP, LLC	CARRY OVER PO 25001431 AND C/O TO INCREASE BY $60,000.00; BEHAVIORAL SUPPORT SERVICES; BOARD APPROVED 6/5/25	Student Services	010	$60,811.82
26000474	PURPLE COMMUNICATIONS INC	CONSULTANT AGREEMENT; DHH INTERPRETER SERVICES; ADULT EDUCATION GENERAL APPORTIONMENT; BOARD APPROVED 6/5/25	BURBANK ADULT SCHOOL	110	$3,500.00
26000475	MACMILLAN HOLDINGS, LLC	TEXTBOOKS; ADOPTED; BOARD APPROVED 7/10/25	WAREHOUSE	010	$102,229.97
26000476	MACMILLAN HOLDINGS, LLC	TEXTBOOKS; ADOPTED; BOARD APPROVED 7/10/25	INSTRUCTIONAL SERVICES	010	$272,411.83
26000477	RUDCHENKO, SARAH	EMPLOYEE TRASPORTATION	PERSONNEL SERVICES	010	$23.54
26000478	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$10,000.00
26000479	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$7,500.00
26000480	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASROOM AND OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$8,000.00
26000481	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	CHILD DEVELOPMENT SERVICES	120	$500.00
26000482	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	CHILD DEVELOPMENT SERVICES	120	$2,000.00
26000483	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	CHILD DEVELOPMENT SERVICES	120	$1,250.00
26000484	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	CHILD DEVELOPMENT SERVICES	120	$1,250.00
26000485	GARY D STROMBERG & ASSOCIATES LLC	CARRYOVER PO 25004063; PROFESSIONAL SERVICES AGREEMENT; COMPENSATORY EDUCAITON FOR SPED STUDENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/27/25	SPECIAL EDUCATION	010	$13,425.00
26000486	GARY D STROMBERG & ASSOCIATES LLC	CARRYOVER PO 25001448; PROFESSIONAL SERVICES AGREEMENT; OCCUPATIONAL THERAPIST; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/1/25	SPECIAL EDUCATION	010	$10,472.00
26000487	MNSON WESTERN, LLC	TESTING MATERIALS	HORACE MANN CENTER	010	$574.00
26000488	GARY D STROMBERG & ASSOCIATES LLC	PROFESSIONAL SERVICES AGREEMENT; OCCUPATIONAL THERAPIST; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$113,980.00
26000489	METEOR EDUCATION, LLC	FURNITURE	PROVIDENCIA ELEMENTARY	250	$3,759.07

BOARD DETAIL REPORT

Printed between 07/15/2025 & 07/28/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000490	HATCH & CESARIO ATTORNEYS-AT-LAW	PROFESSIONAL SERVICES AGREEMENT; LEGAL SUPPORT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$50,000.00
26000491	RITA MORGAN	PROFESSIONAL SERVICES AGREEMENT; PHYSICAL THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$184,000.00
26000492	MORHIL GROUP, INC	CUSTOM CLOTHING; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$7,913.04
26000493	MELARAGNO, M.D., ALBERT J.	PROFESSIONAL SERVICES AGREEMENT; OT SERVICE AND TREATMENT AUTHORIZATIONS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$2,000.00
26000494	LEO ROSENBLUM & ASSOCIATES	PROFESSIONAL SERVICES AGREEMENT; INTERPRETING AND TRANSLATION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$200,000.00
26000495	B.I.G. SOLUTIONS	CARRYOVER PO 25004616; PROFESSIONAL SERVICES AGREEMENT; BEHAVIOR SUPPORT; SPECIAL EDUCATION FUNDS. BOARD APPROVED 5/15/25	SPECIAL EDUCATION	010	$98,465.00
26000496	LINGUABEE LLC	PROFESSIONAL SERVICES AGREEMENT; INTERPRETING AND TRANSLATING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$175,000.00
26000497	AAB CORPORATION	CONSULTANT AGREEEMENT; MARKETING SERVICES; ADULT EDUCATION - BLOCK GRANT; BOARD APPROVED 6/18/25	BURBANK ADULT SCHOOL	110	$8,500.00
26000498	SPECIAL EDUCATION PARENTS	CARRYOVER PO 25003082; REIMBURSEMENT TO PARENTS FOR EDUCATIONALLY RELATED SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 1/16/25	SPECIAL EDUCATION	010	$4,780.00
26000499	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS FUNDS	BURBANK HIGH SCHOOL	010	$761.47
26000500	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$847.34
26000501	REMEDIA PUBLICATIONS	BOOKS; SPED - IDEA MENTAL HEALTH FUNDS	BURBANK ADULT SCHOOL	010	$221.08
26000502	GOPHER SPORT	PLAYGROUND SUPPLIES	MUIR MIDDLE SCHOOL	010	$889.82
26000503	KELLY SPICERS	COPY PAPER	WAREHOUSE	010	$25,525.50
26000504	DICK BLICK CO	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$988.97
26000505	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$5,000.00

BOARD DETAIL REPORT

Printed between 07/15/2025 & 07/28/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000506	ALPHA INTERPRETING AGENCY, CORP.	PROFESSIONAL SERVICES AGREEMENT; INTERPRETING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$700,000.00
26000507	SPECIAL EDUCATION PARENT	CARRYOVER PO 25003081; REIMBURSEMENT TO PARENT FOR TUITION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 1/16/25	SPECIAL EDUCATION	010	$17,301.77
26000508	EPPORT, KAREN LYNN	PROFESSIONAL SERVICES AGREEMENT; SPEECH AND LANGUAGE IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/10/25	SPECIAL EDUCATION	010	$9,500.00
26000509	OPTUM BEHAVIORAL CARE OF CALIFORNIA, P. C.	CARRYOVER PO 25004080; PSYCHOEDUCATIONAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/3/25	SPECIAL EDUCATION	010	$6,500.00
26000510	SPECIAL EDUCATION PARENTS	CARRYOVER PO 25002759; REIMBURSEMENT TO PARENTS FOR COMPENSATORY EDUCATION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 11/21/24	SPECIAL EDUCATION	010	$16,000.00
26000511	MOBYMAX EDUCATION, LLC	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$6,260.00
26000512	GWENNYTH LI SZE PALAFOX	PROFESSIONAL SERVICES AGREEMENT; TRANSITIONAL ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/15/25	SPECIAL EDUCATION	010	$3,000.00
26000513	LA CITY CAB LLC	PROFESSIONAL SERVICES AGREEMENT; TRANSPORTATION FOR STUDENTS; SPECIAL EDUCATION TRANSPORTATION FUNDS; BOARD APPROVED 7/10/25	SPECIAL EDUCATION	010	$250,000.00
26000514	SPECIAL EDUCATION PARENT	PROFESSIONAL SERVICES AGREEMENT; REIMBURSEMENT TO PARENTS FOR VARIOUS SERVICES FOR STUDENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/10/25	SPECIAL EDUCATION	010	$16,370.00
26000515	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENTS FOR VARIOUS SERVICES FOR STUDENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/10/25	SPECIAL EDUCATION	010	$20,060.00
26000516	CDW-G - COMPUTER DISCOUNT WHSE	OFFICE EQUIPMENT; SPED-IDEA MENTAL HEALTH SVC-PART B	SPECIAL EDUCATION	010	$615.79
26000517	PGLS LLC	PROFESSIONAL SERVICES AGREEMENT; INTERPRETING AND TRANSLATION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/15/25	SPECIAL EDUCATION	010	$50,000.00
26000518	PRIDE LEARNING CO.	PROFESSIONAL SERVICES AGREEMENT; READING INTERVENTION FOR STUDENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/1/25	SPECIAL EDUCATION	010	$810.00

BOARD DETAIL REPORT

Printed between 07/15/2025 & 07/28/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000519	PRIVATIZER TECHNOLOGIES, LLC	EQUIPMENT MAINTENANCE AND REPLACEMENT	DOLORES HUERTA MIDDLE SCHOOL	010	$669.00
26000520	PROFESSIONAL TUTORS OF AMERICA, INC	CARRYOVER PO 25004064; PROFESSIONAL SERVICE AGREEMENT; COMPENSATORY EDUCATION FOR SPED STUDENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/27/25	SPECIAL EDUCATION	010	$4,488.75
26000521	SORENSON COMMUNICATIONS, LLC	PROFESSIONAL SERVICES AGREEMENT; CREDENTIALED TEACHER; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$50,000.00
26000522	ULINE - Attn: ACCOUNTS RECEIVABLES	OFFICE EQUIPMENT; GENERAL AND ACCOUNTS RECEIVABLE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$804.34
26000523	PROFESSIONAL TUTORS OF AMERICA, INC	CARRYOVER PO 25001980; PROFESSIONAL SERVICES AGREEMENT; SPEECH TUTORING; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/17/24	SPECIAL EDUCATION	010	$2,245.00
26000524	WAXIE SANITARY SUPPLY	2025-26 BLANKET ORDER; CUSTODIAL AND SAFETY SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$2,000.00
26000525	WAXIE SANITARY SUPPLY	2025-26 BLANKET ORDER; CUSTODIAL AND SAFETY SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$2,000.00
26000526	TOOLS TO GROW OT	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$595.00
26000527	SPECIAL EDUCATION PARENT	CARRYOVER PO 25002288; REIMBURSEMENT TO PARENT FOR TUITION AND MILEAGE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/17/24	SPECIAL EDUCATION	010	$109,160.17
26000528	SPECIAL EDUCATION PARENTS	CARRYOVER PO 25004668; REIMBURSEMENT TO PARENT FOR TUITION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/15/25	SPECIAL EDUCATION	010	$31,000.00
26000529	FINALSITE	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	INSTRUCTIONAL SERVICES	010	$2,125.00
26000530	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR VARIOIUS SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/10/25	SPECIAL EDUCATION	010	$69,000.00
26000531	SPECIAL EDUCATION PARENTS	CARRYOVER PO 25004153; REIMBURSEMENT TO PARENT FOR TUITION, COMPENSATORY EDUCATION, AND MILEAGE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/3/25	SPECIAL EDUCATION	010	$134,528.08
26000532	SPECIAL EDUCATION PARENTS	CARRYOVER PO 25001847; REIMBURSEMENT TO PARENT FOR TUITION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/3/24	SPECIAL EDUCATION	010	$55,000.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/15/2025 & 07/28/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000533	RUTH VALADEZ	PROFESSIONAL SERVICES AGREEMENT; STAFF SUPPORT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$25,000.00
26000534	FOLLETT SCHOOL SOLUTIONS, INC.	SOFTWARE LICENSE	INSTRUCTIONAL SERVICES	010	$21,061.12
26000535	SPECIAL EDUCATION PARENT	PROFESSIONAL SERVICES AGREEMENT; REIMBURSEMENT TO PARENT FOR TUITION AND COMPENSATORY EDUCATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/10/25	SPECIAL EDUCATION	010	$29,266.00
26000536	LITERACY MINNESOTA	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 6/18/25	BURBANK ADULT SCHOOL	110	$550.00
26000537	PLUMBING BOYS INC	REPLACE SINK AT LUTHER MIDDLE SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,689.00
26000538	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$5,000.00
26000539	BURBANK HIGH SCHOOL ASB	REIMBURSEMENT TO BHS CHEER FOR INTERPRETING SERVICES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$1,516.00
26000540	EDMENTUM, INC.	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$7,849.00
26000541	SMARTETOOLS, INC.	SOFTWARE LICENSE	FISCAL SERVICES	010	$60,900.00
26000542	SPECIAL EDUCATION PARENT	SETTLEMENT AGREEMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$495.00
26000543	DEMCO INC	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$126.51
26000544	U S POSTAL SERVICE	2025-26 BLANKET ORDER; POSTAGE BY PHONE	PERSONNEL SERVICES	010	$100,000.00
26000545	POTAPENKO, ALEX	REIMBURSEMENT TO COORDINATOR FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$217.67
26000546	VISTA HIGHER LEARNING	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD ADOPTED 6/20/25	INSTRUCTIONAL SERVICES	010	$5,208.55
26000547	SARAH KNAUFF SPEECH THERAPY	PROFESSIONAL SERVICES AGREEMENT; SPEECH AND LANGUAGE ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$202,450.00
		PO Count:	**93**	**Total:**	**$4,068,739.60**

Printed between 07/15/2025 & 07/28/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	80	$4,018,668.49
110	Adult Education Fund	5	$29,399.00
120	Child Development Fund	6	$9,000.00
130	Cafeteria Fund	1	$7,913.04
250	Capital Facilities Fund	1	$3,759.07
		Total:	**$4,068,739.60**

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000046
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

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

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

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

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

PO Date: 06/02/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000028

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY BY $4,000.00 FOR A REVISED TOTAL OF $9,000.00 AS PER R0000593	4,000.00	4,000.00
			**********		
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $5,000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 5:00 PM, TO . BURBANK ADULT SCHOOL ATTN: CORY HARTUNG 3811 W ALLAN AVE BURBANK, CA 91505 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26000046 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, COMPLETE A RECEIVING REPORT AND SUBMIT TO ACCOUNTS PAYABLE. IF YOU DO NOT LOCATE A PACKING LIST, PLEASE GO TO THE	5,000.00	5,000.00

ACCOUNT NUMBER	AMOUNT
110-63910-0-41104-10000-4310-533-0000-0000	$9,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 9,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 9,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000046
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

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

Phone: (206) 435-3958 Fax:

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

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

PO Date: 06/02/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000028

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			VENDOR'S WEBSITE AND BRING UP THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT AND SEND IT TO ACCOUNTS PAYABLE. THE VENDOR WILL NOT BE PAID FOR EACH SHIPMENT UNTIL WE HAVE RECEIVED YOUR APPROVAL.		

ACCOUNT NUMBER	AMOUNT
110-63910-0-41104-10000-4310-533-0000-0000	$9,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 9,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 9,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000117
Show this number on invoices, packages and correspondence.

CITY OF BURBANK

Vendor# 007359

VENDOR
CITY OF BURBANK
PO BOX 7145
BURBANK, CA 91510-7142

Phone: (818) 238-5500 **Fax:**

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

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/03/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000009

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			C/O 1; REVISE ACCOUNT STRING PER EMAIL FROM SUSAN HOY 7/15/25 **********		
1	1	EA	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE PURCHASE OF GASOLINE ON AN AS NEEDED BASIS FOR MAINTENANCES' VEHICLES FROM JULY 1, 2025 THROUGH JUNE 30, 2026. NOT TO EXCEED $70,000 REFERENCE THE P.O. NUMBER ON ALL INVOICES. *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * PLEASE SHIP DIRECTLY TO THE WAREHOUSE, AS INDICATED ON THIS ORDER, AND REFERENCE THE P.O. NUMBER ON ALL SHIPPING AND BILLING DOCUMENTS. ****IMPORTANT DELIVERY INFORMATION***** ALL DELIVERIES WILL BE RECEIVED IN OUR WAREHOUSE TUESDAY & THURSDAY ONLY FROM 8:30AM - 12:00PM AND 1:00 PM - 2:30PM.	70,000.00	70,000.00

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-82000-4360-752-0000-0000	$70,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 70,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 70,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000445
Show this number on invoices, packages and correspondence.

TRANE U.S. INC

Vendor# 008709

VENDOR
TRANE U.S. INC
PO BOX 98167
CHICAGO, IL 60693

Phone: **Fax:**

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
WILL CALL

For: FACILITIES SERVICES
HOY/MAXWELL

PO Date: 07/10/2025 **Requested Delivery:** 07/19/2025 **Buyer Name:** David Gerharter **Req#** R0000541

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: REDUCE BY $813.08 AS A RESULT OF A CHANGE IN THE ITEM ORDERED ORIGINAL ITEM PRICE: $7,162.82 PLUS $752.10 TAX NEW ITEM PRICE! $6,427.00 PLUS $674.84 TAX **********		
2	1	EA	WSK048A3S000000 - 4 TON HEAT PUMP ASSET TAG (WHITE) #: 058992 ROOM #: 13 S/N: _____ ********** REFERENCE QUOTE #26847604 DATED 7/10/25 >>> FOR DISNEY ELEMENTARY SCHOOL ROOM 13 <<< *** SPECIAL INSTRUCTIONS *** * INTERNAL NOTE: FACILITIES, PLEASE SEE ANDREA LAMB TO OBTAIN AN ASSET TAG(S) (SEE PO FOR COLOR) AND ATTACH THE TAG(S) TO THE EQUIPMENT PRIOR TO INSTALLING THEM. RECORD THE TAG NUMBER(S), SERIAL NUMBER(S) AND ROOM NUMBER(S) ON THE RECEIVING COPY. PLEASE SIGN, DATE AND MARK THE RECEIVING COPY AS COMPLETE (ON BOTTOM LEFT HAND SIDE OF RECEIVING COPY) AND EMAIL THE RECEIVING COPY TO THE BUYER.	6,427.00	6,427.00

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-82100-4310-752-0000-0000	$7,101.84

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

General Order

SUB TOTAL	$ 6,427.00
SALES TAX	$ 674.84
SHIPPING	$ 0.00
TOTAL	$ 7,101.84

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

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

PURCHASE ORDER NO.
26000457
Show this number on invoices, packages and correspondence.

Vendor# 006778

US AIR CONDITIONING

VENDOR

US AIR CONDITIONING DISTRIBUTORS
16900 CHESTNUT STREET
CITY OF INDUSTRY, CA 91748-1012

Phone: (626) 854-4500 **Fax:** (626) 854-4550

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
WILL CALL

For: FACILITIES SERVICES
HOY/MAXWELL

PO Date: 07/11/2025 **Requested Delivery:** 07/25/2025 **Buyer Name:** David Gerharter **Req#** R0000542

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $75.00 FOR A REVISED TOTAL OF $4351.05 PER REQ R0000561 CHANGE ORDER TO COVER FINAL FREIGHT COST **********		
2	1	EA	CONDENSING COIL; S137328297000 ********** REFERENCE QUOTE DATED 7/9/25 >>> FOR LUTHER MIDDLE SCHOOL ROOM 501 <<<	3,869.73	3,869.73

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-82100-4310-752-0000-0000	$4,351.05

General Order

SUB TOTAL	$ 3,869.73
SALES TAX	$ 406.32
SHIPPING	$ 75.00
TOTAL	$ 4,351.05

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

Vendor Name		01	11	12	13	14	21	25	40	67	76
	Warrant Number	General Fund	Adult Education Fund	Child Development Fund	Cafeteria Enterprise Fund	Deferred Maintenance Fund	Building Fund	Capital Facilities Fund	Special Reserve Fund for Capital Outlay Projects	Retiree Benefits Activity	Warrant Pass-Through Fund
360 DEGREE CUSTOMER INC	22297140	$7,497	$0	$0	$0	$0	$0	$0	$0	$0	$0
4A CRANE SERVICE CO.	22308993	$250	$0	$0	$0	$0	$0	$0	$0	$0	$0
AACA, INC	22303870	$124,756	$0	$0	$0	$0	$0	$0	$0	$0	$0
ABIGAIL ARACELY CADENAS	22310393	$687	$0	$0	$0	$0	$0	$0	$0	$0	$0
ACCO ENGINEERED SYSTEMS	22308994	$3,887	$0	$0	$0	$0	$0	$0	$0	$0	$0
ACSA - ASSOC OF CALIFORNIA SCHLS ADMIN	22305302, 22295010, 22271280	$5,581	$0	$0	$0	$0	$0	$0	$0	$0	$208
ACTIVE INTERNET TECHNOLOGIES	22305303	$2,125	$0	$0	$0	$0	$0	$0	$0	$0	$0
ALLISON MARIE OLIVER	22303872	$1,261	$0	$0	$0	$0	$0	$0	$0	$0	$0
ALL PHASE ELECTRIC SUPPLY CO	22303871, 22285571, 22289831	$5,641	$0	$0	$0	$0	$0	$0	$0	$0	$0
ALPHA INTERPRETING AGENCY, CORP.	22276331	$32,233	$0	$0	$0	$0	$0	$0	$0	$0	$0
AMAZON CAPITAL SERVICES	22308995, 22278824, 22297141, 22285572, 22276332, 22300258, 22295011	$94,315	$6,032	$0	$2,939	$0	$0	$0	$0	$0	$0
AME BUILDERS INC.	202507170469010	$0	$0	$0	$0	$0	$147,037	$0	$0	$0	$0
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2(	22285573	$104,548	$0	$0	$0	$0	$0	$0	$0	$0	$0
AMERGIS HEALTHCARE STAFFING, INC.	22276333	$8,673	$0	$0	$0	$0	$0	$0	$0	$0	$0
AMERICAN FIDELITY	22271281	$0	$0	$0	$0	$0	$0	$0	$0	$0	$32,032
AMERICAN FIDELITY ASSURANCE COMPANY	22271282	$0	$0	$0	$0	$0	$0	$0	$0	$0	$13,319
AMS.NET	22300259	$12,905	$0	$0	$0	$0	$0	$0	$0	$0	$0
AMTECH ELEVATOR SERVICE	22295012, 22278825	$14,344	$0	$0	$0	$0	$0	$0	$0	$0	$0
ANA MARIA MOEN	202507230470473	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
ANDREA ZITLALLI GARZA	22271283	$168	$0	$0	$0	$0	$0	$0	$0	$0	$0
ANIXTER INC	22285574	$178	$0	$0	$0	$0	$0	$0	$0	$0	$0
ANNA MARTIROSYAN	202507020463609, 202507230470455	$0	$0	$0	$0	$0	$0	$0	$0	$1,417	$0
ANNE JACKSON	22295013	$16	$0	$0	$0	$0	$0	$0	$0	$0	$0
ANNETTE RIOJAS	202507230470416, 202507010463119	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
AQUA-FLO SUPPLY	22278826	$4,482	$0	$0	$0	$0	$0	$0	$0	$0	$0
AREVAHAD AVANESSIAN	202507230470354, 202507010463057	$0	$0	$0	$0	$0	$0	$0	$0	$569	$0
AREY JONES EDUCATIONAL SOLUTIONS	22276334, 22289832	$34,321	$0	$0	$0	$0	$0	$0	$0	$0	$0
ATKINSON, ANDELSON, LOYA, RUUD & ROMO	22308996, 22285576	$68,986	$0	$0	$0	$0	$0	$0	$0	$0	$0
ATLAS BEHAVIOR SERVICES, LLC	22271284	$8,897	$0	$0	$0	$0	$0	$0	$0	$0	$0
AT&T	22285575	$10,613	$0	$0	$0	$0	$0	$0	$0	$0	$0
AUTISM BEHAVIOR INTERVENTION INC	22285577	$11,301	$0	$0	$0	$0	$0	$0	$0	$0	$0
AYA HEALTHCARE INC.	22278827, 22276335, 22303873	$38,168	$0	$0	$0	$0	$0	$0	$0	$0	$0
BARBARA AYUSO	202507230470352, 202507010463054	$0	$0	$0	$0	$0	$0	$0	$0	$853	$0
BARBARA DEVALL	202507230470425, 202507010463128	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
BARBARA STEELE	202507230470348, 202507010463049	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
BEHAVIORAL LEARNING CENTER, INC	22271286, 22276337, 22285578	$17,006	$0	$0	$0	$0	$0	$0	$0	$0	$0
BEHAVIOR AND EDUCATION INC	22276336	$5,229	$0	$0	$0	$0	$0	$0	$0	$0	$0
BEHAVIOR THERAPY CLINIC	22295014	$9,485	$0	$0	$0	$0	$0	$0	$0	$0	$0
BEST CONTRACTING SERVICES, INC.	22285579, 202507170469011, 202507210469665, 22297142, 22278828	$0	$0	$0	$0	$0	$6,551,312	$0	$0	$0	$0
B.I.G. SOLUTIONS	22271285	$11,815	$0	$0	$0	$0	$0	$0	$0	$0	$0
BLUEBEAM INC	22276338	$0	$0	$0	$0	$0	$520	$0	$0	$0	$0
BMC WEST LLC 1202	22289833, 22300260	$625	$0	$0	$0	$0	$0	$0	$0	$0	$0
BRENDHEN VAN LOO	22271287, 22303874	$0	$0	$0	$0	$0	$0	$0	$0	$1,417	$0
BRINK'S INCORPORATED	22285580	$23	$0	$0	$0	$0	$0	$0	$0	$0	$0
BROIDY, HEATHER	22271288, 22303875	$0	$0	$0	$0	$0	$0	$0	$0	$1,769	$0
BRYAN HERNANDEZ	22297143	$18	$0	$0	$0	$0	$0	$0	$0	$0	$0
BUDDY'S ALL STARS	22300261	$0	$243	$0	$0	$0	$0	$0	$0	$0	$0
BURBANK IRRIGATION SUPPLY	22300262	$144	$0	$0	$0	$0	$0	$0	$0	$0	$0
BURBANK TEACHERS ASSOCIATION	22295015, 22271289	$0	$0	$0	$0	$0	$0	$0	$0	$0	$85,469
BURBANK WATER AND POWER	22310394, 22308997, 22285581	$245,147	$0	$0	$0	$0	$0	$0	$0	$0	$0
BUSD REVOLVING CASH	22300263	$771	$0	$0	$0	$0	$0	$0	$0	$0	$0
CALIFORNIA DEPARTMENT OF TAX AND FEE	22308998	$7,506	$0	$0	$0	$0	$0	$0	$0	$0	$0
CALIFORNIA IT IN EDUCATION	22297144	$375	$0	$0	$0	$0	$0	$0	$0	$0	$0
CALPERS 457 PLAN	22271290, 22278829	$0	$0	$0	$0	$0	$0	$0	$0	$0	$11,865
CANON FINANCIAL SERVICES, INC.	22276339	$26,577	$0	$0	$0	$0	$0	$0	$0	$0	$0
CANON U.S.A., INC.	22276340, 22305304	$2,323	$0	$0	$0	$0	$0	$0	$0	$0	$0
CARAHSOFT TECHNOLOGY CORPORATION	22276341	$2,460	$0	$0	$134	$0	$0	$0	$0	$0	$0
CARIN L WANTLAND	202507230470431, 202507010463134	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
CAROL H ROWSEY	202507230470390, 202507010463093	$0	$0	$0	$0	$0	$0	$0	$0	$853	$0
CAROLYN PERLSTEIN	202507230470424, 202507010463127	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
CARYN S TOMER	202507230470419, 202507010463122	$0	$0	$0	$0	$0	$0	$0	$0	$2,238	$0
CASBO	22289834	$5,250	$0	$0	$0	$0	$0	$0	$0	$0	$0
CASCADE LODGE LLC	22271291, 22285582	$84,400	$0	$0	$0	$0	$0	$0	$0	$0	$0
CATHLEEN HOWARD	202507010463121	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
CATHY MARCY	202507230470355, 202507010463058	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
CDW GOVERNMENT	22278830, 22276342	$332	$0	$0	$0	$0	$0	$0	$0	$0	$0
CENTER FOR VISION DEVELOPMENT OPTOMETRY	22285583	$1,025	$0	$0	$0	$0	$0	$0	$0	$0	$0
CHATFIELD CLARKE, LLC	22300264	$470	$0	$0	$0	$0	$0	$0	$0	$0	$0
CHERIE WESCOTT	202507230470461, 202507010463156, 202507070465136	$0	$0	$0	$0	$0	$0	$0	$0	$2,306	$0
CHILDCARE CAREERS LLC	22285584, 22289835	$0	$0	$2,485	$0	$0	$0	$0	$0	$0	$0
CHRISTINA D'ANDREA	22303876, 22268663	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
CHRISTINA GALLO	22302573	$6,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
CHRISTINA K. WRIGHT	202507230470428, 202507010463131	$0	$0	$0	$0	$0	$0	$0	$0	$262	$0
CHRISTINE DENISE ASSESSOR	22271292, 22303877	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
CHRISTOPHER ANDREW MITCHELL	202507230470420, 202507010463123	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
CINDY SULLIVAN	202507230470341, 202507010463041	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
CITY OF BURBANK	22303878, 22271293, 22278831	$2,003	$0	$0	$737	$0	$0	$0	$0	$0	$0
CITYWIDE UNIFORMS	22285585, 22300265	$0	$445	$0	$0	$0	$0	$0	$0	$0	$0
CLARKE, KELLI	202507230470356, 202507010463059	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
CLIFTONLARSONALLEN LLP	22297145	$35,595	$0	$0	$0	$0	$0	$0	$0	$0	$0
COMMERCIAL DOOR OF LOS ANGELES COUNTY	22289836	$2,725	$0	$0	$0	$0	$0	$0	$0	$0	$0
COMMERCIAL ROOFING SYSTEMS INC.	22308999	$26,951	$0	$0	$0	$0	$0	$0	$0	$0	$0
COMPLETE BUSINESS SYSTEMS	22300266	$2,600	$0	$0	$0	$0	$0	$0	$0	$0	$0
COVELO GROUP, INC.	22271294, 22285586	$174,163	$0	$0	$0	$0	$0	$0	$0	$0	$0
CROWN CASTLE FIBER LLC	22285587	$550	$0	$0	$0	$0	$0	$0	$0	$0	$0
CSBA CALIFORNIA SCHOOL BOARDS ASSOC	22297146	$20,104	$0	$0	$0	$0	$0	$0	$0	$0	$0
DARIN WOLF	202507230470474	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
DAVID OLMOS	22271295, 22303879	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
DAVID REYES	202507230470411, 202507010463114	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
DAVID THOMSON	202507230470364, 202507010463067	$0	$0	$0	$0	$0	$0	$0	$0	$2,173	$0
DE AVILA, JENNY	202507230470365, 202507010463068	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
DEBORAH ANN FARMER	202507230470442, 202507010463144	$0	$0	$0	$0	$0	$0	$0	$0	$1,420	$0
DEBORAH CRANMER	202507230470451, 202507010463152	$0	$0	$0	$0	$0	$0	$0	$0	$1,341	$0
DEBORAH MADRIGAL	202507230470374, 202507010463077	$0	$0	$0	$0	$0	$0	$0	$0	$2,792	$0
DEBRA RONDEAU	22271296	$4,745	$0	$0	$0	$0	$0	$0	$0	$0	$0
DELFINO ROMERO	202507230470373, 202507010463076	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
DEPARTMENT OF JUSTICE	22289837	$1,454	$0	$0	$0	$0	$0	$0	$0	$0	$0
DeSOTO SALES, INC.	22303883	$494	$0	$0	$0	$0	$0	$0	$0	$0	$0

DESOTO SALES INC	22278832	$150	$0	$0	$0	$0	$0	$0	$0	$0	$0
DIANA RHOADS	202507230470371, 202507010463074	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
DIY HOME CENTER	22285588, 22295016, 22303880	$778	$0	$0	$0	$0	$0	$0	$0	$0	$0
DOCUMENT TRACKING SERVICES LLC	22268664	$10,230	$0	$0	$0	$0	$0	$0	$0	$0	$0
DONNA S SPAULDING	202507230470385, 202507010463088	$0	$0	$0	$0	$0	$0	$0	$0	$853	$0
DORADEA, MANUEL	22271297	$26	$0	$0	$0	$0	$0	$0	$0	$0	$0
DRIFTWOOD DAIRY	22295017, 22303881, 22276343	$0	$0	$0	$2,806	$0	$0	$0	$0	$0	$0
DUBNOFF/VALLEY HIGH SCHOOL	22305305, 22271298	$22,063	$0	$0	$0	$0	$0	$0	$0	$0	$0
DUNN EDWARDS CORP	22285589, 22295018, 22303882	$878	$0	$0	$0	$0	$0	$0	$0	$0	$0
DURYAN, VERZHINE	22271299	$435	$0	$0	$0	$0	$0	$0	$0	$0	$0
DUTHIE POWER SERVICES	22289838	$1,808	$0	$0	$0	$0	$0	$0	$0	$0	$0
EDGE GAIN LTD.	22276344	$20,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
ELIZABETH MEBERG	22309000	$174	$0	$0	$0	$0	$0	$0	$0	$0	$0
ELIZABETH THOMAS	202507230470345, 202507010463046	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
ELIZABETH WOOD	22303884	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
ELLIOTT INSTITUTE	22271300	$18,970	$0	$0	$0	$0	$0	$0	$0	$0	$0
ENTERPRISE FM TRUST	22289839	$3,362	$0	$0	$0	$0	$0	$0	$0	$0	$0
ERIC J CARTER	22271301	$232	$0	$0	$0	$0	$0	$0	$0	$0	$0
ESCOBAR, CELIA MOLINA	202507230470353, 202507010463055	$0	$0	$0	$0	$0	$0	$0	$0	$853	$0
EVERDRIVEN TECHNOLOGIES, LLC	22285590	$13,758	$0	$0	$0	$0	$0	$0	$0	$0	$0
EVERWAY LLC	22276345	$13,528	$0	$0	$0	$0	$0	$0	$0	$0	$0
EWING IRRIGATION PRODUCTS, INC.	22295019	$1,418	$0	$0	$0	$0	$0	$0	$0	$0	$0
FAMILY SERVICE AGENCY OF BURBANK	22295020	$72,600	$0	$0	$0	$0	$0	$0	$0	$0	$0
FEDERAL EXPRESS	22285591, 22309001	$120	$0	$0	$0	$0	$0	$0	$0	$0	$0
FERGUSON ENTERPRISES INC #1350	22285592, 22295021	$1,721	$0	$0	$0	$0	$0	$0	$0	$0	$0
FIRST STUDENT, INC	22285593	$194,912	$0	$0	$0	$0	$0	$0	$0	$0	$0
FLEWELLING & MOODY INC	22266250	$0	$0	$0	$0	$0	$0	$0	$6,725	$0	$0
FRANCISCO J VILLARREAL	202507230470388, 202507010463091	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
FRONTLINE TECHNOLOGIES GROUP LLC	22300267	$34,208	$0	$0	$0	$0	$0	$0	$0	$0	$0
GARY D STROMBERG & ASSOCIATES LLC	22285594	$6,630	$0	$0	$0	$0	$0	$0	$0	$0	$0
GENESIS FLOOR COVERING, INC.	22278833, 22285595	$0	$0	$0	$99,821	$0	$0	$0	$0	$0	$0
GENEVA RICHARDS TARANDEK	202507020463604, 202507230470437	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
GEORGAN YANTZ	202507230470350, 202507010463051	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
GHADA BAKHOS	202507230470377, 202507010463080	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
GINA ELLIOTT	202507010463056	$0	$0	$0	$0	$0	$0	$0	$0	$1,105	$0
GLORIA DIANE MEZA	202507230470381, 202507010463084	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
GLORIA LARA	202507230470380, 202507010463083	$0	$0	$0	$0	$0	$0	$0	$0	$659	$0
GOLD STAR FOODS	22276346, 22303885, 22310395	$0	$0	$0	$2,926	$0	$0	$0	$0	$0	$0
GRAINGER	22295022	$1,971	$0	$0	$0	$0	$0	$0	$0	$0	$0
GRANICUS	22268665	$38,983	$0	$0	$0	$0	$0	$0	$0	$0	$0
GRAYBAR	22303886	$46	$0	$0	$0	$0	$0	$0	$0	$0	$0
GUITAR CENTER	22295023	$1,169	$0	$0	$0	$0	$0	$0	$0	$0	$0
GWENDOLYN OLICKER	22295024	$700	$0	$0	$0	$0	$0	$0	$0	$0	$0
HALLIE ELIZABETH FLEISHMAN	202507230470441, 202507010463143	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
HART DESIGN BUILD, INC.	22285596	$0	$0	$0	$0	$0	$0	$0	$65,123	$0	$0
HATCH & CESARIO ATTORNEYS-AT-LAW	22278834, 22300268	$788	$0	$0	$0	$0	$0	$0	$0	$0	$0
HATHAWAY-SYCAMORES	22278835, 22276347, 22271302	$91,599	$0	$0	$0	$0	$0	$0	$0	$0	$0
HD SUPPLY FORMERLY HOME DEPOT PRO	22285597, 22295025, 22303887	$2,651	$0	$0	$0	$0	$0	$0	$0	$0	$0
HELAINE SHRAGA	22305306	$417	$0	$0	$0	$0	$0	$0	$0	$0	$0
HELENE K MARTE	202507230470389, 202507010463092	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
HELP GROUP	22271303, 22285598	$73,664	$0	$0	$0	$0	$0	$0	$0	$0	$0
HENRY WALLACE ALEXANDER JR	202507230470475	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
HILLSIDES EDUCATION CENTER	22271304, 22285599	$9,187	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOLDING HANDS, BURBANK	22276348, 22303888	$38,291	$0	$0	$0	$0	$0	$0	$0	$0	$0
IAN LEPATAN	202507230470383, 202507010463086	$0	$0	$0	$0	$0	$0	$0	$0	$1,323	$0
ICAN-B	22271305, 22305307	$12,338	$0	$0	$0	$0	$0	$0	$0	$0	$0
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	22303889	$18	$0	$0	$0	$0	$0	$0	$0	$0	$0
IN TOUCH BEHAVIORAL SERVICES, LLC	22276349	$9,388	$0	$0	$0	$0	$0	$0	$0	$0	$0
ISMAEL LOPEZ	202507020463611, 202507230470457	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
IXL LEARNING	22278836	$13,851	$0	$0	$0	$0	$0	$0	$0	$0	$0
JACKIE DAVIS	202507230470465	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
JAMES C. DEKAY	202507230470479	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
JAMF SOFTWARE LLC	22309002	$23,067	$0	$0	$0	$0	$0	$0	$0	$0	$0
JAMIE ANDREWS	202507230470361, 22268666	$0	$0	$0	$0	$0	$0	$0	$0	$1,341	$0
JANE ANNE SINGER	22303890, 22268667	$0	$0	$0	$0	$0	$0	$0	$0	$1,573	$0
JANET LAM-ZIEGLER	202507230470470	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
JANET MCKENNA	202507230470434, 202507010463137	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
JANICE L BUROW	202507230470477	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
JASMAN SEPRAKI	202507230470372, 202507010463075	$0	$0	$0	$0	$0	$0	$0	$0	$1,341	$0
JAYNES, DAVID	202507230470358, 202507010463061	$0	$0	$0	$0	$0	$0	$0	$0	$2,792	$0
JEFFREY HERB THOMPSON	202507230470422, 202507010463125	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
JENNIFER OLDROYD	22295026	$32	$0	$0	$0	$0	$0	$0	$0	$0	$0
JENNIFER P HIRANO	22303891	$1,430	$0	$0	$0	$0	$0	$0	$0	$0	$0
JERMAN AVANISIAN	202507230470362, 202507010463065	$0	$0	$0	$0	$0	$0	$0	$0	$1,341	$0
JIMMY CHIN	202507020463605	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
JOANNE VALLONE	202507230470346, 202507010463047	$0	$0	$0	$0	$0	$0	$0	$0	$569	$0
JOHN KLEIN	202507230470417, 202507140467836	$1,593	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
JOHNSTONE SUPPLY	22295027, 22303892	$3,430	$0	$0	$0	$0	$0	$0	$0	$0	$0
JOSE JULIAN RODRIGUEZ	202507230470462, 202507010463157	$0	$0	$0	$0	$0	$0	$0	$0	$262	$0
JOSE ONTIVEROS	202507230470447, 202507010463149	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
JOSEPH BOYD	202507230470396, 202507010463099	$0	$0	$0	$0	$0	$0	$0	$0	$2,792	$0
JOY YOUNG	22271306	$10,285	$0	$0	$0	$0	$0	$0	$0	$0	$0
JPMORGAN CHASE BANK	22285600, 22289840	$39,928	$0	$0	$0	$0	$0	$0	$0	$0	$0
JULIE ANN GRENE	202507230470449, 202507010463151	$0	$0	$0	$0	$0	$0	$0	$0	$776	$0
JULIE ANN LAMBERT	202507230470439, 202507010463141	$0	$0	$0	$0	$0	$0	$0	$0	$1,420	$0
JULIE ARBOGAST	202507230470458, 202507010463153	$0	$0	$0	$0	$0	$0	$0	$0	$1,140	$0
JULIE DAVIS	202507230470443, 202507010463145	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
KAMI	22266251	$128,385	$0	$0	$0	$0	$0	$0	$0	$0	$0
KAREN DARRYN	202507230470351, 202507010463052	$0	$0	$0	$0	$0	$0	$0	$0	$2,173	$0
KATHRYN SESSINGHAUS	202507230470394, 202507010463097	$0	$0	$0	$0	$0	$0	$0	$0	$2,792	$0
KATHY DINAPOLI	202507230470448, 202507010463150	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
KATHY J YAEGER	202507230470382, 202507010463085	$0	$0	$0	$0	$0	$0	$0	$0	$853	$0
KEN BROWN	202507230470414, 202507010463117	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
KEVIN LEUNG	22289841	$800	$0	$0	$0	$0	$0	$0	$0	$0	$0
KEVORK MADOOGLU	202507230470403, 202507010463106	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
KHAN ACADEMY, INC.	22285601	$160	$0	$0	$0	$0	$0	$0	$0	$0	$0
KIMBERLY A JOHNSON	202507230470402, 202507010463105	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
KIMBERLY WILLIAMS	202507230470349, 202507010463050	$0	$0	$0	$0	$0	$0	$0	$0	$1,341	$0
KING'S CUSTOM SHEET METAL	22303893	$154	$0	$0	$0	$0	$0	$0	$0	$0	$0
K-LOG	22300269	$2,764	$0	$0	$0	$0	$0	$0	$0	$0	$0
KRISKE, DAVID AND JESSICA	22285602	$4,393	$0	$0	$0	$0	$0	$0	$0	$0	$0
LA CITY CAB LLC	22278837, 22303894	$62,327	$0	$0	$0	$0	$0	$0	$0	$0	$0

LANFEAR, LANCE AND MARTHA	22305308	$16,370	$0	$0	$0	$0	$0	$0	$0	$0	$0
LAURA BAUMAN	202507230470423, 202507010463126	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
LAUREN LOZANO	22276350	$168	$0	$0	$0	$0	$0	$0	$0	$0	$0
LAURIE A HARMON	202507230470432, 202507010463135	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
LAW OFFICE OF GEORGIANNA JUNCO-KELMAN	22305309	$14,250	$0	$0	$0	$0	$0	$0	$0	$0	$0
LAWRENCE SIEGEL	22305310	$7,500	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEDESMA & MEYER CONSTRUCTION COMPANY, IN	22309003	$11,280	$0	$0	$0	$0	$0	$0	$0	$0	$0
LENORA AGUILERA	22271307	$48	$0	$0	$0	$0	$0	$0	$0	$0	$0
LESLIE HAWA	202507230470359, 202507010463062	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
LESZEK BACZKOWSKI	202507230470378, 202507010463081	$0	$0	$0	$0	$0	$0	$0	$0	$853	$0
LEVEL 3 COMMUNICATIONS LLC	22278838	$987	$0	$0	$0	$0	$0	$0	$0	$0	$0
LIANN ASMUSSEN	202507230470444, 202507010463146	$0	$0	$0	$0	$0	$0	$0	$0	$2,173	$0
LINDA LINDLEY	202507230470397, 202507010463100	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
LINDA MARIE SWEENEY	202507020463606, 202507230470452	$0	$0	$0	$0	$0	$0	$0	$0	$569	$0
LIZ COSTELLA	22276351	$1,216	$0	$0	$0	$0	$0	$0	$0	$0	$0
LOREEN M THOMAS	202507230470418, 202507010463120	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
LORI SCHLEINKOFER	22271308	$6	$0	$0	$0	$0	$0	$0	$0	$0	$0
LOUIS DY	202507230470343, 202507010463044	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
LOZANO SMITH	22310396	$39,523	$0	$0	$0	$0	$147	$0	$0	$0	$0
LYDIA MARINA RIOS	22271309, 22303895	$0	$0	$0	$0	$0	$0	$0	$0	$569	$0
LYNDA CAMARILLO	202507230470368, 202507010463071	$0	$0	$0	$0	$0	$0	$0	$0	$1,477	$0
LYNDE - ORDWAY COMPANY INCORPORATED	22309004	$240	$0	$0	$0	$0	$0	$0	$0	$0	$0
MALIHE SHOKOUHI	22285603	$0	$0	$0	$0	$0	$170	$0	$0	$0	$0
MARGARET HESS-WITUCKI	202507230470468	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
MARGARET MORGAN	202507230470445, 202507010463147	$0	$0	$0	$0	$0	$0	$0	$0	$2,173	$0
MARIA ELENA ROMERO	202507230470366, 202507010463069	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
MARIA L PEREZ	202507230470409, 202507010463112	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
MARIA MARQUEZ CARMAN	202507230470415, 202507010463118	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
MARK CLARKE	202507230470342, 202507010463043	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
MARK PALMER	202507230470375, 202507010463078	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
MARLA J JURMAN	202507230470469	$0	$0	$0	$0	$0	$0	$0	$0	$710	$0
MARLA STEPHANIE LIDDELL-JOHNSON	202507230470471	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
MARTHA FERGUSON	202507230470379, 202507010463082	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
MARTHA WALTER	202507230470478	$0	$0	$0	$0	$0	$0	$0	$0	$1,396	$0
MARY HYMAN	202507230470357, 202507010463060	$0	$0	$0	$0	$0	$0	$0	$0	$853	$0
MARY KELLY	202507230470376, 202507010463079	$0	$0	$0	$0	$0	$0	$0	$0	$1,420	$0
MASSADI ENTERPRISES	22300270	$0	$0	$0	$0	$0	$0	$0	$15,200	$0	$0
MERCEDITA R CORNEJO	202507230470384, 202507010463087	$0	$0	$0	$0	$0	$0	$0	$0	$1,341	$0
MICHAEL A DECARO	202507230470398, 202507010463101	$0	$0	$0	$0	$0	$0	$0	$0	$776	$0
MICHELLE HACKING	22309005, 202507230470467	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
MIDAMERICA ADMINISTRATIVE & RETIREMENT SC	202507160468690, 202507020463603	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,464
MIGUEL MORALES	22295028	$30	$0	$0	$0	$0	$0	$0	$0	$0	$0
MILMAN LAW, APC	22303896	$5,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
MUTUAL OF OMAHA	22295029, 22271310	$16,136	$0	$0	$0	$0	$0	$0	$0	$0	$0
NANCY J MARTIN	202507230470401, 202507010463104	$0	$0	$0	$0	$0	$0	$0	$0	$1,420	$0
NANCY SNOWDEN	202507010463042	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
NAPA AUTO PARTS	22303897	$283	$0	$0	$0	$0	$0	$0	$0	$0	$0
NATIONAL STUDENT CLEARINGHOUSE	22297147	$1,785	$0	$0	$0	$0	$0	$0	$0	$0	$0
NCS PEARSON INC	22300271	$1,410	$0	$0	$0	$0	$0	$0	$0	$0	$0
NEW YORK LIFE INSURANCE CO	22276352	$0	$0	$0	$0	$0	$0	$0	$0	$0	$81
NJP SPORTS INC	22289842	$8,614	$0	$0	$0	$0	$0	$0	$0	$0	$0
NURTURING NESTS THERAPY CENTER INC	22303898, 22271311	$191,647	$0	$0	$0	$0	$0	$0	$0	$0	$0
OCCUPATIONAL HEALTH CENTERS OF CA	22300272	$70	$0	$0	$0	$0	$0	$0	$0	$0	$0
OCCUPATIONAL HEALTH CENTERS OF CALIFORNI	22285604	$70	$0	$0	$0	$0	$0	$0	$0	$0	$0
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	22278839, 22276353, 22295030, 22285605, 22310397, 22271312, 22309006, 22300273, 22305311	$13,940	$930	$0	$0	$0	$0	$0	$0	$0	$0
ORANGE COUNTY DEPT OF EDUCATION	22271313	$1,499	$0	$0	$0	$0	$0	$0	$0	$0	$0
OXFORD UNIVERSITY PRESS	22278840	$1,048	$0	$0	$0	$0	$0	$0	$0	$0	$0
PALI INSTITUTE	22268668	$1,500	$0	$0	$0	$0	$0	$0	$0	$0	$0
PAMELA A. ELLIS	202507230470429, 202507010463132	$0	$0	$0	$0	$0	$0	$0	$0	$659	$0
PAMELA COHEN	202507230470400, 202507010463103	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
PARADIGM HEALTHCARE SERVICES, LLC	22271314	$1,321	$0	$0	$0	$0	$0	$0	$0	$0	$0
PATRICIA GAMBOA	22303899	$72	$0	$0	$0	$0	$0	$0	$0	$0	$0
PATRICIA IVANKOVIC	202507230470440, 202507010463142	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
PATRICIA VALDIVIA GOLASKI	202507230470386, 202507010463089	$0	$0	$0	$0	$0	$0	$0	$0	$1,420	$0
PATRICK CARMAN	202507230470340, 202507010463040	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
PERRY REX BULLINGTON	202507230470427, 202507010463130	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
PETER KNAPIK	22309007	$104	$0	$0	$0	$0	$0	$0	$0	$0	$0
PHILLIP HARRIS	202507230470412, 202507010463115	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
PLUMBING WHOLESALE OUTLET INC	22295031, 22303900	$174	$0	$0	$0	$0	$0	$0	$0	$0	$0
POSITIVE DEVELOPMENT	22271315	$5,119	$0	$0	$0	$0	$0	$0	$0	$0	$0
PRIDE LEARNING CO.	22271316, 22276354	$1,080	$0	$0	$0	$0	$0	$0	$0	$0	$0
PROFESSIONAL TUTORS OF AMERICA, INC	22271317, 22295032	$3,490	$0	$0	$0	$0	$0	$0	$0	$0	$0
PULLEN, MICHAEL AND TAM, YU	22276355	$14,550	$0	$0	$0	$0	$0	$0	$0	$0	$0
QUADIENT LEASING USA INC	22303901	$1,873	$0	$0	$0	$0	$0	$0	$0	$0	$0
QUEST THERAPY GROUP, LLC	22310398, 22295033	$43,265	$0	$0	$0	$0	$0	$0	$0	$0	$0
QXO	22295034, 22285606	$4,159	$0	$0	$0	$0	$0	$0	$0	$0	$0
RAFAELA LIZARRAGA	202507230470407, 202507010463110	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
RALPH DEJEAN FALLS	202507020463608, 202507230470454	$0	$0	$0	$0	$0	$0	$0	$0	$1,341	$0
RANDY M OGAWA	202507020463607, 202507230470453	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
RANDY OGAWA	22295035, 22310399	$21,960	$0	$0	$0	$0	$0	$0	$0	$0	$0
REBECCA RODRIGUEZ	202507230470413, 202507010463116	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
REFRIGERATION SUPPLIES DIST	22303902, 22285607, 22295036	$6,007	$0	$0	$0	$0	$0	$0	$0	$0	$0
RENEE NORMAN MILLER	202507230470438, 202507010463140	$0	$0	$0	$0	$0	$0	$0	$0	$2,792	$0
RICHARD D LIGHTFOOT	202507230470393, 202507010463096	$0	$0	$0	$0	$0	$0	$0	$0	$1,573	$0
RICHARD JAMES SARQUIZ	202507230470436, 202507010463139	$0	$0	$0	$0	$0	$0	$0	$0	$1,341	$0
RICK VONK	202507020463610, 202507230470456	$0	$0	$0	$0	$0	$0	$0	$0	$3,843	$0
RITA MORGAN	22278841	$13,090	$0	$0	$0	$0	$0	$0	$0	$0	$0
RIVERS LAW INC, APC	22303903	$12,500	$0	$0	$0	$0	$0	$0	$0	$0	$0
RNS COMMUNICATIONS INC	22303904	$0	$8,550	$0	$0	$0	$0	$0	$0	$0	$0
ROBERT D. ALCANTAR	202507230470426, 202507010463129	$0	$0	$0	$0	$0	$0	$0	$0	$853	$0
ROOBINA KARIMIAN	22303905, 22276356	$0	$0	$0	$0	$0	$0	$0	$0	$1,417	$0
ROSE GARCIA	202507230470344, 202507010463045	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
R & R ROOFING & WATERPROOFING, INC.	22266252, 202507170469012	$0	$0	$0	$0	$0	$1,305,823	$0	$0	$0	$0
RUSSELL SIGLER INC	22285608	$421	$0	$0	$0	$0	$0	$0	$0	$0	$0
RUSSELL SIGLER INC.	22303906	$387	$0	$0	$0	$0	$0	$0	$0	$0	$0
RUTHIE DIFONZO	202507230470421, 202507010463124	$0	$0	$0	$0	$0	$0	$0	$0	$2,173	$0
SAGE PUBLICATIONS, INC.	22297148	$1,025	$0	$0	$0	$0	$0	$0	$0	$0	$0
SAIDA VALDEZ	22276357	$99	$0	$0	$0	$0	$0	$0	$0	$0	$0
SALLY A COTREL	202507230470399, 202507010463102	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
SANDRA DE BARROS	202507230470387, 202507010463090	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
SANDRA ENGEL	202507230470363, 202507010463066	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0

SANDRA KING	22285609	$18,324	$0	$0	$0	$0	$0	$0	$0	$0	$0
SARAH KNAUFF SPEECH THERAPY	22271318	$6,549	$0	$0	$0	$0	$0	$0	$0	$0	$0
SCHOLASTIC	22309008	$2,073	$0	$0	$0	$0	$0	$0	$0	$0	$0
SCHOOLS FIRST FCU	22271319	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,840
SCHOOL SPECIALTY LLC	22297149	$430	$0	$0	$0	$0	$0	$0	$0	$0	$0
SHARI LYNNE AUPROUX	202507230470391, 202507010463094	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
SHARON D CUSEO	202507230470430, 202507010463133	$0	$0	$0	$0	$0	$0	$0	$0	$1,477	$0
SHARON INMAN	202507010463053	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
SHARP ELECTRONICS CORRPORATION	22307665	$16,945	$0	$0	$0	$0	$0	$0	$0	$0	$0
SHAWN LEE MULLOY	202507230470405, 202507010463108	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
SHELLEY J. DAVIES	202507230470435, 202507010463138	$0	$0	$0	$0	$0	$0	$0	$0	$853	$0
SHERYL HAMBRO	202507230470395, 202507010463098	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
SIGN UP INTERPRETING SERVICES, LLC	22271320	$2,080	$0	$0	$0	$0	$0	$0	$0	$0	$0
SIMA NAZEM	202507230470404, 202507010463107	$0	$0	$0	$0	$0	$0	$0	$0	$569	$0
SMARDAN SUPPLY BURBANK	22309009, 22310400	$5,836	$0	$0	$0	$0	$0	$0	$0	$0	$0
SMARDAN SUPPLY - FV	22285610	$5,145	$0	$0	$0	$0	$0	$0	$0	$0	$0
SOFTCHOICE CORP	22295037	$8,608	$0	$0	$0	$0	$0	$0	$0	$0	$0
SOLIANT	22285611, 22271321	$12,638	$0	$0	$0	$0	$0	$0	$0	$0	$0
SONIA BANKS	202507230470367, 202507010463070	$0	$0	$0	$0	$0	$0	$0	$0	$2,173	$0
SOUTHEAST LOCK SUPPLY LLC	22295038	$7,360	$0	$0	$0	$0	$0	$0	$0	$0	$0
SOUTHERN CALIFORNIA GAS COMPANY	22310401	$2	$0	$0	$0	$0	$0	$0	$0	$0	$0
SOUTHLAND ROOFING INC.	22303907	$0	$0	$0	$0	$0	$89,709	$0	$0	$0	$0
SPICERS PAPER CO	22295039, 22305312	$27,897	$0	$0	$0	$0	$0	$0	$0	$0	$0
STAR OF CA, LLC	22271322, 22285612	$17,491	$0	$0	$0	$0	$0	$0	$0	$0	$0
STELLA M VERANO	202507230470408, 202507010463111	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
SUNBELT CONTROLS INC	22300274, 22278842	$4,103	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUNBELT RENTALS, INC.	22266253	$1,319	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUSAN CONWAY	202507230470464	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
SUSAN J LEVY AUSTIN	202507230470460, 202507010463155	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
SUSAN LISTRO	202507230470347, 202507010463048	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
SUSANNE LANE-LARMOUTH	202507230470476, 202507010463158	$0	$0	$0	$0	$0	$0	$0	$0	$659	$0
SUZANNE ELIZABETH MCHORNEY	202507230470472	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
TARGET SPECIALTY PRODUCTS	22278843	$1,676	$0	$0	$0	$0	$0	$0	$0	$0	$0
TDS	202507020463602, 202507080465617, 202507290472472	$0	$0	$0	$0	$0	$0	$0	$0	$0	$28,198
TEXAS LIFE INSURANCE CO	22289844	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,180
THE ALMANSOR CENTER	22285614, 22305313, 22303908	$53,051	$0	$0	$0	$0	$0	$0	$0	$0	$0
THE CALIFORNIA EDUCATION PARTNERS	22276359, 22300275	$180,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
THE HILLSIDE SCHOOL & LEARNING CENTER	22276360, 22271323	$17,930	$0	$0	$0	$0	$0	$0	$0	$0	$0
THE IMAGINATION MACHINE INC	22278844	$2,375	$0	$0	$0	$0	$0	$0	$0	$0	$0
THERESA DAOU	202507230470433, 202507010463136	$0	$0	$0	$0	$0	$0	$0	$0	$1,420	$0
THERESA NICOLAOU	202507230470360, 202507010463064	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
THERESA SETTLEMOIR	202507230470370, 202507010463073	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
THE STANDARD INSURANCE COMPANY	22295040, 22271324	$0	$0	$0	$0	$0	$0	$0	$0	$0	$10,544
THE TORO COMPANY	22303909	$148	$0	$0	$0	$0	$0	$0	$0	$0	$0
TIFFANY DESIMONE	202507230470410, 202507010463113	$0	$0	$0	$0	$0	$0	$0	$0	$1,537	$0
TIME AND ALARM SYSTEMS	22309010	$0	$4,621	$0	$0	$0	$0	$0	$0	$0	$0
TIMMY CHIN	202507230470450	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
TIMOTHY TRACE	202507230470406, 202507010463109	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
TINA NUNEZ TELLEZ	202507230470446, 202507010463148	$0	$0	$0	$0	$0	$0	$0	$0	$370	$0
T-MOBILE	22276358, 22285613, 22289843	$1,038	$0	$0	$0	$0	$0	$0	$0	$0	$0
TOOLEY, LAURA	202507230470369, 202507010463072	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
TOTAL APPTITUDE	22268669	$996	$0	$0	$0	$0	$0	$0	$0	$0	$0
TRACI ANN FELLMAN	202507230470466	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
TROY & ASSOCIATES EDUCATIONAL CONSULTAN	22271325	$2,100	$0	$0	$0	$0	$0	$0	$0	$0	$0
ULINE - Attn: ACCOUNTS RECEIVABLES	22278845, 22305314	$2,749	$0	$0	$0	$0	$0	$0	$0	$0	$0
UME FEDERAL CREDIT UNION	22289846, 22271326	$28	$0	$0	$0	$0	$0	$0	$0	$0	$24,704
UNITED SITE SERVICES	22266254	$257	$0	$0	$0	$0	$0	$0	$0	$0	$0
UNITED WAY	22271327	$0	$0	$0	$0	$0	$0	$0	$0	$0	$22
US AIR CONDITIONING DISTRIBUTORS	22295041, 22303910	$6,111	$0	$0	$0	$0	$0	$0	$0	$0	$0
US BANK NATIONAL ASSOCIATION	22295042, 22285615, 22278846, 22278848, 22278847, 22278849	$1,948	$0	$925	$0	$0	$0	$0	$0	$0	$0
U.S. POSTAL SERVICE	22289845	$0	$60,000	$0	$0	$0	$0	$0	$0	$0	$0
VALERIE CAFARELLA	22271328, 22303911	$0	$0	$0	$0	$0	$0	$0	$0	$581	$0
VANOOHI SARKISSIAN	202507230470392, 202507010463095	$0	$0	$0	$0	$0	$0	$0	$0	$1,341	$0
VARTUHI BANIAN	202507010463063	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
VICKI G THALHEIMER	202507230470459, 202507010463154	$0	$0	$0	$0	$0	$0	$0	$0	$2,211	$0
VICTORIA DIAZ	202507230470463	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
VILLA ESPERANZA SERVICES	22271329, 22285616	$11,100	$0	$0	$0	$0	$0	$0	$0	$0	$0
WARD'S NATURAL SCIENCE	22276361	$165	$0	$0	$0	$0	$0	$0	$0	$0	$0
WAXIE SANITARY SUPPLY	22285617, 22295043, 22305315	$7,045	$0	$0	$0	$0	$0	$0	$0	$0	$0
WEST SAN GABRIEL LIABILITY & PROPERTY	22305316, 22302574	$4,531,621	$0	$0	$0	$0	$0	$0	$0	$0	$0
WHITNEY, MARILYN	22271330	$23	$0	$0	$0	$0	$0	$0	$0	$0	$0
WOODSMALL LAW GROUP	22303912	$28,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
WRIGHT'S SUPPLY INC	22295044, 22303913	$1,371	$0	$0	$0	$0	$0	$0	$0	$0	$0
YARIJANIAN & ASSOCIATES, PC	22303914	$7,200	$0	$0	$0	$0	$0	$0	$0	$0	$0
ZEN EDUCATE INC	22271331, 22305317	$9,558	$0	$0	$0	$0	$0	$0	$0	$0	$0

TO: Board of Education / Superintendent Consent 8/21/2025

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

SUBJECT: Certificated Personnel - Report Number 25-26-04. 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.

Change of Assignment	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Legaspi, Arlene	Teacher Sp Ed	01.0-65000.0-57602-11100-1110-4310000	100	T-006-23		08/08/2025
Election: Management	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Shah, Tracy	Principal-Elementary	01.0-00000.0-00000-27000-1980-2010000	100	N-009-01		07/01/2025
Election: Teacher	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Shattuck, Melinda	Teacher	01.0-00000.0-11100-10000-1110-3220000	100	T-006-04+MA		08/08/2025
McKelvey, Keely	Teacher Sp Ed	01.0-65000.0-57601-11100-1110-2020000	100	T-006-16+MA+SpEd		08/08/2025
Election: Temp	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Bowne, Shelby	Teacher-Temp	01.0-00000.0-11100-10000-1110-2130000	100	2-003-04+MA		08/08/2025-05/29/2026
Eamnarangkool, Alyssa	Teacher-Temp	01.0-00000.0-11100-10000-1110-2050000	100	T-004-11+MA		08/08/2025-05/29/2026
Resignation	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Ghadarian Masihi, Erina	Sub/SpEd Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210/day		07/23/2025
Honig, Seth	Sub/SpEd Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210/day		08/05/2025
Markson, Harris	Sub/SpEd Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210/day		07/14/2025
Perez, Edgar	Sub/SpEd Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210/day		08/01/2025
Sandoval, Elizabeth	Sub/SpEd Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	$200/$210/day		07/03/2025
Underwood, Andrew	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	T-004-05		07/22/2025
Stipend	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Bowers, Lucia	Cell Phone	01.0-00000.0-00000-72000-1160-7550000	100	N-009-05		07/01/2025
Markussen, Julie	Cell Phone	01.0-00000.0-00000-27000-1980-2050000	100	N-009-01		07/01/2025

TO: Board of Education / Superintendent Consent 8/21/2025

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

SUBJECT: Certificated Personnel - Report Number 25-26-04. 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.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Baker, Ryan	Child Development	Teacher CC	Hourly	$34.37	38	07/22/2025-08/12/2025
Baldwin, Jacob	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Berich, Erin	Instructional Services	Combo Class	Stipend	$2,000.00		01/01/2024-05/31/2024
Bitner, Elizabeth	Instructional Services	Combo Class	Stipend	$2,000.00		01/01/2024-05/31/2024
Bonino, Gabriella	Health Services	Home Teacher	Hourly	$42.39	100	08/13/2025-05/29/2026
Bowren, Stacey	ILA	Other Hourly	Hourly	$39.67	20	07/01/2025-08/29/2025
Brinton, Joel	Burroughs	Coach, Head Volleyball	Stipend	$6,599.00		02/01/2026-04/30/2026
Canas, Danielle	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Cooney, Margaret	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Corbo, Regina	Instructional Services	Combo Class	Stipend	$1,200.00		08/01/2024-12/31/2024
Corral, Christopher	Instructional Services	Combo Class	Stipend	$1,600.00		08/01/2024-12/31/2024
Corral, Christopher	Instructional Services	Combo Class	Stipend	$2,000.00		01/01/2024-05/31/2024
Coyle, James	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Da Graca, Jennifer	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Dixon, Joann	Health Services	Home Teacher	Hourly	$42.39	50	08/13/2025-05/29/2026
Ewan, Wendy	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Forge, Joshua	Instructional Services	Combo Class	Stipend	$1,600.00		08/01/2024-12/31/2024
Good, Heather	ILA	Other Hourly	Hourly	$39.67	20	07/01/2025-08/29/2025
Guba, Aniko	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Hakobian, Tina	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Hakobyan, Armenuhi	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Manoukian, Mariam	Health Services	School Nurse	Hourly	$63.48	18	07/28/2025-07/31/2025
Mardichian, Margritte	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
McDermott, Sara	Health Services	Home Teacher	Hourly	$42.39	50	08/13/2025-05/29/2026
McGarry, Paul	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Nahapetyan, Karine	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Olfati, Golak	Instructional Services	Combo Class	Stipend	$1,200.00		08/01/2024-12/31/2024
Ovakimyan, Avetis	Muir	Intervention	Hourly	$53.46	9	07/07/2025-07/30/2025
Pepes, Chris	Health Services	Home Teacher	Hourly	$42.39	100	08/13/2025-05/29/2026
Pisano, Jennifer	Special Education	Teacher – Addtl Hrs	Hourly	$85.50	6	07/01/2025-07/31/2025
Proano, Leonardo	Health Services	Home Teacher	Hourly	$42.39	50	08/13/2025-05/29/2026
Prosser, Amy	Health Services	Home Teacher	Hourly	$42.39	100	08/13/2025-05/29/2026
Raisbeck, Erica	Instructional Services	Combo Class	Stipend	$2,000.00		01/01/2024-05/31/2024
Raisbeck, Erica	Instructional Services	Combo Class	Stipend	$800.00		08/01/2024-12/31/2024
Stewart, Jenna	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025
Tapanyan, Anie	Instructional Services	Combo Class	Stipend	$1,000.00		08/01/2024-12/31/2024
Tapanyan, Anie	Instructional Services	Combo Class	Stipend	$2,000.00		01/01/2024-05/31/2024
Vasquez, Jose	Instructional Services	ROP Teacher	Hourly	$60.43	187	08/13/2025-05/31/2026
Vasquez, Jonathan	Adult Education	Other Hourly	Hourly	$31.03	4	07/01/2025-07/31/2025
Yehia, Silvia	Adult Education	Other Hourly	Hourly	$31.03	1	07/01/2025-07/31/2025

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
DE LEON, Juan	Lead Custodian	01.0-00100.0-00000-82100-2210-2060000	1.0	43-VI	A	09-05-25		Jefferson Elementary Began Service 08-25-97
Resignation								
IRAHETA, Valerie	Paraeducator – English	01.0-01501.0-47600-10000-2110-3220000	.75	37-III	D	07-13-25		John Muir Middle School
RICCIARDELLA, Geralyn	Food Service Assistant	13.0-53100.0-00000-37000-2210-7490000	.4688	37-I	D	07-23-25		Food Services
Additional Compensation for Working Out of Class								
TEJEDA, Liliana	Office Assistant- Adult Education	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	.05 .10 .35 .15 .35	37-II	E	09-06-22	10-31-22	Burbank Adult School
TEJEDA, Liliana	Office Assistant- Adult Education	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	.05 .10 .35 .15 .35	37-III	E	11-01-22	12-23-22	Burbank Adult School
TEJEDA, Liliana	Office Assistant Adult Education	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	.05 .10 .35 .15 .35	37-III	E	02-01-23	04-14-23	Burbank Adult School
TEJEDA, Liliana	Office Assistant Adult Education	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	.05 .10 .35 .15 .35	37-III	E	04-17-23	04-30-23	Burbank Adult School
TEJEDA, Liliana	Office Assistant Adult Education	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	.05 .10 .35 .15 .35	37-IV	E	05-01-23	05-18-23	Burbank Adult School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Working Out of Class, continued								
TEJEDA, Liliana	Office Assistant Adult Education	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	.05 .10 .35 .15 .35	37-IV	E	02-01-24	04-19-24	Burbank Adult School
TEJEDA, Liliana	Office Assistant Adult Education	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	.05 .10 .35 .15 .35	37-IV	E	04-22-24	04-30-24	Burbank Adult School
TEJEDA, Liliana	Office Assistant Adult Education	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	.05 .10 .35 .15 .35	37-V	E	05-01-24	06-17-24	Burbank Adult School
TEJEDA, Liliana	Office Assistant Adult Education	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	.05 .10 .35 .15 .35	37-V	E	09-03-24	12-20-24	Burbank Adult School
Additional Compensation for DEI								
VILLALBA, Kimberly	Library Coordinator	01.0-00000.0-00000-27000-2450-3220000	1.0	41-VI	C	08-01-24	05-31-25	Luther Middle School DEI - $1,117.00
Change of Assignment – Classification/Location/FTE/Change in Salary Range								
AGAZARYAN, Taline	Paraeducator – Severely Impaired	01.0-33100.0-57300-11100-2110-5080000	.6875	45-VI	D	07-01-25		Special Education
ALDAOUD, Sahar	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-2140000	.79125	45-VI	D	07-01-25		Special Education
ARPON, Maria	Paraeducator – Severely Impaired	01.0-33100.0-57602-11200-2110-2020000	.6875	45-VI	D	07-01-25		Special Education
ATIENZA, Karol	Paraeducator – Severely Impaired	01.0-65000.0-57601-11108-2110-5080000	.8125	45-IV	D	07-01-25		Special Education

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE/Change in Salary Range, continued								
AYALA RIGOBERTO, Jose	Custodial Foreman	01.0-00100.0-00000-82100-2210-7520000	1.0	51-VI	A	07-01-25		Facilities Services
CANTWELL, Andrew	Chief Administrative Officer	21.0-00000.0-00000-72000-2310-7520000	1.0	B-IV	A	07-01-25		Fiscal Services
COSIO, Teresa	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000	.75	45-VI	D	07-01-25		Special Education
EMIRZIAN, Viktoriya	Paraeducator – Severely Impaired	01.0-33100.0-57300-11100-2110-5080000	.375	45-VI	D	07-01-25		Special Education
ERMINO, Gilda	Paraeducator – Severely Impaired	01.0-33150.0-57300-11100-2110-5080000	.6875	45-IV	D	07-01-25		Special Education
FRAGOSO, Leticia	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-4320000	1.0	45-VI	D	07-01-25		Special Education
JIMENEZ, Christina	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-4320000	.8125	45-I	D	07-01-25		Special Education
KNOOP, Nicole	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-4320000	.8125	45-VI	D	07-01-25		Special Education
LANGE, Erin	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000	.75	45-VI	D	07-01-25		Special Education
LEWIS, Victoria	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-2130000	.75	45-VI	D	07-01-25		Special Education
LUIZZI, Lydia	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000	.75	45-VI	D	07-01-25		Special Education
MADRIGAL, Mariah	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-4320000	.8125	45-IV	D	07-01-25		Special Education
MANSOURIAN, Verjineh	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000	.8125	45-VI	D	07-01-25		Special Education
MIRABAL, Tiffany	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-2140000	.75	45-VI	D	07-01-25		Special Education

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE/Change in Salary Range, continued								
MUROS, Rosa	Paraeducator – Severely Impaired	01.0-33100.0-57602-11200-2110-4320000	.6875	45-I	D	07-01-25		Special Education
NAGHIYEV, Jasmine	Paraeducator – Severely Impaired	01.0-65000.0-57602-11104-2110-2160000	.75	45-II	D	07-01-25		Special Education
OLIVER, Allison	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-2060000	.75	45-III	D	07-01-25		Special Education
PALLERA, Loquias	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000	.8125	45-III	D	07-01-25		Special Education
POWELL, Cheryl	Administrative Secretary II	01.0-65200.0-50010-27000-2410-7440000	1.0	56-VI	A	07-01-25		Special Education
SALAS, Mercedes	Paraeducator – Severely Impaired	01.0-33100.0-57601-11100-2110-2130000	.8125	45-VI	D	07-01-25		Special Education
SANCHEZ, Bonnie	Paraeducator – Severely Impaired	01.0-33100.0-57300-11100-2110-5080000	.6875	45-VI	D	07-01-25		Special Education
SANCHEZ, Hugo	Grounds Leadperson	01.0-81500.0-00000-82200-2312-7520000	1.0	62-V	A	12-01-24		Facilities Services
TAIT, Holly	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000	.75	45-VI	D	07-01-25		Special Education
VALENZUELA, Eliana	Paraeducator – Severely Impaired	01.0-33100.0-57300-11100-2110-5080000	.75	45-VI	D	07-01-25		Special Education
VAZIRANI, Archana	IT Systems Analyst	01.0-00000.0-00000-77000-2410-7730000	1.0	67-V	A	07-01-25		Technology Services
VAZQUEZ, Rita	Paraeducator – Severely Impaired	01.0-33150.0-57300-11100-2110-5080000	.8125	45-VI	D	07-01-25		Special Education
YEE, Theresa	User Support Specialist	01.0-00000.0-00000-77000-2410-7730000	1.0	59-VI	A	07-01-25		Technology Services
Election – Monthly								
CAJINA, Joshua	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-III	D	08-11-25		Special Education

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly, continued								
FERRELL-RIDDELL, Andrea	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2110-3220000	.8125	39-I	D	08-11-25		Special Education
HERNANDEZ, Yasmen	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	08-11-25		Special Education
LATIMER, Shonice	Library Coordinator	01.0-00000.0-00000-24200-2210-4320000	1.0	41-I	C	08-06-25		Burroughs High School
NUNEZ HUEZO, Eric	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	08-11-25		Special Education
Election – Hourly								
ACKELSON-WRIGHT, Tekla	Adult English Language Learner/Office Specialist I	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	35-IV	E	07-01-25	07-31-25	Burbank Adult School
AGARONIAN, Ruzanna	Attendance Technician	01.0-00000.0-00000-27000-2430-4320000	1.0	35-II	C	07-01-25	08-04-25	Burroughs High School
AZNAVURYAN, Suzanne	Counseling Assistant	01.0-00000.0-00000-31100-2230-3200000	.25	37-II	C	08-01-25	08-31-25	Luther Middle School
BROWN, Christopher	Adult English Language Learner/Office Specialist I	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	35-I	E	07-01-25	07-31-25	Burbank Adult School
DE LA CRUZ, Ruby	Attendance Technician	01.0-00000.0-11100-10000-2230-3210000	.50	35-IV	D	07-01-25	08-31-25	Huerta Middle School
DIAZ, Cynthia	Visual & Performing Arts Instructor	01.0-67700.0-17018-10000-2170-4320000		50.00	F	08-01-25	06-30-26	Burroughs High School
FLORES, Fernando	Custodian	11.0-63910.0-41101-82100-2230-5330000 11.0-63910.0-41102-82100-2230-5330000 11.0-63910.0-41104-82100-2230-5330000 11.0-63910.0-41106-82100-2230-5330000 11.0-00639.0-41100-82100-2230-5330000	.20 .25 .20 .20 .15	38-VI	A	07-01-25	07-31-25	Burbank Adult School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
FRAIRE, Eddie	Food Service Utility Driver 10	13.0-53100.0-00000-37000-2230-7490000	.6250	42-II	C	07-21-25	08-01-25	Luther Middle School
GALVAN, Jenny	Secretary II	01.0-00000.0-00000-27000-2430-4320000	.5	35-I	C	07-30-25	08-01-25	Burroughs High School
GARCIA GONZALES, Fiorella	Food Service Assistant (Substitute)	13.0-53100.0-00000-37000-2260-7490000		19.06	F	07-24-25		Human Resources
HARTUNG, Cory	School Office Manager Adult School	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	43-III	A	07-01-25	12-20-25	Burbank Adult School
LOPEZ, Anastasia	Safety & Utility Custodian	11.0-63910.0-41101-82100-2230-5330000 11.0-63910.0-41102-82100-2230-5330000 11.0-63910.0-41104-82100-2230-5330000 11.0-63910.0-41106-82100-2230-5330000 11.0-00639.0-41100-82100-2230-5330000	.20 .25 .20 .20 .15	39-III	C	07-01-25	07-31-25	Burbank Adult School
LOPEZ, Anastasia	Safety & Utility Custodian	11.0-63910.0-41101-82100-2230-5330000 11.0-63910.0-41102-82100-2230-5330000 11.0-63910.0-41104-82100-2230-5330000 11.0-63910.0-41106-82100-2230-5330000 11.0-00639.0-41100-82100-2230-5330000	.20 .25 .20 .20 .15	39-III	C	07-21-25	08-01-25	Burbank Adult School
PUMPIAN-MINDLIN, Ilya	School Office Manager Adult School	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	43-VI	A	07-01-25	12-31-25	Burbank Adult School
RODRIGUEZ, Ambar	Adult English Language Learner/Office Specialist I	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	35-I	E	07-01-25	07-31-25	Burbank Adult School
ROSEN, Linda	Secretary II	01.0-00000.0-00000-27000-2430-4320000	1.0	35-VI	C	07-30-25	08-04-25	Burroughs High School
SERRANO, Sabrina	Secretary II	01.0-00000.0-00000-27000-2430-3200000	.75	38-IV	C	08-01-25	08-31-25	Luther Middle School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
SOSA, Sidney	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2171-4320000		50.00	F	08-01-25	06-30-25	Burroughs High School
TOFTGAARD, Joakim	Visual & Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	06-30-26	Burroughs High School
Election – Walk on Coach								
PALMA, Jelito	Short Term Athletic	01.0-00000.0-15007-42000-2171-4320000		16.50	F	08-01-25	10-31-25	Burroughs High School

Signature 

Title: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent, Business Services
PREPARED BY:	Lourdes Moya, Administrative Secretary I
SUBMITTED BY:	Lourdes Moya, Administrative Secretary I
DATE:	August 21, 2025
SUBJECT:	Approval of Amended School Site and Department Software Licenses 2025 - 2026

Background:
The licenses for California School Boards Association (CSBA) for the Superintendent's office and Renaissance Learning for McKinley Elementary School.

Discussion/Issues:
CSBA and Renaissance Learning were approved by the Board of Education on June 18, 2025, under the School Site and Department Software License list for 2025-2026. These licenses resulted in a cost increase and will be amended to the new fees.

Fiscal Impact:

Vendor	License Name	New Amount	Funding Source	Account String
California School Boards Association (CSBA)	Gamut	$9,700	Superintendent's Office	01.0-00000.0-00000-71100-5840-7561000
Renaissance Learning	Accelerated Reader/STAR	$10,290	McKinley Elementary School	01.0-30100.0-11100-10000-5840-2099000

Please note: Changes in bold and with an asterisk.

Recommendation:
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the amended District Software Licenses and Memberships for the 2025-2026 school year, as presented.

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*	
Brainpop	School Combo 24/7	$3,050.00	Luther	01.0-30100-0-11100-10000-5840-3209000	
Brainpop	School Combo Subscription	$3,900.00	Harte	01.0-42010-0-11100-10000-5840-2059000	
Brainpop	Brainpop Jr teacher access	$3,900.00	McKinley	01.0-30100.0-11100-10000-5840-2099000	
Brainpop	School BP 24/7	$3,100.00	Huerta	01.0-30100-0-11100-10000-5840-3219000	
Burlington English	Burlington English Annual Seat	$96,000.00	BAS	11.0-63910.0-41102-10000-5840-5330000	
Calendly LLC	Counselor Professional Yearly Appointment System	$300.00	BHS	010-00000-0-11401-10000-5840-4311000	
California Financial Services	Keyanalytics	$60,000.00	Business Office	21.3-00000.0-92000-85000-5840-7400021	
***California School Boards Association (CSBA)**	**Gamut Policy & Gamut Policy Plus**	**$9,700.00**	**Superintendent's Office**	**01.0-00000.0-00000-71100-5840-7561000**	
CANVA	CANVA	$15.00	Huerta	010-00000-0-11100-10000-5840-3211000	
CANVA	CANVA Individual Software	$120.00	Luther	010-00000-0-00000-27000-5840-3201000	
Canvas	(SCOE)	$2,000.00	BAS	11.0-63910.0-41104-10000-5840-5330000	
Carahsoft/SolarWinds	Remote Support Software & Maintenance	$140.00	Food Services	13.0-53100.0-00000-37000-5840-7490000	
Carahsoft/SolarWinds	Remote Support Software & Maintenance	$2,500.00	Technology	01.0-00000.0-00000-77000-5840-7732000	
CDW Amplified	Google Workspace for Education	$49,000.00	Instruction	01.0-00000.0-00000-77000-5840-7403200	
CDW-G	Little SIS for Google Classroom	$1,900.00	Instruction	01.0-00000.0-11100-10000-5840-7423200	
CharacterStrong	MS SEL and Character Development	$1,000.00	Luther	01.0-65200-0-57602-11100-5840-7440000	
CI Solutions	CI Badge ASAP	$400.00	BAS	11.0-63910-0-41101-27000-5840-5330000 11.0-63910-0-41102-27000-5840-5330000 11.0-63910-0-41104-27000-5840-5330000 11.0-63910-0-41106-27000-5840-5330000	
CISCO	CISCO Digital Network Architecture Essentials - (Term 3 yrs)	$530.00	BAS	110-63910-0-41104-10000-5840-5330000	
Curriculum Associates	I-Ready Math and Reading Site License	$15,300.00	Providencia	010-74350-0-11100-10000-5840-2139000	
Creative Engine	Creative Engine - Samsung Electronics America	$350.00	Emerson	010-00000-0-11100-10000-5840-2031000	
Customguide	Starter Annual	$2,500.00	BAS	110-63910-0-41104-10000-5840-5330000	
Cut Time LLC	CutTime Next Gen	$1,800.00	Instruction/Film LA	01.0-90711.0-11100-10000-5840-7428000	
Cyber High	Credit Recovery License Agreement	$38,500.00	Special Ed/Various	01.0-65370.0-50010-27000-5840-7440000	
Cybersoft Technologies, Inc.	PrimeroEdge	$39,500.00	Food Services	61.0-53100.0-00000-37000-5840-7490000	
Dassault Sytems	3D Experience Solidworks for Makers	$240.00	Disney	010-90206-0-11100-10000-5840-7428001	
Diffit	Diffit School License	$4,600.00	Muir	01.0-30100-0-11100-10000-5840-3229000	
Diffit	Diffit Site License	$1,700.00	Luther	010-30100-0-11100-10000-5840-3209000	
Digicert/DNS Made Easy	TBD	$1,500.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Digital Scepter Corp	Falco	$24,000.00	Technology	01.0-67620.0-00000-77000-5840-7739000	
DMARCLY (Netflare Inc.)	Email Security, Authentication	$500.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
DNS Made Easy	DNS	$100.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Document Tracking Services	DTS	$9,500.00	Instruction/CAASPP	01.0-00012.0-00000-31600-5840-7421000	
Docusign	Standard Plan	$350.00	Special Ed/Workability Program	01.0-65200.0-57602-11100-5840-7440000	

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*	
New Readers Press	Engen	$3,750.00	BAS	110-63910-0-41102-10000-5840-5330000	
Newsela	Newsela Licenses	$5,000.00	McKinley	01.0-30100.0-11100-10000-5840-2099000	
Noredink Corp.	NoRedInk Premium Site License	$5,500.00	Muir	01.0-30100.0-11100-10000-5840-3229000	
NTT	Cisco Wireless Controller System Maintenance & Software	$24,200.00	Technology	01.0-00000.0-00000-77000-5840-7732000	
NTT	Smartnet for Network Equipment	$12,500.00	Technology	01.0-00000.0-00000-77000-5840-7401000	
NTT	Flex EAPL On-premises Calling	$85,000.00	Technology	01.0-00000.0-00000-77000-5840-7401000	
NTT	Informacast Notification Maintenance (Singlewire)	$14,000.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Parchment	Parchment Sender Services	$12,750.00	BHS/JBHS	01.0-00000.0-11100-10000-5840-4321000	
Pear Deck	Building-Wide Premium Service	$3,150.00; $150	Luther	01.0-30100-0-11100-10000-5840-3209000; 01.0-00000-0-13400-10000-5840-3201000	
Pear Deck	Pear Deck Premium	$250.00	Muir	01.0-30100-0-11100-10000-5840-3229000	
Pearson Assessment	License subscription	$50.00	Special Ed	01.0-32200-0-57602-11100-5840-7449000	
Planetbids	Planetbids	$40,050.00	Purchasing	213-00000-0-00000-81000-5840-7400021	
Podbean	Podbean	$125.00	JBHS	010-00000-0-18005-10000-5840-4321000	
Project Read	Professional - Decodable Generator	$200.00	Edison	010-90350-0-11100-10000-5840-2028000	
Project Wayfinder	Wayfinder Care Curriculum	$2,500.00	Muir	01.0-30100.0-11100-10000-5840-3229000	
Quizzizz.com	Quizzizz Individual Plan	$200.00	Luther	01.0-00000-0-11100-10000-5840-3201000	
Quizzizz.com	Quizzizz Individual Plan	$150.00	Huerta	010-30100-0-11100-10000-5840-3219000	
Raptor Technologies	Visitor Mngmnt Access Fee	$13,125.00	HR	01.0-00000.0-00000-77000-5840-7732000	
Raptor Technologies	Raptor Emergency Management Full Suite (4 Modules)	$65,200.00	HR	01.0-00000.0-00000-77000-5840-7732000	
Read Naturally Inc	Read Naturally Live	$3,000.00	Special Ed	01.0-65000.0-57700-11100-5840-7441000	
Read Naturally Inc	Read Naturally Live	$100.00	Washington	01.0-30100.0-11100-10012-5840-2169000	
Readtheory Education Svc	Pro Plan	$200.00	BAS	110-63910-0-41106-10000-5840-5330000	
Red River Press	ELLII	$15,000.00	BAS	110-63910-0-41102-10000-5840-5330000	
Register.com	Domain Name Renewal	$400.00	Technology	01.0-00000.0-00000-77000-5840-7731000	
Renaissance Learning	Accelerated Reader/STAR	$6,500.00	Disney	01.0-30100.0-11100-10000-5840-2019000	
Renaissance Learning	Data Integration Maintenance Fee	$3,125.00	Instruction/Title I	01.0-00000.0-11100-10000-5840-7421000 01.0-30100.0-11100-10000-5840-7429000	
Renaissance Learning	Accelerated Reader/STAR & Math	$9,200.00	Jefferson	01.0-90201.0-11100-10000-5840-2068700	
***Renaissance Learning**	**Accelerated Reader/STAR**	**$10,290.00**	**McKinley**	**01.0-30100.0-11100-10000-5840-2099000**	
Renaissance Learning	Accelerated Reader/STAR	$6,300.00	Providencia	TBD (PTA Gift Acct)	
Renaissance Learning	Accelerated Reader/STAR	$6,000.00	Washington	01.0-30100.0-11100-10000-5840-2169000	
Renaissance/Freckle	TBD	$3,000.00	Disney	01.0-30100.0-11100-10000-5840-2019000	
Revision History	Revision History	$35.00	BHS	010-00000-0-13400-10000-5890-4311000	
Rundown Creator	Rundown Creator	$660.00	JBHS	010-00000-0-18005-10000-5840-4321000	
Samsung Electronics	Creatve Engine	$350.00	Emerson	01.0-90201-0-11100-10000-5840-2038000	
Schooldude	Work Order System	$30,500.00	Facilities	01.0-81500.0-00000-82000-5840-7523100	
Screencastify	District License	$750.00	Instruction	01.0-74250-0-11100-10000-5840-7429000	
Screencastify	Screencastify	$15.00	Huerta	010-30100-0-11100-10000-5840-3219000	

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent, Business Services
PREPARED BY:	Cheretta Wade, Administrative Secretary II
SUBMITTED BY:	Cheretta Wade, Administrative Secretary II
DATE:	August 21, 2025
SUBJECT:	Approval of Additional School Site and Department Software Licenses and Memberships for 2025 - 2026

Background:
Additional software licenses are being submitted for Board approval. All software purchases are required to have Board approval on an annual basis, which is being strictly enforced by Los Angeles County of Education (LACOE).

Discussion/Issues:
These additional software licenses submitted for Board approval will be added to the master list of software licenses and web-based memberships that is brought before the Board of Education for approval annually.

District wide application purchases are already submitted to the Board of Education each time we enter into a contract or when they are renewed. This request is intended to cover those smaller software applications used by individual teachers and students at our school sites. It's unrealistic to have each campus request Board approval for every software license purchase. Therefore, we have created a master list of software licenses and web-based memberships that were purchased last fiscal year for approval in this fiscal year. This list will be brought before the Board of Education for approval annually.

Fiscal Impact:
The funding sources will vary. However, these applications are being funded through site or department discretionary dollars, categorical funding or gifts and donations.

Recommendation:
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the Additional District Software Licenses and Memberships for the 2025-2026 school year, as presented.

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2025-26*	*FUNDING SOURCE/SITE*	*ACCOUNT STRING*
Aeries Software	Aeries ASP	89700	Instruction	01.0-00000.0-00000-72000-5840-7401000
Apex Learning	Digital Curriculum	86073	Instruction/ELO	010-01500-0-11100-10000-5840-7420000
Committee for Children	Second Step Middle School Program Gr 6	241.45	Special Ed/Muir	01.0-65000.0-57700-11100-5840-7441000
Committee for Children	SS Gr El-5 Media	2697	Student Svcs/LCFF	01.0-01500.0-00000-27000-5840-7450000
Committee for Children	Second Step site license, multi-year	9076.5	Muir	TBD
Committee for Children	TBD	5999	Luther	01.0-30100.0-11100-10012-5840-3209000
Committee for Children	Second Step Elementary & Second Step Middle School	89464.5	Instructional Svcs	01.0-26000-0-11100-10000-5840-7429000
Dorian Busniess Systems	Charms Account	1800	Instruction/Film LA	01.0-90711.0-11100-10000-5840-7428000
Game Salad	Student Licenses	969	Instruction/Perkins/JBHS	01.0-35500.0-38000-10000-5840-7429000
Illuminate Education (Renaissance)	Assessment Software and Item Bank (School City)	112457.7	Instruction/COVID	01.0-74250.0-11100-10000-5840-7429000
Imagine Learning	Imagine Language & Literacy Annual Student License	4500	Instructional Services/McKinley	01.0-42030.0-47600-10000-5840-7429000
Imagine Learning	Imagine Language & Literacy Annual Student License	1050	Instructional Services/Jefferson	01.0-42030-0-47600-10000-5840-7429000
Imagine Learning	Imagine Language & Literacy Annual Student License	7050	Instructional Services/Emerson	01.0-42030-0-47600-10000-5840-7429000
		$2,100.00		01.0-42030-0-47600-10000-5840-7429000
Imagine Learning	Imagine Language & Literacy Annual Student License	$1,350.00	Instructional Services/Jefferson	01.0-42010-0-47600-10000-5840-7429000
Imagine Learning	Imagine Language & Literacy Annual Student License	18000	Instruction/Elementaries	01.0-42030.0-47600-10000-5840-7429000
IXL Learning	Math Site License	800	Instruction-STEM/BCDS	01.0-90206.0-35500-10000-5840-5268000
KAMI	KAMI Teacher Plan (NEED TO ADD FROM INSTRUCTION FOR ALL SCHOOLS COST ESTIMATE IS $100 PER SCHOOL)	99	Mag Park	01.0-65000-0-57601-11100-5840-5171000
KAMI	KAMI Teacher Plan	198	Edison	01.0-42030-0-11100-10000-5840-2029000
KAMI	KAMI Teacher Plan	99	Muir	01.0-30100-0-11100-10000-5840-3229000
Marsh Media	Just Around the Corner	800	Instruction	01.0-63000-0-11100-10000-5840-7429000
Moby Max	MobyMax All Student License	9199	Special Ed	01.0-32120.0-57602-11100-5840-7449000
Pitsco Education	Expeditions/Microburst Learning Student License	4531.61	Perkins/Instruction (Luther)	01.0-35500.0-38000-10000-5840-7429000
Pitsco Education	D X-Plane 10	82.69	Instruction-STSEM/Luther	01.0-90206.0-11100-10000-5840-3208000
Project Lead The Way	Computer Science for Innovators and Makers	2400	Instruction/Perkins/Muir	01.0-35500.0-38000-10000-5840-7429000
Renaissance Learning	Accelerated Reader/STAR NEEDS TO BE FOR ALL ELEMENTARYT SCHOOLS	5844.92	Edison	01.0-70910.0-47600-10000-5840-2029000
S/P2	Construction; Automotive (7 licenses)	2443	Instruction/CTE	01.0-06350.0-38000-10000-5840-7910000
Screencastify	District License	16750	Instruction	01.0-74250-0-11100-10000-5840-7429000
SHI International	Adobe Sign-Enterprise EDU T3	10881.83	Business Office	01.0-32200-0-00000-77000-5840-7409000
SHI International	Adobe Creative Cloud	45000	BAS	11.0-63910.0-41104-10000-5840-5330000
Survey Monkey	Advantage Annual Plan	384	Luther	01.0-00000.0-11100-10000-5840-3201000
The STEM Academy	STEM 101 Intro to Eng	4000	Instruction/CTEIG	01.0-63870.0-38000-10000-5840-7429000
Toon Boom	Toon Boom	32480	Instruction (High Schools)/K12	01.0-63880.0-38000-10000-5840-6899000
You Can Book Me	1 license	110	Instruction	01.0-00000.0-00000-21400-5840-7421000
You Science	Career Skills Certification	10000	Instruction/CTEIG	01.0-63870.0-38000-10000-5840-7429000
Zoom Video Comm	District License	20690	Instruction	01.0-00000.0-11100-10000-5840-7423200
				01.0-63870.0-38000-10000-5840-7429000
Z-Space	Annual Licenses - Secondary (2 years)	137220	CTEIG/K-12 LAVC	01.0-63880.0-38000-10000-5840-6859000

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Chief Administrative Officer
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	August 21, 2025
SUBJECT:	Approval of Amended District Memberships 2025-2026

Background:

The membership to Edjoin is for the Human Resources Department.

Discussion/Issues:

The Edjoin membership was included on the list of memberships approved by the Board of Education on June 18, 2025. However, due to the increased membership fee the cost will be amended from $2,198.85 to $4,299.

Fiscal Impact:

Organization	Site	Amount	Appropriation#
Edjoin	Human Resources	$4,299	01.0-00000.0-00000-72000-5310-7401000

Please note: Changes in bold and with an asterisk.

Recommendation:

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve the amended District Memberships for the 2025-2026 school year, as presented.

Burbank Unified School District Memberships for 2025-2026

Organization	Type of Membership	Estimated Cost 2025-26	Funding Source	String
Amazon Capital Services	District-Wide	$ 3,858.00	Purchasing	01.0-00000-0-00000-72000-5310-7531000
America's Battle of the Books	School Site	$ 50.00	Emerson	01.0-00000.0-11100-10000-4310-2031000
Association for California School Administrators (ACSA)	Individual	$ 1,950.00	Superintendent	01.0-00000.0-00000-71500-5310-7411000
Association for California School Administrators (ACSA)	Individual	$ 1,800.00	Business Office	01.0-00000.0-00000-72000-5310-7471000
Association for California School Administrators (ACSA)	Individual	$ 3,600.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
Association for California School Administrators (ACSA)	Individual	$ 1,800.00	Human Resources	01.0-00000.0-00000-72000-5310-7551000
Association for Supervision and Curriculum Development (ASCD)	Individual	$ 150.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
CA Career Development Association	School Site	$ 35.00	BHS	01.0-06350.0-38000-10000-5310-7910000
California Art Education Association	School Site	$ 35.00	Muir	01.0-00000.0-17001-10000-5310-3221000
California Association of School Business Officials(CASBO)	Institutional	$ 5,250.00	District Office	01.0-00000.0-00000-72000-5310-7401000
California Association of School Business Officials(CASBO)	Individual	$ 300.00	Business Office	01.0-00000.0-00000-72000-5310-7471000
California Career Development Association	Individual	$ 35.00	BHS	01.0-06350.0-38000-10000-5310-7910000
California Coalition for Adequate School Housing (CASH)	Individual	$ 209.00	Facilities	01.1-81500.0-00000-81100-5310-7523100
California Consortium for Independent Study	School Site	$ 60.00	Independent Learning	01.0-00000.0-00000-27000-5310-5750000
California Council for Adult Education (CCAE)	School Site	$ 750.00	Adult Education	11.0-63900.0-41100-27000-5310-5330000
California School Board Association (CSBA)	Board	$ 14,500.00	Board of Education	01.0-00000.0-00000-71100-5310-7561000
California School Nutrition Association	District	$ 2,700.00	Food Services	13.0-53100.0-00000-37000-5310-7490000
California IT In Education (CITE)	District	$ 375.00	Technology	01.0-00000.0-00000-77000-5310-7730000
Collaborative for High Performance Schools (CHPS)	District	$ 50.00	Districtwide	01.0-00000.0-00000-71500-5310-7411000
Costco	District	$ 110.00	Districtwide	01.0-00000.0-00000-72000-5310-7471000
***Edjoin/San Joaquin County of Education**	**District**	**$ 4,299.00**	**Human Resources**	**01.0-00000.0-00000-72000-5310-7401000**
Los Angeles County School Trustees Association (LACSTA)	Board	$ 150.00	Board of Education	01.0-00000.0-00000-71100-5310-7561000
National Academy Foundation Program	BHS/JBHS	$ 14,000.00	CTE	01.0-06350.0-38000-10000-5310-7910000
National Association for Gifted Children (NAGC)	Individual	$ 119.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421300
National Association of Secondary School Principals	School Site	$ 215.00	Luther Burbank MS	01.0-62640.0-00000-21503-5310-7429000
National Council of Teachers of Mathematics (NCTM)	School Site	$ 165.00	Edison	01.0-00000.0-11100-10000-5310-2021000
National Honor Society (NASSP)	School Site	$ 385.00	JBHS	01.0-00000.0-11100-10000-5310-4321000
National Student Clearinghouse	School Site	$ 1,200.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
San Gabriel Valley Purchasing Association (SGVPA)	Individual	$ 30.00	Purchasing	01.0-00000.0-00000-72000-5310-7531000
School Employers Association of California (SEAC)	District	$ 2,350.00	Human Resources	01.0-00000.0-00000-72000-5310-7401000
SKILLS USA (JBHS/BHS)	JBHS/BHS	$ 3,500.00	CTE	01.0-06350.0-38000-10000-5310-7910000
Southern California School Nutrition Association (CSNA)	Institutional	$ 500.00	Food Services	13.0-53100.0-00000-37000-5310-7490000
Student Television Network	Individual	$ 125.00	JBHS	01.0-00000.0-18005-10000-5310-4321000
Super Co-Op Lodi USD (Lead Agency)	District	$ 2,200.00	Food Services	13.0-53100.0-00000-37000-5310-7490000

FY 25/26 EDJOIN Service Agreement

This EDJOIN Service Agreement (hereinafter "Agreement") is by and between Burbank Unified which seeks to use EDJOIN services (hereinafter "Employer") whose name, address and other information appears herein this Agreement, and CodeStack, (hereinafter "SJCOE/CodeStack"), a department of the San Joaquin County Office of Education with its principle place of business at 2901 Arch-Airport Road, Stockton, CA 95206.

WHEREAS, upon subscribing to the EDJOIN service, in accordance with the terms of this Agreement, the Employer will be able to post jobs on the EDJOIN web site, accept online applications via the EDJOIN web site, use EDJOIN Applicant Tracking features, and search the EDJOIN applicant bank.

NOW, THEREFORE, In consideration of the foregoing premises and the promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, SJCOE/CodeStack and Employer, intending to be legally bound, hereby agree as follows:

Section 1: Employer's Duties

Employer agrees that it will not perform or fail to perform any act which would violate federal, state, or local law. Employer also agrees NOT TO MAKE UNSOLICITED contact to EDJOIN applicants to promote any services or products. This action is grounds for immediate termination of your account. You will also be in violation of this Agreement and subject to legal action.

Section 2: Service Fees and Charges

In addition to Employer's other duties set forth in this Agreement, Employer shall pay all fees and charges - as set forth in the invoice below

Section 3: Payment Policy

Employer shall pay to SJCOE/CodeStack the total fees, as defined in Section 2 above, upon signing this Agreement. Employer agrees that SJCOE/CodeStack shall terminate service if SJCOE/CodeStack does not receive payment for the total fees within sixty (60) days from the signing of this Agreement.

Section 4: Service Cancellation

Employer may at any time cancel this contract upon written notice to SJCOE/CodeStack. The service fee is not refundable upon any such notice of termination.

Section 5: Service Term

The Service Period shall begin the date the Employer accepts the terms of the Agreement and Generates the Invoice and shall continue for the remainder of the fiscal year. The term of this Agreement shall continue until the end of the Service Period or Employer is terminated by SJCOE/CodeStack under any provisions of this Agreement. SJCOE/CodeStack reserves the right to immediately terminate this Agreement upon: (i) A breach of Employer duties provided for under this Agreement including, but not limited to, Employer's failure to pay any amounts when they become due; or (ii) Making unsolicited contact to EDJOIN applicants to promote any services or products; or (iii) A requirement by law or regulatory act; or (iv) Employer becomes insolvent or commits any act of bankruptcy, or a petition for involuntary bankruptcy is filed against Employer, or Employer makes a general assignment for the benefit of creditors under the bankruptcy or insolvency laws.

Section 6: Regulatory Compliance

Employer represents and warrants that it will conform to any and all laws, rules, regulations, requirements and/or other standards that are established by regulatory agencies. Employer specifically acknowledges and agrees that SJCOE/CodeStack has not and is not expected to provide Employer with any analysis, interpretation or advice regarding compliance with any aspect of any such laws, regulations, or guidelines.

Section 7: Limitations of Damages

SJCOE/CodeStack shall not be held liable for any indirect, incidental, special or consequential damages or loss of revenue or profits arising under or with respect to this Agreement, even if SJCOE/CodeStack has been advised of the possibility of such damages.

Section 8: Indemnification

SJCOE/CodeStack agrees to indemnify, defend and hold harmless Employer for and against any and all actions, claims, complaints, formal or informal, caused by or the result of negligence of SJCOE/CodeStack.

Employer agrees to indemnify, defend and hold harmless SJCOE/CodeStack for and against any and all actions, claims, complaints, formal or informal, caused by the result of negligence of Employer.

Section 9: Relationship of the Parties

This Agreement is between two independent parties and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or association.

Section 10: Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior representations, proposals, discussions, and communications, whether oral or in writing. No change, waiver, or discharge hereof shall be valid unless it is in writing and is executed by the party against whom such change, waiver, or discharge is sought to be enforced.

Section 11: Binding Effect

This Agreement shall be binding upon and inure to the benefit of the heirs, successors and assigns of the parties hereto.

Person Signing Service Agreement: Sarah Rudchenko **Date Signed:** 7/16/2025

SAN JOAQUIN COUNTY OF EDUCATION

Troy A. Brown, Ed. D., Superintendent
P.O. Box 213030
Stockton, Ca 95213-9030

INVOICE

INVOICE: 250175
INVOICE DATE: 7/16/2025
CUSTOMER'S P.O. NO.: Check

TO: Burbank Unified
Sarah Rudchenko
1900 West Olive Ave
Burbank CA 91506

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	**Burbank Unified** EDJOIN Account Fees - FY 25/26, see service agreement for details.	$4,299.00	$4,299.00

REMIT TO: San Joaquin County Office of Education
P.O. Box 213030, Stockton, CA, 95213-9030

Please contact Rachel Aschwanden at (209) 292-2662 with any questions or concerns regarding this info.

TOTAL:	$4,299.00

DISTRIBUTION: 2 Copies - PURCHASER
1 Copy - ORIGINATING DEPT.
2 Copies - CO. OFFICE OF EDUC. BUSINESS SERVICES

ACCOUNT NUMBER(S)	AMOUNT(S)
01-0000-0-0000-0000-8689-500-5026	$4,299.00

INITIALS: _____

Form #7667 Rev. 7/00

Back to Account Details | Service Agreement Printable Version

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	August 21, 2025
SUBJECT:	Approval of Instructional Consultant Services

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

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

Fiscal Impact:
See Attached

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: August 21, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Stevenson Elementary	Enrich LA	Students will learn about gardening, healthy eating, and environmental stewardship	8/22/25 – 5/28/26	$6285	01.0-90201.0-11100-10000-5810-2150000

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 21st of August, 20 25 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Enrich LA hereinafter referred to as "Consultant."

Payee's Name Enrich LA Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date [redacted] August 21, 2025

Account String 010-80201-0-11100-10000-5810-215-8200

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 6286.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/[redacted]2025 and terminating on 06/28/2026.
3. Payment Terms: At the end of the 2025-26 school year
4. Consultant will provide the following services:

   Provide the online Enrich LA Garden Ranger Program

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.

		Tomas O'Grady		6/26/25
BUSD Authorized Signature/Title	Date	Consultant	Enrich LA	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

ABOUT

Building School Gardens Since 2011

EnrichLA Executive Director and co-founder Tomas O'Grady built his first garden at Thomas Starr King Middle School in 2011 with an accompanying educational garden program and quickly discovered how it benefited the lives of students, staff and the surrounding community. The need for garden education throughout the greater Los Angeles

area and the success at King Middle School led EnrichLA to be founded with the motto: "A Garden in Every School." In the past seven years, EnrichLA has built over 125 gardens at schools across LA. Each garden has transformed its community through increased student involvement and improved aesthetics, improving morale and promoting healthy living.

With over 130 gardens built and a weekly educational Garden Ranger Program at 96 of these schools, EnrichLA connects over 40,000 students a year to the source of their food. EnrichLA reaches over 10x as many schools as the next largest organization in LA. In fact, EnrichLA has the largest garden education program specific to one city in the US. In the last two years, EnrichLA has also become the fasting-expanding garden education program in the nation, and we have no intention of slowing down.

Much of our growth is thanks to our team of active parent volunteers that help with maintenance, coordinate events, organize additional volunteers, and help extend our program's impact beyond the classroom. EnrichLA was recognized by the LA Board of Education with an "Appreciation Award" for our commitment to the overall educational well-being. EnrichLA has also received a "Community Award" from the Associated Administrators of LA, and an "Appreciation Award" from the LA City Council President.



Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Narineh Barzegar, Director of Student Services
SUBMITTED BY:	Lauren Dieter, Administrative Secretary
DATE:	August 21, 2025
SUBJECT:	Approval of Agreement for Professional Services

Background:
The District contracts with an interpreting company to provide an interpreter/translator as an impartial party for expulsion hearings and/or special conferences with students and families when it is requested by the parent to assist with language barriers in understanding proceedings or specific documentation.

Discussion/Issues:
Interpreters are used during expulsion hearings when English is not a family's home language and the District is required to provide an impartial translator who is certified (in specific cases) and insured to interpret hearings/conferences and provide translation for the family.

Fiscal Impact:
Not to exceed $3,000 funded through Student Services Non-Instructional Consultants/Independent Contractors (Non-employees) account string.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and LRA Interpreters, Inc., to provide interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective August 21, 2025 through June 30, 2026, not to exceed $3,000 (01.0-00000.0-00000-72000-5810-7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR SERVICES

This Agreement, made and entered into this 21 of August, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", Language Resources of America, LRA Interpreters hereinafter referred and to as "Provider."

Payee's Name Language Resources of America, LRA Interpreters Daytime Phone Number 818-861-7844

Email Address org@lrausa.com

Mailing Address 1608 W. Magnolia Blvd, Burbank, CA 91506

Sponsoring Administrator Narineh Barzegar, Director Student Services

Board Approval Date August 21, 2025

Account String 010-00000-0-00000-72000-5810-7450000

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Provider agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☒ for a total not to exceed $3,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 21, 2025 and terminating on June 30, 2026.
3. Payment Terms: Provider will provide a detailed invoice for each instance not to exceed $3,000.00 for FY 25-26
4. Provider will provide the following services:

   Provider will provide interpreters/translators for parents during conferences, hearings, meetings and events.

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

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.

_____ _____ Aug. 7, 2025

BUSD Authorized Signature/Title Date Provider Language Resources of America Date

Instructions: Provider 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 Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 8/6/2025

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Narineh Barzegar, Director of Student Services
SUBMITTED BY:	Lauren Dieter, Administrative Secretary
DATE:	August 21, 2025
SUBJECT:	Ratification of Agreement for Professional Services

Background:
The District contracts with an interpreting company to provide an interpreter/translator as an impartial party for expulsion hearings and/or special conferences with students and families when it is requested by the parent to assist with language barriers in understanding proceedings or specific documentation.

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

Fiscal Impact:
Not to exceed $2,000 funded through Student Services Non-Instructional Consultants/Independent Contractors (Non-employees) account string.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide interpreters/translators to student/families during expulsion hearings/ conferences relative to Student Services on an as needed basis, effective August 5, 2025 through June 30, 2026, not to exceed $2,000 (01.0-00000.0-00000-72000-5810-7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR SERVICES

This Agreement, made and entered into this 5 of August, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", Sign Up Interpreting Services, LLC hereinafter referred and to as "Provider."

Payee's Name Sign Up Interpretting Services, LLC Daytime Phone Number 657-464-4192

Email Address signupasl@gmail.com

Mailing Address P.O. Box 941 Sunset Beach, CA 90742

Sponsoring Administrator Narineh Barzegar, Director Student Services

Board Approval Date August 21, 2025

Account String 010-00000-0-00000-72000-5810-7450000

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Provider agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session■ for a total not to exceed $ 2,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 5, 2025 and terminating on June 30, 2026 .
3. Payment Terms: Provider will provide a detailed invoice for each instance not to exceed $2,000.00 for FY 25-26
4. Provider will provide the following services:

   Provider will provide interpreters/translators for parents during conferences, hearings, meetings and events.

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

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.

			8/7/2025	
BUSD Authorized Signature/Title	Date	Provider	Sign Up Interpreting Services, LLC	Date

Instructions: Provider 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 Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 8/6/2025

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Narineh Barzegar, Director of Student Services
SUBMITTED BY:	Lauren Dieter, Administrative Secretary
DATE:	August 21, 2025
SUBJECT:	Approval of Agreement for Professional Services

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

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

Fiscal Impact:
Not to exceed $140,000 funded through Student Services special uses account string

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Quest Therapy Group to provide other health services on an "as needed" basis when other qualified staff are not available effective August 21, 2025 through June 30, 206, not to exceed $140,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR SERVICES

This Agreement, made and entered into this 21 of August , 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", Quest Therapy Group LLC hereinafter referred and to as "Provider."

Payee's Name Quest Therapy Group, LLC Daytime Phone Number 818-521-5363

Email Address kevin@questtherapygroup.com

Mailing Address 5032 Biloxi Avenue North Hollywood, CA 91601

Sponsoring Administrator Narineh Barzegar, Director Student Services

Board Approval Date August 21, 2025

Account String 010-00000-0-11100-10000-5810-7450000

The assignment ☐ **will or** ■ **will not** require Provider to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Provider will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Provider 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 providers;
WHEREAS, the Provider is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Provider upon the terms and conditions hereinafter set forth, and the Provider hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Provider 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 $140,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 21, 2025 and terminating on June 30, 2026 .
3. Payment Terms: Provider will provide a detailed invoice for each instance not to exceed $140,000.00 for FY 25-26
4. Provider will provide the following services:

   Quest Therapy Group will provide other health services on an "as needed" basis when the District does not have qualified staff available for students on 504 plans
5. The Provider shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Provider will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Provider, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Provider agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Provider's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Provider breach this agreement or fail to perform the required services in a satisfactory manner.
9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Provider pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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.

Vice President			08-07-2025
BUSD Authorized Signature/Title	Date	Provider Quest Therapy Group LLC	Date

Instructions: Provider 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 Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 8/6/2025

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Narineh Barzegar, Director of Student Services
SUBMITTED BY:	Lauren Dieter, Administrative Secretary
DATE:	August 21, 2025
SUBJECT:	Approval of Agreement for Professional Services

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

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

Fiscal Impact:
Not to exceed $90,000 funded through Student Services special uses account string

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Covelo Group Inc. to provide other health services on an "as needed" basis when other qualified staff are not available effective August 21, 2025 through June 30, 206, not to exceed $90,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR SERVICES

This Agreement, made and entered into this 21 of August , 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", Covelo Group Inc. hereinafter referred and to as "Provider."

Payee's Name Covelo Group Inc. Daytime Phone Number 310-779-4849

Email Address bfajinmi@covelogroup.com

Mailing Address 5757 Wilshire Blvd. Suite 401 Los Angeles, CA 90036

Sponsoring Administrator Narineh Barzegar, Director Student Services

Board Approval Date August 21, 2025

Account String 010-00000-0-11100-10000-5810-7450000

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Provider 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 $90,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 21, 2025 and terminating on June 30, 2026 .
3. Payment Terms: Provider will provide a detailed invoice for each instance not to exceed $90,000.00 for FY 25-26
4. Provider will provide the following services:

   Covelo Group Inc. will provide other health services on an "as needed" basis when the District does not have qualified staff available for students on 504 plans
5. The Provider shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Provider will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Provider, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Provider agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Provider's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Provider breach this agreement or fail to perform the required services in a satisfactory manner.
9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Provider pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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.

Vice President		Bami Fajinmi, VP of Educational Services		
BUSD Authorized Signature/Title	Date	Provider	Covelo Group Inc.	Date
			August 8, 2025	

Instructions: Provider 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 Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 8/6/2025

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Narineh Barzegar, Director of Student Services
SUBMITTED BY:	Lauren Dieter, Administrative Secretary
DATE:	August 21, 2025
SUBJECT:	Approval of Agreement for Professional Services

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

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

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

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective August 21, 2025 through June 30, 206, not to exceed $180,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Docusign Envelope ID: 53D679F4-DD8D-44A5-B1DD-CB4BDDE421DB

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR SERVICES

This Agreement, made and entered into this 21 of August, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", Amergis Healthcare Staffing, Inc. DBA Amergis Educational Staffing hereinafter referred and to as "Provider."

Payee's Name Amergis Healthcare Staffing, Inc. DBA Amergis Educational Staffing Daytime Phone Number 818-539-8359

Email Address nidavis@amergis.com

Mailing Address 500 N Central Avenue, Suite #250 Glendale, CA 91203

Sponsoring Administrator Narineh Barzegar, Director Student Services

Board Approval Date August 21, 2025

Account String 010-00000-0-11100-10000-5810-7450000

The assignment ☐ **will or** ■ **will not** require Provider to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Provider will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Provider 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 providers;
WHEREAS, the Provider is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Provider upon the terms and conditions hereinafter set forth, and the Provider hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Provider 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 $ 180,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 21, 2025 and terminating on June 30, 2026 .
3. Payment Terms: Provider will provide a detailed invoice for each instance not to exceed $180,000.00 for FY 25-26
4. Provider will provide the following services:

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

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

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

		Signed by: Austin Kocher EEDFJEC502774F3...	11-Aug-25
BUSD Authorized Signature/Title	Date	Provider Amergis Healthcare Staffing, Inc.	Date

Instructions: Provider 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 Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 8/6/2025

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 21, 2025
SUBJECT:	Burbank High School Football Team (Overnight) Field Trip

---

Background:

The Burbank High School Football Team wishes to travel to Reno, Nevada, for an away football game versus Galena High School September 4, 2025 through Sunday, September 7, 2025.

Discussion/Issues:

Forty (40) athletes will travel via charter bus to Hyatt Place Reno-Tahoe Airport Hotel with Hector Valencia, Oharjee Brown, Tony Toledo, Michael Williams, Dorian Housholder, Byron Hopson, Josh Provost, Coaches and Site Administrator Jennifer Freemon.

Day 1 – Thursday, September 4th, athletes will depart from the Burbank High School gym at 9:00 am, and expected to arrive at the Hyatt Place Reno-Tahoe Airport, 1790 E Plumb Lane, Reno, Nevada 89502 (775) 826-2500 at 5:50 pm. Team will check into rooms with assigned chaperone coaches. Dinner will be provided in lobby at 7:00 pm. Team meeting at 8:00 with athletes dismissed to their rooms at 9:00 pm, lights out at 11:00 pm.

Day 2 – Friday, September 5th, the team will have continental breakfast in the hotel and depart at 9:45 am to tour Univeristy of Nevada, Reno. Lunch will be provided at 12:30 pm. At 4:00 pm team will leave hotel for Galena High School at 3600 Butch Cassidy Dr., Reno, NV 89511, (775) 851-58630. Game time is 7:00 pm. following the game, Domino's pizza will be provided for dinner.

Day 3 – Saturday, September 6th, team will have a 7:00 am wakeup call. Breakfast will be in hotel lobby. At 10:00 am team will depart for the Grand Sierra Resort for bowling, arcade games and golf. At 12:30 pm team will head to the University of Nevada to attend a football game. Dinner will be provided back at the hotel at 7:00 pm. A team meeting is scheduled for 8:00 pm to review Friday's game. Athletes will be dismissed to their rooms at 9:00 pm lights out is at 11:00 pm.

Day 4 – Sunday, September 7th, team will depart hotel at 9:15 am for the trip home. Lunch is expected to be in Bishop, CA. Team's anticipated time of arrival at BHS is 6:00 pm.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. All students and parents/guardians were expected to attend an informational meeting on August 28th at 6:00 pm.

Fiscal Impact:

There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank High School Football Team (Overnight) Field Trip request to participate in an away football game in Reno, Nevada from Thursday, September 4, 2025 through Sunday, September 7, 2025, as presented.