BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, May 18, 2023

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/syuAq4FiUxU4rfCeA before 3pm on Wednesday, May 17th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. the day before the meeting will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details.

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

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

5. If you require Spanish, Armenian, or ASL translation of the meeting, please email 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 Expelled Students for Readmittance in the Burbank Unified School District, as per Board Policy 5144 and Education Code 48917
The Board of Education will meet in Closed Session pursuant to Board Policy 5144 and Education Code Section 48917 to consider the readmittance recommendation report from the Transfer Review Committee for Students 960033615 and 960022004, as presented in Confidential Exhibit 3a.

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of the 2022-2023 National Merit Scholar Finalists
John Paramo, Assistant Superintendent, Educational Services, will introduce Matt Chambers, Principal of John Burroughs High School, and Julie Markussen, Principal of Burbank High School, who will facilitate the recognition of the 2022-2023 National Merit Scholar Finalists.

8.b Recognition of the John Muir Chess Team
John Paramo, Assistant Superintendent, Educational Services, will introduce Greg Miller, Principal of John Muir Middle School, who will facilitate the recognition of the K-6 and K-8 State Chess Championship Team.

8.c SkillsUSA Regional and State Championships
Sharon Cuseo, Assistant Superintendent of Instructional Services, will introduce Sandra Macias, Culinary Arts Science Instructor, who will facilitate the recognition of the students that participated and placed in the SkillsUSA Regional and State Championships.

8.d Commendatory Resolutions
Steve Ferguson, President, Board of Education, will recognize Lori Little, President, Burbank Council PTA; and Diana Abasta, President, Burbank Teachers Association.

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications on a Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The order of speakers will be 1) students 2) Item(s) on the Agenda 3) Item(s) not on the agenda. The Superintendent may refer the matter to the proper department for review.

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

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

10. REPORTS TO THE BOARD

10.a Report on District Vacancies
Sarah Niemann, Assistant Superintendent, Human Resources Services, will report on District Vacancies, as presented.

District Vacancies Hiring Update Presentation.pdf

11. NEW AND/OR UNFINISHED BUSINESS

11.a Adoption of Resolution 31 – Proclaiming May 22, 2023 as Harvey Milk Day
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 31 - Proclaiming May 22, 2023 as Harvey Milk Day, as presented.

Harvey Milk Day Proclamation 5 18 23.pdf

11.b Adoption of Resolution 32 in Support of Pride Month, June, 2023
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 32 in Support of Pride Month, June, 2023, as presented.

Resolution_32_Pride Month 2023.pdf

11.c High School Science Textbook (Lottery Textbook Fund)
John Paramo, Assistant Superintendent, Educational Services, recommends the board of education adopt the McGraw Hill CA Inspire Biology, CA Inspire Chemistry, CA Inspire Physics, Inspire Earth Science, not to exceed $971,646.62 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

High School Science Adoption 5 18 23.pdf

11.d High School Health Textbook (Lottery Textbook Fund)
John Paramo, Assistant Superintendent, Educational Services, recommends the Board of Education adopt the McGraw Hill Glencoe Health textbook, not to exceed $211,703.21 (01.0-63000-0-11100-10000-4110-742-9000 lottery textbook funds), as presented.

High School Health Adoption 5 18 23.pdf

11.e Acceptance of Gifts

Gift Report 5.18.23.pdf

12. 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.

12.a Action on Student Readmittance
The Board of Education will take action in public session on the readmittance recommendations by the Transfer Review committee for Students 960033615 and 960022004, as presented in Confidential Exhibit 3a.

12.b Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting of January 19, 2023, as presented.

Minutes 01.19.23.pdf

12.c Approval of Personnel Report Number 22-23-18
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 22-23-18, covering Certificated and Classified personnel, and consisting of Pages 1 to 13 inclusive, as presented.

Personnel Report 22-23-18 FINAL.pdf

12.d 2022-2023 Purchase Order Report
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2022-2023 as listed through April 24, 2023, as presented.

2022-2023 PURCHASE ORDER REPORT.pdf

12.e Approval of Warrants
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $8,610,330.96 and commercial warrants in the total amount of $2,590,297.09, as presented.

Warrants.pdf

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

Inst Consultant 051823_redacted.pdf

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

Ratif Non Inst Con 051823_Redacted.pdf

12.h Approval of Memorandum of Understanding between Burbank Adult School and Los Angeles County Office of Education

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the new Memorandum of Understanding between Burbank Adult School and Los Angeles County Office of Education, effective July 1, 2023 through June 30, 2024, as presented.

BAS LACOE MOU 5 18 23.pdf

12.i Approval of Amended Consultant Agreement for Dominic Matas

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Dominic Matas to provide instructional consultant services, effective September 18, 2020 through June 30, 2023, in the amount of $10,000 (01.0-90201.0-17007-41001-5810-3218100), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amendment Matas 051823_Redacted.pdf

12.j Amended Agreement for Professional Services (Special Education)

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $88,237.50 (01.0-65000.0-57602-11901-5850-7440000), effective September 26, 2022 through July 13, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 20, 2022 effective September 26, 2022 through May 25, 2023, not to exceed $78,520. This amendment extends the date for ESY through July 13, 2023 and adds $9,717.50 increasing the total not to exceed $88,237.50.

SPED Professional Services Gary Stromberg_Amendment.pdf

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

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and SpedEx Consulting, to provide a Director of Special Education, Credentialed Teachers and office support, not to exceed $13,350 (01.0-65000.0-57602-11900-5850-7440000), effective October 10, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services SpedEx_Amendment.pdf

12.l Ratification of Agreement for Professional Services (Special Education)

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Neuropsychology Partners, to provide a Psycho-educational Assessment, IEE, not to exceed

$7,200 (01.0-65000.0-57602-11900-5850-744000) for special education student 960034080, effective May 3, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034080 Nueropsychology Partners_Ratification.pdf

12.m Amendment of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960005556, not to exceed $15,000 (01.0-65000.0-57602-11900-5850-7440000), effective October 22, 2021 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 21, 2021 effective October 22, 2021 through May 26, 2023. This amendment extends the end date to June 30, 2023.

SPED Student 960005556 Professional Tutors_Amendment.pdf

12.n Amendment of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Professional Tutors of America for Special Education Student 960032646, not to exceed $3,150 (01.0-65000.0-57602-11900-5850-7440000), effective August 15, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was July 21, 2022 effective August 15, 2022 through March 30, 2023. This amendment extends the end date to June 30, 2023.

SPED Student 960032646 Professional Tutors_Amendment.pdf

12.o Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Inclusive Education and Community Partnership, to provide an inclusion specialist, not to exceed $8,835 (01.0-65000.0-57602-11900-5850-7440000), effective January 9, 2023 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960030102 Inclusive Education and Community_Ratification.pdf

12.p Amendment of Action on Final Settlement Agreement (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education Student 960005556, at no additional cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 21, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 7, 2021 effective September 24, 2021 through

May 26, 2022. This amendment extends the end date to December 31, 2023.

SPED Student 960005556 Settlement Agreement_Amendment.docx.pdf

12.q Notice of Completion, Chalmers Construction Services Inc., Demolition, Earthwork & AC Paving, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed to the agreement between Burbank Unified School District and Chalmers Construction Services for the Demolition, Earthwork, & AC Paving for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $528,893.70 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, effective March 23, 2023, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-18 NOC_Chalmers_Disney_Bond.pdf

12.r Approval of Memorandums of Understanding between Burbank Adult School and Valley Community Health Care, Burbank Adult School and Clinica Medica San Miguel, and Burbank Adult School and Burbank Therapy Center
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandums of Understanding between Burbank Unified School District, and Valley Community Health Care, Clinica Medica San Miguel, and Burbank Therapy Center, as presented.

BAS Clinical Sites 5 18 23.pdf

12.s Approval of Award of Contract, Western Fence & Supply Co., DBA Pilgrim Fence Co., Furnish and Install Three (3) High Chain Link Fences to Restrict Unauthorized Public Access into Burbank High School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Western Fence & Supply Co., DBA Pilgrim Fence Co., to Furnish and Install Three (3) High Chain Link Fences to Restrict Unauthorized Public Access into Burbank High School, effective May 19, 2023 through May 18, 2024, not to exceed $51,830 (21.3-00000.0-91001-85000-6170-431-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-18 AOC_Pilgrim_BHS_Bond.pdf

13. REQUESTS TO ADDRESS THE BOARD

13.a Public Communications on Any Agenda Item and Any Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on any agenda item and any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than three (3) 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.

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

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

14. ADJOURNMENT

Hiring Update

Burbank Unified School District

Board of Education Meeting on Thursday, May 18, 2023

Custodians

- 13 Custodians hired this year
- 5 Lead custodians hired this year
- 2 custodial vacancies:
  - 1. Providencia – Interviewing Candidate (date pending)
  - 2. BHS – Interviewing Candidate (date pending)
- Compensation
  - Starting salary for a custodian was $16.23 per hour
  - New starting salary for custodian is $18.31
- Custodial Sub Update:
- 4 have been hired and promoted to permanent status
- 2 additional have been hired
- 2 in process
- 3 pending job offers but applicants have not followed through with the hiring process

Grounds

- 4 grounds positions filled this year.
  - Flown this position 14 times
- 2 grounds vacancies
  - 1. Interviewing Candidate
  - 2. Candidate Pending Fingerprints
- Compensation
  - Starting salary for Grounds was $18.32 per hour
  - New salary for Grounds is $20.66

Campus Supervisors

- 8 Campus Supervisors - Secondary hired this year
- One vacancy in campus supervisors
  - Resigned on 4/20
- Compensation
  - Starting salary for a Campus Supervisor was $16.23 per hour
  - New starting salary for Campus Supervisor is $17.42

Increase Applicant Pool and Remove Barriers

- Innovative Human Resources Recruitment Strategies
  - Employment Fair at Burbank Adult School
  - HR held seminars at the Adult school in the morning and at night
  - Creating a Grounds and Operation course at the Adult School
  - Developing an entry-level Grounds position
  - Analyzing positions and temporarily reducing certain requirements
    - High School Diploma, experience requirements, foreign transcripts
  - Social Media Campaigns
  - Local church bulletins
  - Online Job Postings
    - Edjoin
      - Paper applications accepted for certain positions
    - Indeed

Reduce On-Boarding Hurdles and Timeline

- District will now fund the cost for background fingerprinting
  - Saves substitutes and new hires approximately $75
- Health back screenings are eliminated
  - Not required by law, workers' compensation or liability JPA
  - This reduces the hiring time immensely
- Applicants can substitute while waiting for permanent position hiring decisions

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : John M. Paramo, Assistant Superintendent, Educational Services

PREPARED BY: John M. Paramo, Assistant Superintendent, Educational Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: May 18, 2023

SUBJECT: Adoption of Resolution 31 – Proclaiming May 22, 2023 as Harvey Milk Day

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Background:

Harvey Milk was an activist, organizer, and an openly gay man elected to public office as a member of the San Francisco Board of Supervisors in the late 1970s. Harvey Milk came out and started organizing against discrimination of gay and lesbian business owners in the Castro District of San Francisco and against the Briggs Initiative, an initiative on the California state ballot in 1978 that would have banned gays and lesbians from working in California schools. Milk was responsible for passing gay rights ordinances for the city of San Francisco and served eleven months in office before he was assassinated on November 27, 1978, along with San Francisco Mayor George Moscone. We celebrate Harvey Milk Day on his birthday, May 22nd.

District Wide Goals for 2022-2023:

2. Students and Staff will be physically, emotionally and mentally healthy.

Discussion and Issues:

Harvey Milk day is a day to educate your school about an extraordinary leader whose courageous work to end discrimination against the lesbian, gay, bisexual and transgender community in the 1970s set the stage for many of the civil rights advances we see today.

"I ask for the movement to continue, for the movement to grow, because last week I got a phone call from Altoona, Pennsylvania, and my election gave somebody else, one more person, hope….you gotta give'em hope."

Fiscal Impact:

None.

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 31 - Proclaiming May 22, 2023 as Harvey Milk Day, as presented.

RESOLUTION 31 PROCLAIMING MAY 22, 2023
HARVEY MILK DAY

WHEREAS, Today we honor the life and legacy of Harvey Milk, an openly gay politician in California and a leader of the American Civil Rights Movement; and

WHEREAS, Time magazine included Harvey Milk on a list titled "The 100 Most Important People of the 20th Century"; and

WHEREAS, Harvey Milk was not only an advocate for the LGBTQIA2S+ community, but for all minorities. He believed in safe, strong neighborhoods and supported public education, affordable childcare, and equal rights for all; and

WHEREAS, Harvey Milk was elected to the position of city supervisor in San Francisco where he held office for one year before his life was tragically cut short in 1978 by a political rival who opposed Milk's liberal views; and

WHEREAS, Harvey Milk's contributions to the cause of equality for all people has been recognized in a number of ways, including the issuance of a stamp with his picture on it, the posthumous awarding of the Medal of Freedom; and

WHEREAS, Harvey Milk's work continues today through the work of the Milk Foundation, founded by his nephew Stuart Milk, in honor of his uncle.

WHEREAS, We honor Harvey Milk today, let us remember his words "Hope will never be silent." Members of the LGBTQIA2S+ community – in the United States and around the world – still face discrimination and violence, rooted in the same hatred that Milk died fighting. They deserve hope, and they cannot abide our silence.

NOW THEREFORE, IT IS PROCLAIMED, by the Burbank Unified School Board of Education, and on behalf of the citizens of the City of Burbank, California, that we proclaim May 22, 2023 as "Harvey Milk Day."

Passed, Approved and Adopted this 18th day of May, 2023 at a meeting of the BurbankUnified School District Board of Education, Los Angeles County, California**.**

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : John Paramo, Assistant Superintendent, Educational Services

PREPARED BY: John Paramo, Assistant Superintendent, Educational Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: May 18, 2023

SUBJECT: Adoption of Resolution 32 in Support of Pride Month, June, 2023

Background:
The Burbank Unified School District is committed to creating a safe environment for all students, but has an additional concern for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual, and Two-Spirit (LGBTQIA2S+) students who are most at-risk for feelings of isolation, depression, and suicidal ideations or attempts. This is reflected in the adoption of the Mental Health and Wellness Master Plan in April of 2016.

LGBTQIA2S+ Pride Month is celebrated each year in June to recognize and commemorate the 1969 Stonewall riots. The riots were protesting a police raid at the Stonewall Inn in Greenwich Village in New York City. It is considered to be the event that launched the movement for LGBTQIA2S+ rights in the United States. Although there has been some positive change since then, there is still a need to continue the work for acceptance in District schools.

District Wide Goals for 2022-2023:

2. Students will be physically emotionally and mentally healthy.

Discussion and Issues:
The District supports Pride Month and would like to highlight its continued support for all LGBTQIA2S+ students and their families. The District continues to convene teachers regularly for the purpose of reviewing and developing curriculum. In addition, with the approval of the Mental Health and Wellness Plan by the Board of Education in April, 2016, the District will be placing greater efforts in supporting students before they are in crisis.

Fiscal Impact:
There is no fiscal impact.

Recommendation:
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 32 in Support of Pride Month, June, 2023, as presented.

RESOLUTION 32 PROCLAIMING JUNE, 2023
AS THE BURBANK UNIFIED SCHOOL DISTRICT'S
LESBIAN, GAY, BISEXUAL, TRANSGENDER,
QUEER/QUESTIONING, INTERSEX, ASEXUAL, AND TWO-SPIRIT (LGBTQIA2S+) PRIDE MONTH

WHEREAS, the Burbank Unified School District ("District") models, advocates, actively supports, and promotes the inclusive and respectful treatment of all students, staff, family members, and community members;

WHEREAS, the District believes that all students should be able to attend school in a safe and inclusive environment free from discrimination;

WHEREAS, the District is firmly committed to providing a safe, nurturing, and tolerant environment in our schools;

WHEREAS, the District is firmly committed to school safety for all students, staff, and family members, including the Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual, and Two-Spirit (LGBTQIA2S+) community or those that may be perceived as such;

WHEREAS, the District believes that sexual orientation and gender expression-biased bullying are among the most common forms of harassment in schools and the lack of awareness and understanding of these issues have contributed to a higher rate of isolation, depression, and suicidal ideations or attempts;

WHEREAS, the significantly higher rates of school dropout, academic failure and school disengagement among LGBTQIA2S+ youth across the country are attributed to peer harassment and bullying;

WHEREAS, children who do not conform to gender stereotypes are more likely to be targets of harassment and bullying;

WHEREAS, all District schools must strive to ensure that Burbank schools are consistently safe and affirming spaces for all students, staff and their families;

WHEREAS, pursuant to Education Code section 200, it is the policy of California to afford all persons in public schools, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other protected characteristic, equal rights and opportunities in the educational institutions of California;

WHEREAS, pursuant to Education Code section 201, all California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity;

WHEREAS, pursuant to the Education code section 51933 (California Healthy Youth Act), and Board Policy 6142.1, all California's public schools must provide comprehensive sexual health education to encourage the development of healthy attitudes of adolescent growth and development, body image, gender, sexual orientation, and relationships, and ensure that sexual health education does not promote outdated gender norms;

WHEREAS, the Student Success and Opportunity Act of 2013 strengthened protections for transgender students and affirmed that all students should be recognized and participate in activities by their gender of identity;

WHEREAS, the District endorses training for educators and other school related professionals to support all students dealing with the issues of sexual orientation, gender identity, and gender expression;

WHEREAS, the District recognizes LGBTQIA2S+ as a protected group and addresses discrimination based upon sexual orientation, gender identity and gender expression;

WHEREAS, the District recognizes that education regarding LGBTQIA2S+ issues increases understanding and cultivates acceptance of and respect for LGBTQIA2S+ students;

WHEREAS, the month of June provides an opportunity to celebrate and value the identities and contributions of the LGBTQIA2S+ community;

WHEREAS, a knowledge of LGBTQIA2S+ history for all students enables LGBTQIA2S+ students, families, and educators to be supported by the District community to uphold affirmative lives with dignity and respect;

WHEREAS, by recognizing Pride Month, the District demonstrates support of policies, practices and curriculum that honor and respect LGBTQIA2S+ students, staff and their families;

NOW, THEREFORE, BE IT RESOLVED, the Burbank Unified School District Board of Education hereby designates June, 2023 as Pride Month and directs the Superintendent and all District staff to support policies, practices, and curricula that respect LGBTQIA2S+ students and their families throughout the school year. The District will also fly Pride flags at each site for the month of June.

PASSED, APPROVED, AND ADOPTED this 18th day of May, 2023, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes:

Noes:

Abstain:

Absent:

_____

Clerk, Board of Education

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	High School Science Textbook (Lottery Textbook Fund)

Background:

During the 2021-2022 and 2022–2023 school years, the Burbank Unified School District piloted state-approved science textbooks for secondary schools. The process started with a group of secondary science teachers and site administrators attending a county-sponsored science textbook preview in Downey, California. Our high school teachers narrowed their selection down to McGraw-Hill and Houghton Mifflin Harcourt (HMH).

Teachers volunteered to pilot the textbooks during the 2021-2022 and 2022-2023 school years. There were teacher representatives from each of the high schools. Similarly, there was a fair representation of general education teachers, special education teachers, and English Language Development teachers. All of the teachers piloted HMH in the fall, and they all piloted McGraw Hill in the spring. This provided for an authentic evaluation as each teacher experienced the materials from both textbooks.

During the semester, the piloting teachers met regularly to discuss their issues with the textbooks. Collectively, the teachers were able to share best practices to accommodate the new curriculum. In particular, the new curriculum from both publishers contained many online resources and student applications that required technology.

District-Wide Goals for 2022-2023:
1.0 Students will be career/college ready via high-quality instruction.

Discussion and Issues:

Every piloting teacher completed an evaluation of both HMH and McGraw Hill. The evaluations were tallied and the data was compiled for the teachers to access. While both textbooks have strengths and weaknesses, the evaluation scores are in favor of the McGraw-Hill textbook.

Fiscal Impact:

The fiscal impact of the High School Science Textbook Adoption:

The cost will be paid from appropriation number, 01.0-63000-0-11100-10000-4110-742-9000 (lottery textbook funds)

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA Inspire Biology					
Student Resources					
CA INSPIRE BIO G9-12 COMPREHENSIVE STUDENT BUNDLE WSYNCBLASTS 8YR SUBSCRIPTION	978-0-07-703652-2	2170	$171.35	$0.00	$371,829.50
INSPIRE SCIENCE BIOLOGY CALIFORNIA STUDENT EDITION	978-0-07-674237-0	630	$91.00	$0.00	$57,330.00
			Student Resources Subtotal:	**$0.00**	**$429,159.50**
Teacher Resources					
CALIFORNIA BIOLOGY	978-0-07-683066-4	19	$202.23	$3,842.37	*Free Materials
CALIFORNIA BIOLOGY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683071-8	19	$246.00	$4,674.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	19	$25.02	$475.38	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	19	$11.24	$213.56	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	19	$22.47	$426.93	*Free Materials
			Teacher Resources Subtotal:	**$9,632.24**	**$0.00**
			CA Inspire Biology Subtotal:	**$9,632.24**	**$429,159.50**

CA Inspire Chemistry					
Student Resources					
CA INSPIRE CHEMISTRY COLLABORATIVE STUDENT BUNDLE SYNCBLASTS 8YR SUBSCRIPTION	978-0-07-692580-3	1230	$171.35	$0.00	$210,760.50
INSPIRE SCIENCE CHEMISTRY CALIFORNIA STUDENT EDITION	978-0-07-674695-8	310	$91.00	$0.00	$28,210.00
ALEKS 6-12 ADD ON HS CHEMISTRY MY.MHEDUCATION.COM 8YR STUDENT SUBSC	978-1-26-432510-8	1230	$62.10	$0.00	$76,383.00
			Student Resources Subtotal:	**$0.00**	**$315,353.50**
Teacher Resources					
CALIFORNIA CHEMISTRY TEACHER WALKAROUND EDITION	978-0-07-683072-5	9	$202.23	$1,820.07	*Free Materials
CALIFORNIA CHEMISTRY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683076-3	9	$246.00	$2,214.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	9	$25.02	$225.18	*Free Materials
ALEKS 6-12 ADD ON HS CHEMISTRY VIA MY.MHEDUCATION.COM 8YR TEACHER SUBSC	978-1-26-432520-7	9	$62.10	$558.90	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	9	$11.24	$101.16	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	9	$22.47	$202.23	*Free Materials
			Teacher Resources Subtotal:	**$5,121.54**	**$0.00**
			CA Inspire Chemistry Subtotal:	**$5,121.54**	**$315,353.50**

CA Inspire Physics					
Student Resources					
CA INSPIRE PHYSICS COLLABORATIVE STUDENT BUNDLE SYNCBLASTS 8YR SUBSCRIPTION	978-0-07-692601-5	200	$171.35	$0.00	$34,270.00
INSPIRE SCIENCE PHYSICS CALIFORNIA STUDENT EDITION	978-0-07-674235-6	140	$91.00	$0.00	$12,740.00
			Student Resources Subtotal:	**$0.00**	**$47,010.00**
Teacher Resources					
CALIFORNIA PHYSICS TEACHER WALKAROUND EDITION	978-0-07-683077-0	4	$202.23	$808.92	*Free Materials
CALIFORNIA PHYSICS ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683081-7	4	$246.00	$984.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	4	$25.02	$100.08	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	4	$11.24	$44.96	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	4	$22.47	$89.88	*Free Materials
			Teacher Resources Subtotal:	**$2,027.84**	**$0.00**
			CA Inspire Physics Subtotal:	**$2,027.84**	**$47,010.00**

Inspire Earth Science					
Student Resources					
INSPIRE SCIENCE EARTH G9-12 CMPHSV STUDENT BNDL WSTUDYSYNC BLASTS 8YR SUBSC	978-0-07-692895-8	440	$169.68	$0.00	$74,659.20
INSPIRE SCIENCE EARTH STUDENT EDITION	978-0-02-145261-3	245	$87.63	$0.00	$21,469.35
			Student Resources Subtotal:	**$0.00**	**$96,128.55**
Teacher Resources					
INSPIRE SCIENCE EARTH GRADES 9-12 TEACHER EDITION	978-0-07-688465-0	8	$202.23	$1,617.84	*Free Materials
INSPIRE SCIENCE EARTH GRADES 9-12 ONLINE TEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-692386-1	8	$258.30	$2,066.40	*Free Materials
INSPIRE SCIENCE STUDYSYNC BLASTS ADD-ON TEACHER 8 YEAR SUBSCRIPTION (OLP)	978-0-07-702162-7	8	$25.77	$206.16	*Free Materials
INSPIRE SCIENCE G9-12 PROGRAM GUIDE A TEACHERS TOUR	978-0-07-688435-3	8	$11.01	$88.08	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	8	$22.47	$179.76	*Free Materials
			Teacher Resources Subtotal:	**$4,158.24**	**$0.00**
			Inspire Earth Science Subtotal:	**$4,158.24**	**$96,128.55**

VALUE OF ALL MATERIALS	$908,591.41
FREE MATERIALS	($20,939.86)
PRODUCT TOTAL*	**$887,651.55**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$83,995.07
GRAND TOTAL	**$971,646.62**

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends the board of education adopt the McGraw Hill CA Inspire Biology, CA Inspire Chemistry, CA Inspire Physics, Inspire Earth Science, not to exceed $971,646.62 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

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QUOTE PREPARED FOR:

Burbank USD Community Day Sch
223 E SANTA ANITA AVE
BURBANK, CA 91502-1447
ACCOUNT NUMBER: 210859

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
CA Inspire Biology	$8,377.46	($506.96)	$7,870.50
Inspire Earth Science	$8,239.08	($519.78)	$7,719.30
PRODUCT TOTAL*	**$16,616.54**	**($1,026.74)**	**$15,589.80**
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$1,597.96
GRAND TOTAL*			**$17,187.76**

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	04/26/2023	ACCOUNT NAME: Burbank USD Community Day Sch		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023124753-001	ACCOUNT #: 210859		PAGE #:	1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA Inspire Biology					
Student Resources					
CA INSPIRE BIO G9-12 COMPREHENSIVE STUDENT BUNDLE WSYNCBLASTS 8YR SUBSCRIPTION	978-0-07-703652-2	30	$171.35	$0.00	$5,140.50
INSPIRE SCIENCE BIOLOGY CALIFORNIA STUDENT EDITION	978-0-07-674237-0	30	$91.00	$0.00	$2,730.00
			Student Resources Subtotal:	**$0.00**	**$7,870.50**
Teacher Resources					
CALIFORNIA BIOLOGY TEACHER WALKAROUND EDITION	978-0-07-683066-4	1	$202.23	$202.23	*Free Materials
CALIFORNIA BIOLOGY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683071-8	1	$246.00	$246.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	1	$25.02	$25.02	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	1	$11.24	$11.24	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	1	$22.47	$22.47	*Free Materials
			Teacher Resources Subtotal:	**$506.96**	**$0.00**
			CA Inspire Biology Subtotal:	**$506.96**	**$7,870.50**
Inspire Earth Science					
Student Resources					
INSPIRE SCIENCE EARTH G9-12 CMPHSV STUDENT BNDL WSTUDYSYNC BLASTS 8YR SUBSC	978-0-07-692895-8	30	$169.68	$0.00	$5,090.40
INSPIRE SCIENCE EARTH STUDENT EDITION	978-0-02-145261-3	30	$87.63	$0.00	$2,628.90
			Student Resources Subtotal:	**$0.00**	**$7,719.30**
Teacher Resources					
INSPIRE SCIENCE EARTH GRADES 9-12 TEACHER EDITION	978-0-07-688465-0	1	$202.23	$202.23	*Free Materials
INSPIRE SCIENCE EARTH GRADES 9-12 ONLINE TEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-692386-1	1	$258.30	$258.30	*Free Materials
INSPIRE SCIENCE STUDYSYNC BLASTS ADD-ON TEACHER 8 YEAR SUBSCRIPTION (OLP)	978-0-07-702162-7	1	$25.77	$25.77	*Free Materials
INSPIRE SCIENCE G9-12 PROGRAM GUIDE A TEACHERS TOUR	978-0-07-688435-3	1	$11.01	$11.01	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	1	$22.47	$22.47	*Free Materials
			Teacher Resources Subtotal:	**$519.78**	**$0.00**
			Inspire Earth Science Subtotal:	**$519.78**	**$7,719.30**

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QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023124753-001
ACCOUNT NAME: Burbank USD Community Day Sch
ACCOUNT #: 210859
EXPIRATION DATE: 06/10/2023
PAGE #: 2

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QUOTE PREPARED FOR:

Burbank USD Community Day Sch
223 E SANTA ANITA AVE
BURBANK, CA 91502-1447
ACCOUNT NUMBER: 210859

CONTACT:

VALUE OF ALL MATERIALS	$16,616.54
FREE MATERIALS	($1,026.74)
PRODUCT TOTAL*	**$15,589.80**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$1,597.96
GRAND TOTAL	**$17,187.76**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Terms of Service:
By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

Terms Of Service

Provisions required by Subscriber State law

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

_____ _____
Name of School Official (Please Print) Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	04/26/2023	ACCOUNT NAME: Burbank USD Community Day Sch		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023124753-001	ACCOUNT #: 210859		PAGE #:	3

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QUOTE PREPARED FOR:

Magnolia Park School
827 N AVON
BURBANK, CA 91505
ACCOUNT NUMBER: 207498

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
CA Inspire Biology	$8,377.46	($506.96)	$7,870.50
CA Inspire Chemistry	$10,302.56	($569.06)	$9,733.50
Inspire Earth Science	$8,239.08	($519.78)	$7,719.30
PRODUCT TOTAL*	$26,919.10	($1,595.80)	$25,323.30
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$2,595.63
GRAND TOTAL*			$27,918.93

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

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QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023123400-001
ACCOUNT NAME: Magnolia Park School
ACCOUNT #: 207498
EXPIRATION DATE: 06/10/2023
PAGE #: 1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA Inspire Biology					
Student Resources					
CA INSPIRE BIO G9-12 COMPREHENSIVE STUDENT BUNDLE WSYNCBLASTS 8YR SUBSCRIPTION	978-0-07-703652-2	30	$171.35	$0.00	$5,140.50
INSPIRE SCIENCE BIOLOGY CALIFORNIA STUDENT EDITION	978-0-07-674237-0	30	$91.00	$0.00	$2,730.00
			Student Resources Subtotal:	**$0.00**	**$7,870.50**
Teacher Resources					
CALIFORNIA BIOLOGY TEACHER WALKAROUND EDITION	978-0-07-683066-4	1	$202.23	$202.23	*Free Materials
CALIFORNIA BIOLOGY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683071-8	1	$246.00	$246.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	1	$25.02	$25.02	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	1	$11.24	$11.24	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	1	$22.47	$22.47	*Free Materials
			Teacher Resources Subtotal:	**$506.96**	**$0.00**
			CA Inspire Biology Subtotal:	**$506.96**	**$7,870.50**
CA Inspire Chemistry					
Student Resources					
CA INSPIRE CHEMISTRY COLLABORATIVE STUDENT BUNDLE SYNCBLASTS 8YR SUBSCRIPTION	978-0-07-692580-3	30	$171.35	$0.00	$5,140.50
INSPIRE SCIENCE CHEMISTRY CALIFORNIA STUDENT EDITION	978-0-07-674695-8	30	$91.00	$0.00	$2,730.00
ALEKS 6-12 ADD ON HS CHEMISTRY MY.MHEDUCATION.COM 8YR STUDENT SUBSC	978-1-26-432510-8	30	$62.10	$0.00	$1,863.00
			Student Resources Subtotal:	**$0.00**	**$9,733.50**
Teacher Resources					
CALIFORNIA CHEMISTRY TEACHER WALKAROUND EDITION	978-0-07-683072-5	1	$202.23	$202.23	*Free Materials
CALIFORNIA CHEMISTRY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683076-3	1	$246.00	$246.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	1	$25.02	$25.02	*Free Materials
ALEKS 6-12 ADD ON HS CHEMISTRY VIA MY.MHEDUCATION.COM 8YR TEACHER SUBSC	978-1-26-432520-7	1	$62.10	$62.10	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	1	$11.24	$11.24	*Free Materials

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023123400-001
ACCOUNT NAME: Magnolia Park School
ACCOUNT #: 207498
EXPIRATION DATE: 06/10/2023
PAGE #: 2

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	1	$22.47	$22.47	*Free Materials
			Teacher Resources Subtotal:	**$569.06**	**$0.00**
			CA Inspire Chemistry Subtotal:	**$569.06**	**$9,733.50**
Inspire Earth Science					
Student Resources					
INSPIRE SCIENCE EARTH G9-12 CMPHSV STUDENT BNDL WSTUDYSYNC BLASTS 8YR SUBSC	978-0-07-692895-8	30	$169.68	$0.00	$5,090.40
INSPIRE SCIENCE EARTH STUDENT EDITION	978-0-02-145261-3	30	$87.63	$0.00	$2,628.90
			Student Resources Subtotal:	**$0.00**	**$7,719.30**
Teacher Resources					
INSPIRE SCIENCE EARTH GRADES 9-12 TEACHER EDITION	978-0-07-688465-0	1	$202.23	$202.23	*Free Materials
INSPIRE SCIENCE EARTH GRADES 9-12 ONLINE TEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-692386-1	1	$258.30	$258.30	*Free Materials
INSPIRE SCIENCE STUDYSYNC BLASTS ADD-ON TEACHER 8 YEAR SUBSCRIPTION (OLP)	978-0-07-702162-7	1	$25.77	$25.77	*Free Materials
INSPIRE SCIENCE G9-12 PROGRAM GUIDE A TEACHERS TOUR	978-0-07-688435-3	1	$11.01	$11.01	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	1	$22.47	$22.47	*Free Materials
			Teacher Resources Subtotal:	**$519.78**	**$0.00**
			Inspire Earth Science Subtotal:	**$519.78**	**$7,719.30**

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023123400-001
ACCOUNT NAME: Magnolia Park School
ACCOUNT #: 207498
EXPIRATION DATE: 06/10/2023
PAGE #: 3

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QUOTE PREPARED FOR:

Magnolia Park School
827 N AVON
BURBANK, CA 91505
ACCOUNT NUMBER: 207498

CONTACT:

VALUE OF ALL MATERIALS	$26,919.10
FREE MATERIALS	($1,595.80)
PRODUCT TOTAL*	**$25,323.30**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$2,595.63
GRAND TOTAL	**$27,918.93**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

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Terms Of Service

Provisions required by Subscriber State law

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

_____ Name of School Official (Please Print)

_____ Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023123400-001
ACCOUNT NAME: Magnolia Park School
ACCOUNT #: 207498
EXPIRATION DATE: 06/10/2023
PAGE #: 4

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QUOTE PREPARED FOR:

John Burroughs High School
1920 CLARK AVE
BURBANK, CA 91506
ACCOUNT NUMBER: 152615

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
CA Inspire Biology	$209,399.93	($4,055.68)	$205,344.25
CA Inspire Chemistry	$155,086.24	($2,276.24)	$152,810.00
CA Inspire Physics	$24,518.92	($1,013.92)	$23,505.00
Inspire Earth Science	$39,578.19	($1,559.34)	$38,018.85
PRODUCT TOTAL*	$428,583.28	($8,905.18)	$419,678.10
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$39,846.92
GRAND TOTAL*			$459,525.02

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023122618-001
ACCOUNT NAME: John Burroughs High School
ACCOUNT #: 152615
EXPIRATION DATE: 06/10/2023
PAGE #: 1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA Inspire Biology					
Student Resources					
CA INSPIRE BIO G9-12 COMPREHENSIVE STUDENT BUNDLE WSYNCBLASTS 8YR SUBSCRIPTION	978-0-07-703652-2	1055	$171.35	$0.00	$180,774.25
INSPIRE SCIENCE BIOLOGY CALIFORNIA STUDENT EDITION	978-0-07-674237-0	270	$91.00	$0.00	$24,570.00
			Student Resources Subtotal:	**$0.00**	**$205,344.25**
Teacher Resources					
CALIFORNIA BIOLOGY TEACHER WALKAROUND EDITION	978-0-07-683066-4	8	$202.23	$1,617.84	*Free Materials
CALIFORNIA BIOLOGY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683071-8	8	$246.00	$1,968.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	8	$25.02	$200.16	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	8	$11.24	$89.92	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	8	$22.47	$179.76	*Free Materials
			Teacher Resources Subtotal:	**$4,055.68**	**$0.00**
			CA Inspire Biology Subtotal:	**$4,055.68**	**$205,344.25**
CA Inspire Chemistry					
Student Resources					
CA INSPIRE CHEMISTRY COLLABORATIVE STUDENT BUNDLE SYNCBLASTS 8YR SUBSCRIPTION	978-0-07-692580-3	600	$171.35	$0.00	$102,810.00
INSPIRE SCIENCE CHEMISTRY CALIFORNIA STUDENT EDITION	978-0-07-674695-8	140	$91.00	$0.00	$12,740.00
ALEKS 6-12 ADD ON HS CHEMISTRY MY.MHEDUCATION.COM 8YR STUDENT SUBSC	978-1-26-432510-8	600	$62.10	$0.00	$37,260.00
			Student Resources Subtotal:	**$0.00**	**$152,810.00**
Teacher Resources					
CALIFORNIA CHEMISTRY TEACHER WALKAROUND EDITION	978-0-07-683072-5	4	$202.23	$808.92	*Free Materials
CALIFORNIA CHEMISTRY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683076-3	4	$246.00	$984.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	4	$25.02	$100.08	*Free Materials
ALEKS 6-12 ADD ON HS CHEMISTRY VIA MY.MHEDUCATION.COM 8YR TEACHER SUBSC	978-1-26-432520-7	4	$62.10	$248.40	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	4	$11.24	$44.96	*Free Materials

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QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023122618-001
ACCOUNT NAME: John Burroughs High School
ACCOUNT #: 152615
EXPIRATION DATE: 06/10/2023
PAGE #: 2

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	4	$22.47	$89.88	*Free Materials
			Teacher Resources Subtotal:	**$2,276.24**	**$0.00**
			CA Inspire Chemistry Subtotal:	**$2,276.24**	**$152,810.00**
CA Inspire Physics					
Student Resources					
CA INSPIRE PHYSICS COLLABORATIVE STUDENT BUNDLE SYNCBLASTS 8YR SUBSCRIPTION	978-0-07-692601-5	100	$171.35	$0.00	$17,135.00
INSPIRE SCIENCE PHYSICS CALIFORNIA STUDENT EDITION	978-0-07-674235-6	70	$91.00	$0.00	$6,370.00
			Student Resources Subtotal:	**$0.00**	**$23,505.00**
Teacher Resources					
CALIFORNIA PHYSICS TEACHER WALKAROUND EDITION	978-0-07-683077-0	2	$202.23	$404.46	*Free Materials
CALIFORNIA PHYSICS ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683081-7	2	$246.00	$492.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	2	$25.02	$50.04	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	2	$11.24	$22.48	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	2	$22.47	$44.94	*Free Materials
			Teacher Resources Subtotal:	**$1,013.92**	**$0.00**
			CA Inspire Physics Subtotal:	**$1,013.92**	**$23,505.00**
Inspire Earth Science					
Student Resources					
INSPIRE SCIENCE EARTH G9-12 CMPHSV STUDENT BNDL WSTUDYSYNC BLASTS 8YR SUBSC	978-0-07-692895-8	175	$169.68	$0.00	$29,694.00
INSPIRE SCIENCE EARTH STUDENT EDITION	978-0-02-145261-3	95	$87.63	$0.00	$8,324.85
			Student Resources Subtotal:	**$0.00**	**$38,018.85**
Teacher Resources					
INSPIRE SCIENCE EARTH GRADES 9-12 TEACHER EDITION	978-0-07-688465-0	3	$202.23	$606.69	*Free Materials
INSPIRE SCIENCE EARTH GRADES 9-12 ONLINE TEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-692386-1	3	$258.30	$774.90	*Free Materials
INSPIRE SCIENCE STUDYSYNC BLASTS ADD-ON TEACHER 8 YEAR SUBSCRIPTION (OLP)	978-0-07-702162-7	3	$25.77	$77.31	*Free Materials
INSPIRE SCIENCE G9-12 PROGRAM GUIDE A TEACHERS TOUR	978-0-07-688435-3	3	$11.01	$33.03	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	3	$22.47	$67.41	*Free Materials
			Teacher Resources Subtotal:	**$1,559.34**	**$0.00**
			Inspire Earth Science Subtotal:	**$1,559.34**	**$38,018.85**

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023122618-001
ACCOUNT NAME: John Burroughs High School
ACCOUNT #: 152615
EXPIRATION DATE: 06/10/2023
PAGE #: 3

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QUOTE PREPARED FOR:

John Burroughs High School
1920 CLARK AVE
BURBANK, CA 91506
ACCOUNT NUMBER: 152615

CONTACT:

VALUE OF ALL MATERIALS	$428,583.28
FREE MATERIALS	($8,905.18)
PRODUCT TOTAL*	**$419,678.10**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$39,846.92
GRAND TOTAL	**$459,525.02**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

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Terms Of Service

Provisions required by Subscriber State law

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School Purchase Order Number: _____

_____ _____
Name of School Official (Please Print) Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	04/26/2023	ACCOUNT NAME: John Burroughs High School		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023122618-001	ACCOUNT #: 152615		PAGE #:	4

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QUOTE PREPARED FOR:

Burbank High School
902 NORTH 3RD
BURBANK, CA 91502
ACCOUNT NUMBER: 154386

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
CA Inspire Biology	$204,259.43	($4,055.68)	$200,203.75
CA Inspire Chemistry	$155,086.24	($2,276.24)	$152,810.00
CA Inspire Physics	$24,518.92	($1,013.92)	$23,505.00
Inspire Earth Science	$35,991.36	($1,039.56)	$34,951.80
PRODUCT TOTAL*	$419,855.95	($8,385.40)	$411,470.55
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$38,356.60
GRAND TOTAL*			$449,827.15

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

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QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023121743-001
ACCOUNT NAME: Burbank High School
ACCOUNT #: 154386
EXPIRATION DATE: 06/10/2023
PAGE #: 1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA Inspire Biology					
Student Resources					
CA INSPIRE BIO G9-12 COMPREHENSIVE STUDENT BUNDLE WSYNCBLASTS 8YR SUBSCRIPTION	978-0-07-703652-2	1025	$171.35	$0.00	$175,633.75
INSPIRE SCIENCE BIOLOGY CALIFORNIA STUDENT EDITION	978-0-07-674237-0	270	$91.00	$0.00	$24,570.00
			Student Resources Subtotal:	**$0.00**	**$200,203.75**
Teacher Resources					
CALIFORNIA BIOLOGY TEACHER WALKAROUND EDITION	978-0-07-683066-4	8	$202.23	$1,617.84	*Free Materials
CALIFORNIA BIOLOGY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683071-8	8	$246.00	$1,968.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	8	$25.02	$200.16	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	8	$11.24	$89.92	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	8	$22.47	$179.76	*Free Materials
			Teacher Resources Subtotal:	**$4,055.68**	**$0.00**
			CA Inspire Biology Subtotal:	**$4,055.68**	**$200,203.75**
CA Inspire Chemistry					
Student Resources					
CA INSPIRE CHEMISTRY COLLABORATIVE STUDENT BUNDLE SYNCBLASTS 8YR SUBSCRIPTION	978-0-07-692580-3	600	$171.35	$0.00	$102,810.00
INSPIRE SCIENCE CHEMISTRY CALIFORNIA STUDENT EDITION	978-0-07-674695-8	140	$91.00	$0.00	$12,740.00
ALEKS 6-12 ADD ON HS CHEMISTRY MY.MHEDUCATION.COM 8YR STUDENT SUBSC	978-1-26-432510-8	600	$62.10	$0.00	$37,260.00
			Student Resources Subtotal:	**$0.00**	**$152,810.00**
Teacher Resources					
CALIFORNIA CHEMISTRY TEACHER WALKAROUND EDITION	978-0-07-683072-5	4	$202.23	$808.92	*Free Materials
CALIFORNIA CHEMISTRY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683076-3	4	$246.00	$984.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	4	$25.02	$100.08	*Free Materials
ALEKS 6-12 ADD ON HS CHEMISTRY VIA MY.MHEDUCATION.COM 8YR TEACHER SUBSC	978-1-26-432520-7	4	$62.10	$248.40	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	4	$11.24	$44.96	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	4	$22.47	$89.88	*Free Materials
			Teacher Resources Subtotal:	**$2,276.24**	**$0.00**
			CA Inspire Chemistry Subtotal:	**$2,276.24**	**$152,810.00**
CA Inspire Physics					
Student Resources					
CA INSPIRE PHYSICS COLLABORATIVE STUDENT BUNDLE SYNCBLASTS 8YR SUBSCRIPTION	978-0-07-692601-5	100	$171.35	$0.00	$17,135.00
INSPIRE SCIENCE PHYSICS CALIFORNIA STUDENT EDITION	978-0-07-674235-6	70	$91.00	$0.00	$6,370.00
			Student Resources Subtotal:	**$0.00**	**$23,505.00**
Teacher Resources					
CALIFORNIA PHYSICS TEACHER WALKAROUND EDITION	978-0-07-683077-0	2	$202.23	$404.46	*Free Materials
CALIFORNIA PHYSICS ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683081-7	2	$246.00	$492.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	2	$25.02	$50.04	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR					

(PDLSDE)	978-0-07-687517-7	2	$11.24	$22.48	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	2	$22.47	$44.94	*Free Materials
			Teacher Resources Subtotal:	**$1,013.92**	**$0.00**
			CA Inspire Physics Subtotal:	**$1,013.92**	**$23,505.00**
Inspire Earth Science					
Student Resources					
INSPIRE SCIENCE EARTH G9-12 CMPHSV STUDENT BNDL WSTUDYSYNC BLASTS 8YR SUBSC	978-0-07-692895-8	175	$169.68	$0.00	$29,694.00
INSPIRE SCIENCE EARTH STUDENT EDITION	978-0-02-145261-3	60	$87.63	$0.00	$5,257.80
			Student Resources Subtotal:	**$0.00**	**$34,951.80**
Teacher Resources					
INSPIRE SCIENCE EARTH GRADES 9-12 TEACHER EDITION	978-0-07-688465-0	2	$202.23	$404.46	*Free Materials
INSPIRE SCIENCE EARTH GRADES 9-12 ONLINE TEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-692386-1	2	$258.30	$516.60	*Free Materials
INSPIRE SCIENCE STUDYSYNC BLASTS ADD-ON TEACHER 8 YEAR SUBSCRIPTION (OLP)	978-0-07-702162-7	2	$25.77	$51.54	*Free Materials
INSPIRE SCIENCE G9-12 PROGRAM GUIDE A TEACHERS TOUR	978-0-07-688435-3	2	$11.01	$22.02	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	2	$22.47	$44.94	*Free Materials
			Teacher Resources Subtotal:	**$1,039.56**	**$0.00**
			Inspire Earth Science Subtotal:	**$1,039.56**	**$34,951.80**

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023121743-001
ACCOUNT NAME: Burbank High School
ACCOUNT #: 154386
EXPIRATION DATE: 06/10/2023
PAGE #: 3

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QUOTE PREPARED FOR:

Burbank High School
902 NORTH 3RD
BURBANK, CA 91502
ACCOUNT NUMBER: 154386

CONTACT:

VALUE OF ALL MATERIALS	$419,855.95
FREE MATERIALS	($8,385.40)
PRODUCT TOTAL*	**$411,470.55**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$38,356.60
GRAND TOTAL	**$449,827.15**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

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Terms Of Service

Provisions required by Subscriber State law

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

_____ _____

Name of School Official (Please Print) Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	04/26/2023	ACCOUNT NAME: Burbank High School		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023121743-001	ACCOUNT #: 154386		PAGE #:	4

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QUOTE PREPARED FOR:

Monterey Cont High School
1915 MONTEREY AVE
BURBANK, CA 91506
ACCOUNT NUMBER: 199473

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
CA Inspire Biology	$8,377.46	($506.96)	$7,870.50
Inspire Earth Science	$8,239.08	($519.78)	$7,719.30
PRODUCT TOTAL*	**$16,616.54**	**($1,026.74)**	**$15,589.80**
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$1,597.96
GRAND TOTAL*			**$17,187.76**

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	04/26/2023	ACCOUNT NAME: Monterey Cont High School		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023124043-001	ACCOUNT #: 199473		PAGE #:	1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA Inspire Biology					
Student Resources					
CA INSPIRE BIO G9-12 COMPREHENSIVE STUDENT BUNDLE WSYNCBLASTS 8YR SUBSCRIPTION	978-0-07-703652-2	30	$171.35	$0.00	$5,140.50
INSPIRE SCIENCE BIOLOGY CALIFORNIA STUDENT EDITION	978-0-07-674237-0	30	$91.00	$0.00	$2,730.00
			Student Resources Subtotal:	**$0.00**	**$7,870.50**
Teacher Resources					
CALIFORNIA BIOLOGY TEACHER WALKAROUND EDITION	978-0-07-683066-4	1	$202.23	$202.23	*Free Materials
CALIFORNIA BIOLOGY ETEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-683071-8	1	$246.00	$246.00	*Free Materials
INSPIRE SCIENCE STUDYSYNC CALIFORNIA BLASTS ADD-ON TEACHER 8Y SUBSCRIPTION (OLP)	978-0-07-702104-7	1	$25.02	$25.02	*Free Materials
INSPIRE CA HIGH SCHOOL PROGRAM GUIDE A TEACHERS TOUR (PDLSDE)	978-0-07-687517-7	1	$11.24	$11.24	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	1	$22.47	$22.47	*Free Materials
			Teacher Resources Subtotal:	**$506.96**	**$0.00**
			CA Inspire Biology Subtotal:	**$506.96**	**$7,870.50**
Inspire Earth Science					
Student Resources					
INSPIRE SCIENCE EARTH G9-12 CMPHSV STUDENT BNDL WSTUDYSYNC BLASTS 8YR SUBSC	978-0-07-692895-8	30	$169.68	$0.00	$5,090.40
INSPIRE SCIENCE EARTH STUDENT EDITION	978-0-02-145261-3	30	$87.63	$0.00	$2,628.90
			Student Resources Subtotal:	**$0.00**	**$7,719.30**
Teacher Resources					
INSPIRE SCIENCE EARTH GRADES 9-12 TEACHER EDITION	978-0-07-688465-0	1	$202.23	$202.23	*Free Materials
INSPIRE SCIENCE EARTH GRADES 9-12 ONLINE TEACHER EDITION 8 YEAR SUBSCRIPTION	978-0-07-692386-1	1	$258.30	$258.30	*Free Materials
INSPIRE SCIENCE STUDYSYNC BLASTS ADD-ON TEACHER 8 YEAR SUBSCRIPTION (OLP)	978-0-07-702162-7	1	$25.77	$25.77	*Free Materials
INSPIRE SCIENCE G9-12 PROGRAM GUIDE A TEACHERS TOUR	978-0-07-688435-3	1	$11.01	$11.01	*Free Materials
INSPIRE SCIENCE CA G9-12 CAST INSPIRING CAST SUCCESS GUIDE	978-0-07-683067-1	1	$22.47	$22.47	*Free Materials
			Teacher Resources Subtotal:	**$519.78**	**$0.00**
			Inspire Earth Science Subtotal:	**$519.78**	**$7,719.30**

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023124043-001
ACCOUNT NAME: Monterey Cont High School
ACCOUNT #: 199473
EXPIRATION DATE: 06/10/2023
PAGE #: 2

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QUOTE PREPARED FOR:

Monterey Cont High School
1915 MONTEREY AVE
BURBANK, CA 91506
ACCOUNT NUMBER: 199473

CONTACT:

VALUE OF ALL MATERIALS	$16,616.54
FREE MATERIALS	($1,026.74)
PRODUCT TOTAL*	**$15,589.80**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$1,597.96
GRAND TOTAL	**$17,187.76**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

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School Purchase Order Number: _____

_____ _____

Name of School Official (Please Print) Signature of School Official

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QUOTE NUMBER:	JMCCO-04262023124043-001	ACCOUNT #: 199473		PAGE #:	3

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	High School Health Textbook (Lottery Textbook Fund)

Background:

During the 2022–2023 school year, the Burbank Unified School District piloted state-approved health textbooks for secondary schools. The process started with our high school teachers selecting McGraw-Hill and Goodheart-Wilcox to pilot.

Teachers volunteered to pilot the textbooks during the 2022-2023 school years. There were teacher representatives from each of the high schools. Similarly, there was a fair representation of general education teachers, special education teachers, and English Language Development teachers. Half of the teachers piloted McGraw Hill, and the other half piloted Goodheart-Wilcox.

During the semester, the piloting teachers met regularly to discuss their issues with the textbooks. Collectively, the teachers were able to share best practices to accommodate the new curriculum. In particular, the new curriculum from both publishers contained many online resources and student applications that required technology.

District-Wide Goals for 2022-2023:
1.0 Students will be career/college ready via high-quality instruction.

Discussion and Issues:

Every piloting teacher completed an evaluation of both McGraw Hill and Goodheart-Wilcox. The evaluations were tallied and the data was compiled for the teachers to access. While both textbooks have strengths and weaknesses, the evaluation scores are in favor of the McGraw-Hill textbook.

Fiscal Impact:

The fiscal impact of the High School Health Textbook Adoption:

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Glencoe Health © 2022 8-Year					
CUS GLENCOE HEALTH STUDENT BUNDLE 8YR SUBSCRIPTION	978-1-26-432162-9	1290	$117.51	$0.00	$151,587.90
CUS GLENCOE HEALTH STUDENT EDITION	978-1-26-432021-9	403	$76.05	$0.00	$30,648.15
CUS GLENCOE HEALTH TEACHER EDITION	978-1-26-432023-3	13	$198.81	$2,584.53	*Free Materials
CUS GLENCOE HEALTH DIGITAL STUDENT CENTER 8YR SUBSCRIPTION	978-1-26-432032-5	13	$104.49	$1,358.37	*Free Materials
	Glencoe Health © 2022 8-Year Subtotal:			**$3,942.90**	**$182,236.05**

VALUE OF ALL MATERIALS	$186,178.95
FREE MATERIALS	($3,942.90)
PRODUCT TOTAL*	**$182,236.05**
ESTIMATED SHIPPING & HANDLING**	$10,650.57
ESTIMATED TAX**	$18,816.59
GRAND TOTAL	**$211,703.21**

The cost will be paid from appropriation number, 01.0-63000-0-11100-10000-4110-742-9000 (lottery textbook funds)

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends the Board of Education adopt the McGraw Hill Glencoe Health textbook, not to exceed $211,703.21 (01.0-63000-0-11100-10000-4110-742-9000 lottery textbook funds), as presented.

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QUOTE PREPARED FOR:

Burbank High School
902 NORTH 3RD
BURBANK, CA 91502
ACCOUNT NUMBER: 154386

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
Glencoe Health © 2022 8-Year	$87,812.70	($1,516.50)	$86,296.20
PRODUCT TOTAL*	$87,812.70	($1,516.50)	$86,296.20
ESTIMATED S&H**			$4,001.34
ESTIMATED TAX**			$8,964.23
GRAND TOTAL*			$99,261.77

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023022325-001
ACCOUNT NAME: Burbank High School
ACCOUNT #: 154386
EXPIRATION DATE: 06/10/2023
PAGE #: 1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Glencoe Health © 2022 8-Year					
CUS GLENCOE HEALTH STUDENT BUNDLE 8YR SUBSCRIPTION	978-1-26-432162-9	625	$117.51	$0.00	$73,443.75
CUS GLENCOE HEALTH STUDENT EDITION	978-1-26-432021-9	169	$76.05	$0.00	$12,852.45
CUS GLENCOE HEALTH TEACHER EDITION	978-1-26-432023-3	5	$198.81	$994.05	*Free Materials
CUS GLENCOE HEALTH DIGITAL STUDENT CENTER 8YR SUBSCRIPTION	978-1-26-432032-5	5	$104.49	$522.45	*Free Materials
			Glencoe Health © 2022 8-Year Subtotal:	**$1,516.50**	**$86,296.20**

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School Purchase Order Number: _____

_____ _____
Name of School Official (Please Print) Signature of School Official

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QUOTE NUMBER:	JMCCO-04262023022325-001	ACCOUNT #: 154386		PAGE #:	3

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QUOTE PREPARED FOR:

Monterey Cont High School
1915 MONTEREY AVE
BURBANK, CA 91506
ACCOUNT NUMBER: 199473

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
Glencoe Health © 2022 8-Year	$2,204.55	($303.30)	$1,901.25
PRODUCT TOTAL*	$2,204.55	($303.30)	$1,901.25
ESTIMATED S&H**			$107.06
ESTIMATED TAX**			$194.88
GRAND TOTAL*			$2,203.19

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

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QUOTE DATE:	04/26/2023	ACCOUNT NAME: Monterey Cont High School		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023023248-001	ACCOUNT #: 199473		PAGE #:	1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Glencoe Health © 2022 8-Year					
CUS GLENCOE HEALTH STUDENT EDITION	978-1-26-432021-9	25	$76.05	$0.00	$1,901.25
CUS GLENCOE HEALTH TEACHER EDITION	978-1-26-432023-3	1	$198.81	$198.81	*Free Materials
CUS GLENCOE HEALTH DIGITAL STUDENT CENTER 8YR SUBSCRIPTION	978-1-26-432032-5	1	$104.49	$104.49	*Free Materials
			Glencoe Health © 2022 8-Year Subtotal:	**$303.30**	**$1,901.25**

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QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023023248-001
ACCOUNT NAME: Monterey Cont High School
ACCOUNT #: 199473
EXPIRATION DATE: 06/10/2023
PAGE #: 2

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QUOTE PREPARED FOR:

Monterey Cont High School
1915 MONTEREY AVE
BURBANK, CA 91506
ACCOUNT NUMBER: 199473

CONTACT:

VALUE OF ALL MATERIALS	$2,204.55
FREE MATERIALS	($303.30)
PRODUCT TOTAL*	**$1,901.25**
ESTIMATED SHIPPING & HANDLING**	$107.06
ESTIMATED TAX**	$194.88
GRAND TOTAL	**$2,203.19**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

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School Purchase Order Number: _____

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Name of School Official (Please Print) Signature of School Official

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QUOTE NUMBER:	JMCCO-04262023023248-001	ACCOUNT #: 199473		PAGE #:	3

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QUOTE PREPARED FOR:

Magnolia Park School
827 N AVON
BURBANK, CA 91505
ACCOUNT NUMBER: 207498

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
Glencoe Health © 2022 8-Year	$4,174.50	($303.30)	$3,871.20
PRODUCT TOTAL*	**$4,174.50**	**($303.30)**	**$3,871.20**
ESTIMATED S&H**			$250.72
ESTIMATED TAX**			$406.06
GRAND TOTAL*			**$4,527.98**

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QUOTE DATE:	04/26/2023	ACCOUNT NAME: Magnolia Park School		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023022931-001	ACCOUNT #: 207498		PAGE #:	1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Glencoe Health © 2022 8-Year					
CUS GLENCOE HEALTH STUDENT BUNDLE 8YR SUBSCRIPTION	978-1-26-432162-9	20	$117.51	$0.00	$2,350.20
CUS GLENCOE HEALTH STUDENT EDITION	978-1-26-432021-9	20	$76.05	$0.00	$1,521.00
CUS GLENCOE HEALTH TEACHER EDITION	978-1-26-432023-3	1	$198.81	$198.81	*Free Materials
CUS GLENCOE HEALTH DIGITAL STUDENT CENTER 8YR SUBSCRIPTION	978-1-26-432032-5	1	$104.49	$104.49	*Free Materials
		Glencoe Health © 2022 8-Year Subtotal:		**$303.30**	**$3,871.20**

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023
QUOTE NUMBER: JMCCO-04262023022931-001
ACCOUNT NAME: Magnolia Park School
ACCOUNT #: 207498
EXPIRATION DATE: 06/10/2023
PAGE #: 2

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QUOTE PREPARED FOR:

Magnolia Park School
827 N AVON
BURBANK, CA 91505
ACCOUNT NUMBER: 207498

CONTACT:

VALUE OF ALL MATERIALS	$4,174.50
FREE MATERIALS	($303.30)
PRODUCT TOTAL*	**$3,871.20**
ESTIMATED SHIPPING & HANDLING**	$250.72
ESTIMATED TAX**	$406.06
GRAND TOTAL	**$4,527.98**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

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School Purchase Order Number: _____

_____ Name of School Official (Please Print)

_____ Signature of School Official

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	04/26/2023	ACCOUNT NAME: Magnolia Park School		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023022931-001	ACCOUNT #: 207498		PAGE #:	3

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QUOTE PREPARED FOR:

John Burroughs High School
1920 CLARK AVE
BURBANK, CA 91506
ACCOUNT NUMBER: 152615

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
Glencoe Health © 2022 8-Year	$87,812.70	($1,516.50)	$86,296.20
PRODUCT TOTAL*	**$87,812.70**	**($1,516.50)**	**$86,296.20**
ESTIMATED S&H**			$6,040.73
ESTIMATED TAX**			$8,845.36
GRAND TOTAL*			**$101,182.29**

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

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QUOTE DATE:	04/26/2023	ACCOUNT NAME: John Burroughs High School		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023021504-001	ACCOUNT #: 152615		PAGE #:	1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Glencoe Health © 2022 8-Year					
CUS GLENCOE HEALTH STUDENT BUNDLE 8YR SUBSCRIPTION	978-1-26-432162-9	625	$117.51	$0.00	$73,443.75
CUS GLENCOE HEALTH STUDENT EDITION	978-1-26-432021-9	169	$76.05	$0.00	$12,852.45
CUS GLENCOE HEALTH TEACHER EDITION	978-1-26-432023-3	5	$198.81	$994.05	*Free Materials
CUS GLENCOE HEALTH DIGITAL STUDENT CENTER 8YR SUBSCRIPTION	978-1-26-432032-5	5	$104.49	$522.45	*Free Materials
		Glencoe Health © 2022 8-Year Subtotal:		**$1,516.50**	**$86,296.20**

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ACCOUNT #: 152615
EXPIRATION DATE: 06/10/2023
PAGE #: 2

Because learning changes everything.®

QUOTE PREPARED FOR:

John Burroughs High School
1920 CLARK AVE
BURBANK, CA 91506
ACCOUNT NUMBER: 152615

CONTACT:

VALUE OF ALL MATERIALS	$87,812.70
FREE MATERIALS	($1,516.50)
PRODUCT TOTAL*	**$86,296.20**
ESTIMATED SHIPPING & HANDLING**	$6,040.73
ESTIMATED TAX**	$8,845.36
GRAND TOTAL	**$101,182.29**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

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School Purchase Order Number: _____

_____ _____
Name of School Official (Please Print) Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	04/26/2023	ACCOUNT NAME: John Burroughs High School		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023021504-001	ACCOUNT #: 152615		PAGE #:	3

Because learning changes everything.®

QUOTE PREPARED FOR:

Burbank USD Community Day Sch
223 E SANTA ANITA AVE
BURBANK, CA 91502-1447
ACCOUNT NUMBER: 210859

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Astrid Longo
astrid.longo@mheducation.com
3107298438

Section Summary	Value of All Materials	Free Materials	Product Subtotal
Glencoe Health © 2022 8-Year	$4,174.50	($303.30)	$3,871.20
PRODUCT TOTAL*	$4,174.50	($303.30)	$3,871.20
ESTIMATED S&H**			$250.72
ESTIMATED TAX**			$406.06
GRAND TOTAL*			$4,527.98

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

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Comments:

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QUOTE DATE:	04/26/2023	ACCOUNT NAME: Burbank USD Community Day Sch		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023022606-001	ACCOUNT #: 210859		PAGE #:	1

Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Glencoe Health © 2022 8-Year					
CUS GLENCOE HEALTH STUDENT BUNDLE 8YR SUBSCRIPTION	978-1-26-432162-9	20	$117.51	$0.00	$2,350.20
CUS GLENCOE HEALTH STUDENT EDITION	978-1-26-432021-9	20	$76.05	$0.00	$1,521.00
CUS GLENCOE HEALTH TEACHER EDITION	978-1-26-432023-3	1	$198.81	$198.81	*Free Materials
CUS GLENCOE HEALTH DIGITAL STUDENT CENTER 8YR SUBSCRIPTION	978-1-26-432032-5	1	$104.49	$104.49	*Free Materials
		Glencoe Health © 2022 8-Year Subtotal:		**$303.30**	**$3,871.20**

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 04/26/2023 ACCOUNT NAME: Burbank USD Community Day Sch EXPIRATION DATE: 06/10/2023
QUOTE NUMBER: JMCCO-04262023022606-001 ACCOUNT #: 210859 PAGE #: 2

Because learning changes everything.®

QUOTE PREPARED FOR:

Burbank USD Community Day Sch
223 E SANTA ANITA AVE
BURBANK, CA 91502-1447
ACCOUNT NUMBER: 210859

CONTACT:

VALUE OF ALL MATERIALS	$4,174.50
FREE MATERIALS	($303.30)
PRODUCT TOTAL*	**$3,871.20**
ESTIMATED SHIPPING & HANDLING**	$250.72
ESTIMATED TAX**	$406.06
GRAND TOTAL	**$4,527.98**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

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School Purchase Order Number: _____

_____ _____
Name of School Official (Please Print) Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	04/26/2023	ACCOUNT NAME: Burbank USD Community Day Sch		EXPIRATION DATE:	06/10/2023
QUOTE NUMBER:	JMCCO-04262023022606-001	ACCOUNT #: 210859		PAGE #:	3

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Teri Smith, Senior Administrative Assistant
SUBMITTED BY:	Teri Smith, Senior Administrative Assistant
DATE:	May 18, 2023
SUBJECT:	Acceptance of Gifts

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

a) University of Michigan wishes to donate to the District $2,000 to be used for materials and supplies at Burbank High School.

b) John Burroughs IMA Booster Club Inc. wishes to donate to the District $3,200 to be used for JBHS IMA Bus/Transportation at John Burroughs High School.

c) John Burroughs IMA Booster Club Inc. wishes to donate to the District $2,500 to be used for JBHS IMA Coaches at John Burroughs High School

d) Burbank Arts for All wishes to donate to the District $2,500 to be used for a Culinary Lab Refresh at John Burroughs High School

e) Burbank Arts Education Foundation wishes to donate to the District $1,000 to be used to purchase TK materials and supplies at Emerson Elementary School

f) Burbank Arts Education Foundation wishes to donate to the Donate $400 to be used to purchase a Math Department Library at Luther Burbank Middle School

g) Burbank Arts Education Foundation wishes to donate to the District $3,300 to be used to purchase a replacement audio system in the auditorium at Luther Burbank Middle School

h) Burbank Arts Education Foundation wishes to donate to the District$3,000 to be used for the purchase of benches for the Luther Garden Project at Luther Burbank Middle School

i) Disney PTA wishes to donate to the District $ 227.24 to be used to purchase school supplies at Walt Disney Elementary School

j) McKinley Families wishes to donate to the District $10,260 to be used for Outdoor Science School at William McKinley Elementary School

k) John Muir ASB wishes to donate to the District $500 to be used for John Muir Service Day at John Muir Middle School

l) Story City Church wishes to donate to the District $500 to be used for John Muir Service Day at John Muir Middle School

m) Station Film Inc. wishes to donate to the District $2,700 to be used to purchase materials and supplies at John Muir Middle School

n) Smuggle Inc. wishes to donate to the District $2,500 to be used to purchase materials and supplies at John Muir Middle School

o) Burbank Arts Education Foundation wishes to donate to the District $4,200 to be used for Read Across America supplies at Robert Louis Stevenson Elementary School

p) Burbank Arts Education Foundation wishes to donate to the District $225 to be used for Making Math Fun supplies at Bret Harte Elementary School

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

January 19, 2023

Burbank City Hall
275 E. Olive Avenue
Burbank, California

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

STUDENT BOARD MEMBERS PRESENT:
Ever Huerta, JBHS
Serineh Ter-Petrossyan, BHS

STUDENT BOARD MEMBERS ABSENT:
Katherine Fagnani, MHS

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; John Paramo, Assistant Superintendent, Educational Services; Sarah Niemann, Assistant Superintendent, Human Resources and Peter Knapik, Director of Elementary Education.

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

Agency Negotiator: Sarah Niemann Employee Organization: California School Employees Association (CSEA)

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

Agency Negotiator: Sarah Niemann Employee Organization: Burbank Teachers Association (BTA)

3.c Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) Final Settlement Agreement for Special Education Student 960028504 and 960030102 (OF 29,939)

Final Settlement Agreement for Special Education Student 960028504 and 960030102

3.d Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9., 1 potential case.

Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9., 1 potential case.

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

Kara Clark, John Burroughs High School teacher, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Tabet reported that items 3a through 3d were for discussion only with no action taken.

6. ADJUSTMENTS TO THE AGENDA

Vice President Ferguson asked that items 8, 12a and 17a be consolidated into one period of public communications.

All Board members were in agreement.

7. ITEMS FOR FUTURE AGENDAS

President Tabet requests a report on work done over winter break on the baseball fields.
Clerk Weisberg requests a report on fundraising guidelines to discuss equity.

8. PUBLIC COMMUNICATION ON THE ANNUAL ORGANIZATION OF THE BOARD AND ELECTION OF OFFICERS

Kathy Baur, parent and community member talked about the bullying of her son at John Muir Middle School.

Jason Lewis, parent and community member spoke regarding student athletics and the inequalities that women receive in the sporting world. He requested that the City of Burbank give control of two softball fields to the Burbank Unified School District.

David Donahue, resident and business owner welcomed new Board Members and offered to host an event for California Voting Rights Act in the Community.

Lori Little, parent and community member spoke regarding sports events and indicated that we have a crowd control issue.

Liz Bax, parent and community member expresses her gratitude for the CTE Program, Stacy Cashman, Peggy Flynn, Charlene Tabet, Matt Chambers, and John Paramo for the support that they provided to her daughter. She states that the GIFTED program is currently suffering.

Joel Schloshman, parent and community member shares his ideas pertaining to parents being able to address the Board of Education in a manner in which the Brown Act is not violated.

The Board President moved to item 12b.

12. REQUESTS TO ADDRESS THE BOARD

12.a Public Communications on Agenda Items

12.b Superintendent's Comments and Responses
.

Superintendent Hill thanks and responds to the public speakers

12.c Board Members' Comments and Responses
.

Board members took turns responding to the public speakers.

9. ANNUAL ORGANIZATION OF THE BOARD AND ELECTION OF OFFICERS

9.a Election of Officers

Charlene Tabet, President, Board of Education, will conduct the election of officers for a one-year term beginning December 2022 and ending December 2023. 1. President 2. Vice President 3. Clerk

President Steve Ferguson

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

There was a discussion about Vice President Steve Ferguson's nomination.

Vice President Emily Weisberg

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

Clerk Armond Aghakhanian

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

9.b Remarks from Incoming Board of Education President

10. PRESENTATIONS / RECOGNITIONS

10.a Recognition of Burbank Unified School District's Arts, Media, & Entertainment Career Technical Education Pathway Program

Sharon Cuseo, Assistant Superintendent, Instructional Services, facilitated the recognition of the Burbank Unified School District's Arts, Media, & Entertainment Career Technical Education Pathway Program, winner of the 2022 California School Boards Association's Golden Bell Award.

Peggy Flynn, Coordinator for Arts and CTE Programs, along with CTE teachers speak regarding the honor associated with the Golden Bell Award and the impact of the CTE programs. The CTE Teachers are recognized with certificates.

11. REPORTS FROM THE BOARD

11. Student Representatives

Ever Huerta, JBHS; Serineh Ter-Petrossyan, BHS; and Katherine Fagnani, MHS, reported on activities at their respective schools.

Student Representatives from John Burroughs High School and Burbank High School reported about their site events.

9.b Remarks from Incoming Board of Education President

President Ferguson spoke about the interesting and changing times in the community. He would like to celebrate that both elected bodies have a majority of women leading this community. The

second thing is the two people sitting in the center chair of both legislative bodies are both renters. He said we're really excited about the diversity.

13. REPORTS TO THE BOARD

13.a Month 3 Enrollment Report

Stacy Cashman, Director, Student Services, reported on the District's current enrollment numbers as presented.

Month 3 Board Report 1.19.23.pdf (OF 29,940)

Stacy Cashman, Director of Student Services, utilized a PowerPoint to provide a report on Month 3 Enrollment.

Ms. Cashman and Dr. Hill answered Board member's questions regarding permit outreach, what's attracting people to return and drivers for the larger number of students.

13.b Report on Facilities and Technology Projects

Andrew Cantwell, Assistant Superintendent, Administrative Services, reported on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PowerPoint_1192023.pdf (OF 29,941)

Andrew Cantwell, Assistant Superintendent of Administrative Services, utilized a PowerPoint to provide a report on Facilities and Technology projects.

13.c District Legal Counsel Presentation on The California Voting Rights Act and The Process for Transition to By-Trustee Area Elections

Andrew Cantwell, Assistant Superintendent, Administrative Services, introduced District counsel, Trevin Sims, who presented on the California Voting Rights Act and the Process for Transition to By-Trustee Area Elections, as presented.

CVRA - Lozano Smith January 19 Pre-map Standard.pdf (OF 29,942)

Trevin Sims, Partner with Law Firm Lozano Smith, utilized a PowerPoint to provide a report on CVRA process for transitioning to By-Trustee elections.

Mr. Sims answered questions from Board members regarding the transition from At-Large to By-Trustee elections.

13.d District Demographer Presentation on By-Trustee Area Map Development and Criteria under the California Voting Rights Act

Andrew Cantwell, Assistant Superintendent, Administrative Services, introduced Douglas Johnson, President, National Demographics Corporation who presented on By-

Trustee Area Map Development and Criteria under the California Voting Rights Act, as presented.

CVRA Demographer January 19 2023 Pre-map Hearing.pdf (OF 29,943)

Douglas Johnson and Ken Chawkins, Demographers, utilized a PowerPoint to provide a report on By-Trustee Area Map Development.

Mr. Chawkins and Mr. Johnson answered questions regarding the Board's priority of equal distribution of schools amongst Trustees. They note that the most important thing is the federal law of equal-sized districts.

Following the Public Hearing there was a discussion about the information presented and public outreach.

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

The Public Hearing opened at 9:49 p.m. There was no one present who wished to address the Board. The Public Hearing closed at 9:49 p.m.

14.a Public Hearing of California voting Rights Act ("CVRA") Potential Composition of Trustee Area Boundaries

The Board of Education conducted a public hearing to receive input from any interested parties regarding the potential composition of trustee area boundaries, per the requirements of law, as presented.

CVRA Public Hearing 1st Pre-Map Hearing BAI.pdf (OF 29,944)

15. NEW AND/OR UNFINISHED BUSINESS

15.a One-Time Funding Recommendations

That the Board of Education approves the plan for the District's Learning Recovery Emergency Block Grant, effective July 1, 2022, through June 30, 2027, and the plan for the District's Arts, Music, and Instructional Materials Discretionary Block Grant, effective July 1, 2022, through June 30, 2026, as presented.

One Time Funding Survey.pdf (OF 29,945)

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

Superintendent Hill commented, to the public and the Board, that the Governor's proposal that came out last week had a proposal to cut the second grant, the Arts Music and Instructional Materials discretionary block grant by one-third. A proposal in the January budget. With that reduction, he recommends that we cut the last year 2025-26.

President Ferguson adopts the objection.

15.b Adoption of Resolution 13 Accepting the "Certificate of the Canvass of the Election Returns"

That the Board of Education adopt Resolution 13 accepting the "Certificate of the Canvass of the Election Returns," as presented.

Resolution 13 Certifying Election Results for 2022_011923.pdf (OF 29,946)

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

15.c Adoption of Resolution 14 Proclaiming the Month of February 2023, in Recognition of National Black History Month

That the Board of Education adopt Resolution 14 proclaiming the Month of February 2023, in recognition of National Black History Month in the Burbank Unified School District, as presented.

Resolution_14_in_recognition_of_National_Black_History_Month_2023.pdf (OF 29,947)

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

Amend Resolution to reflect the appropriate region and not capitalize black all the time

15.d Approval of Board Representation on District and Community Committees / Groups for 2023

That the Members of the Board determine and approve the list of Board Representation on Committees / Groups for 2023, as presented.

Board Representation on Committees_Report_011923 Revised.pdf (OF 29,948)

15.e Approval of School Sites' 2022-2023 School Plans for Student Achievement

That the Board of Education approve the school sites' 2022-2023 School Plans for Student Achievement, as presented. Note: Due to the size of each document, the School Plans for Student Achievement will not be duplicated for distribution, however, copies of all site plans are available for review in the Instructional Services Division.

School Single Plans 2022-23 1-19-23.pdf (OF 29,949)

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

15.f Approval of 2021-2022 School Accountability Report Cards

That the Board of Education approve the 2021-2022 School Accountability Report Cards prepared in 2022-2023, as presented.

SARCs 2021-2022 01.19.23.pdf (OF 29,950)

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

15.g Adoption of the Proposed K-12 and Monterey Instructional Calendar for the 2023-2024 School Year

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed K-12 and Monterey High School Instructional Calendars for the 2023-2024 School Year, as presented.

Instructional Calendar.pdf (OF 29,951)

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

There was a discussion regarding sports practice not happening during the Jewish High Holidays. Request for continued conversation for religious holidays that people are using personal days to observe.

15.h Ratification of Salary Range Modification for the position of Executive Assistant, Human Resources and Placement on the Confidential Employees, Salary Schedule C, Range B

That the Board of Education ratify the salary modification for the position of Executive Assistant, Human Resources and placement on the Confidential Employees, Salary Schedule C, Range B, effective December 19, 2022, as presented.

Job Description - Executive Assistant HR.pdf (OF 29,952)

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

15.i 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 01-19-23.pdf (OF 29,953)

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

16. CONSENT AGENDA

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 9600285042, not to exceed $7,000, (01.0-65000.0-50010-36000-5813-7440000), effective December 21, 2022 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960028504 Settlement Agreement.docx.pdf (OF 29,939)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960030102, not to exceed $78,321, (01.0-65000.0-50010-36000-5813-7440000), effective 2022/2023 regular school year through 2023/2024 extended school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960030102 Settlement Agreement.pdf (OF 29,939)

16.c Approval of Minutes

That the Board of Education approve the minutes of the Regular Board of Education Meeting of November, 17, 2022, as presented.

Minutes.11.17.22.pdf (OF 29,954)

16.d Approval of Personnel Report Number 22-23-11

That the Board of Education approve Personnel Report number 22-23-11, covering Certificated and Classified personnel, and consisting of Pages 1 to 21 inclusive, as presented.

Personnel Report.pdf (OF 29,955)

16.e 2022-2023 Purchase Order Report

That the Board of Education approve Purchase Orders for 2022-2023 as listed through December 05, 2022, as presented.

2022-2023 PURCHASE ORDER REPORT.pdf (OF 29,956)

16.f Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $14,286,825.60 and commercial warrants in the total amount of $5,260,357.94, as presented.

Warrants.pdf (OF 29,957)

16.g Ratification of Agreement for Instructional Consultant Services

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.

Ratif Consultant 011923_Redacted.pdf (OF 29,958)

16.h Approval of Instructional Consultant Services

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

Inst Consultants 011923_Redacted.pdf (OF 29,959)

16.i Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960028504, not to exceed $16,200 (01.0-65000.0-57602-11900-5850-7440000), effective January 20, 2023 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960028504 Professional Tutors.pdf (OF 29,939)

16.j Amended Agreement for Professional Services (Special Education)

That the Board of Education amend an agreement between Burbank Unified School District and Jose Javier Juarez, Psychologist, to provide assessments, written reports and attend student IEP meetings, not to exceed $136,360 (01.0-65370.0-57602-11900-5850-7440000), effective August 8, 2022 through June 30, 20223 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original agreement was approved on August 18, 2022 in the amount of $55,000. This amendment extends the end date from December 22, 2022 to June 30, 2023 and increases the total not to exceed amount to $136,360.

SPED Professional Services Jose Javier Juarez_Amended.pdf (OF 29,960)

16.k Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between the Burbank Unified School District and Quest Therapy Group, LLC to provide behavior intervention implementers to support special education students, not to exceed $149,350.50 (01.0-65000.0-57602-11900-5850-7440000), effective November 28, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Quest Therapy_Ratified.pdf (OF 29,961)

16.l Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between the Burbank Unified School District and Specialized Therapy Services, Inc., to provide to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960036514, not to exceed $3,000 (01.0-65000.0-57602-11900-5850-7440000), effective December 14, 2022 through October 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960036514 Specialized Therapy Services_Ratified.pdf (OF 29,962)

16.m Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Speech and Language Pathologist (SLP), not to exceed $65,424 (01.0-65000.0-57602-11901-5850-7440000), effective December 19, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Gary Stromberg_Ratified.pdf (OF 29,963)

16.n Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between the Burbank Unified School District and Hear Now dba Abramson Audiology, to provide to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960016695, not to exceed $32000 (01.0-65000.0-57602-11900-5850-7440000), effective January 20, 2023 through December 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960016695 Hear Now_Ratified.pdf (OF 29,964)

16.o Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2022-2023

That the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2022-2023, Report Summary No. 1, July 1 through September 30, 2022, as presented.

BUSD_Williams_UCP_Report_2nd_Quarter_2022_23.pdf (OF 29,965)

16.p Approval of Agreement for Consultant Services with Protocol Agency

That the Board of Education approve the agreement for consultant services between the Burbank Unified School District and Protocol Agency, to provide other health services on an "as needed" basis when other qualified staff are not available effective August 16, 2022 through June 30, 2023, not to exceed $20,000 (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-Protocol 22-23.pdf (OF 29,266)

16.q Approval of Agreement for Consultant Services with Language Resources of America, LRA Interpreters Inc.

That the Board of Education ratify 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 January 19, 2023 through June 30, 2023, not to exceed $1,500 (01.0 00000.0 00000 72000 5850 7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Board Memo LRA 22.23.pdf (OF 29,967)

16.r Ratification of Agreement for Consultant Services

That the Board of Education ratify the agreement for consultant services between the Burbank Unified School District and Maxim Staffing Services, to provide other health services on an "as needed" basis when other qualified staff are not available effective August 16, 2022 through June 30, 2023, not to exceed $20,000 (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-Maxim 22-23.pdf (OF 29,968)

16.s Ratification of Memorandum of Understanding (MOU) Between Los Angeles Unified School District (LAUSD), Division of Adult and Career Education (DACE), Fiscal Agent for Los Angeles Regional Adult Education Consortium (LARAEC) and the Burbank Unified School District (BUSD)

That the Board of Education ratify the Memorandum of Understanding between the Burbank Unified School District and the Los Angeles Unified School District (LAUSD), Division of Adult and Career Education (DACE), Fiscal Agent for Los Angeles Regional Adult Education Consortium (LARAEC), effective November 21, 2022 through June 30, 2024, and authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

MOU LARAEC.pdf (OF 29,969)

16.t Ratification of Award of Contract, Contract Décor Inc., Furnish and Install Blinds in Classrooms, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education ratify an agreement between Burbank Unified School District and Contract Décor Inc. to furnish and install blinds in classrooms for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $9,989.25 (21.3-00000.0-91008-85000-6250-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif_ContractDecor_Disney_Bond.pdf (OF 29,270)

16.u Ratification of Award of Contract, Costa & Associates, RFI #CC-069, Structural Engineering Consultation of Damaged Posts in Existing Building, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education ratify an agreement between Burbank Unified School District and Costa & Associates for the Structural Engineering Consultation for the Damaged Posts in the Existing Building for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $3,500 (21.3-00000.0-91008-85000-5850-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif_Costa&Assoc._Disney_Bond.pdf (OF 29,971)

It was moved by Charlene Tabet, and seconded by Steve Ferguson, that the Board of Education approve the items 16a, 16b and 16e through 16u, as recommended. The motion carried unanimously.

It was moved by Charlene Tabet, and seconded by Armond Aghakhanian, that the Board of Education approve the item 16c as recommended. The motion carried 3-2 with the following roll-call vote: AYES – Ferguson, Aghakhanian, Tabet 2 Abstain-Weisberg, Pontzer Kamkar.

It was moved by Charlene Tabet, and seconded by Armond Aghakhanian, that the Board of Education approve the item 16d, as amended. The motion carried unanimously.

17. REQUESTS TO ADDRESS THE BOARD

17.a Public Communications on a Subject Within the Jurisdiction of the School Board

17.b Superintendent's Comments and Responses

17.c Board Members' Comments and Responses

18. ADJOURNMENT

President Ferguson read the retirements.

Clerk Aghakhanian addressed the conflict in Artsakh and offered support to families and students impacted.

President Ferguson adjourned the meeting at 11:06 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

5/4/2023

_____ _____
DATE ARMOND AGHAKHANIAN, CLERK

TO: Board of Education / Superintendent Consent 5/18/2023

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

SUBJECT: Certificated Personnel - Report Number 22-23-18. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

ELECTION: ADULT SCHOOL SUB	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MEJIA, BRITTANY Adult School	Adult Ed Sub Teacher Substitute Teacher	11.0-63910.0-41106-10000-1160-5330000	100			4/24/2023
SOLLEY, ALYSON Adult School	Adult Ed Sub Teacher Substitute Teacher	11.0-63910.0-41106-10000-1160-5330000	100			4/24/2023
SPARGUR, CONRAD Adult School	Adult Ed Sub Teacher Substitute Teacher	11.0-63910.0-41106-10000-1160-5330000	100			4/24/2023
VANEGAS, JENNIFER Adult School	Adult Ed Sub Teacher Substitute Teacher	11.0-63910.0-41106-10000-1160-5330000	100			4/24/2023

RETIRING	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
HOWARD, CATHLEEN John Muir Middle School	Middle School Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:006 - ST:24 STP: $1413	Began service 9/22/89.	6/30/2023
TOMER, CARYN Special Education	Program Specialist I I - FTE:100%	01.0-65000.0-50010-21000-1914-7440000 01.0-00000.0-00000-21000-1914-7440000	90 10	RA:027 - ST:08 STP: $3013	Began service 8/25/03.	6/30/2023
THOMPSON, JEFFREY H. Burroughs High School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:005 - ST:18 STP: $1413	Began service 8/25/05.	6/30/2023

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CHAMBERS, MATTHEW Burroughs High School	High School Principal - FTE:100%	01.0-00000.0-00000-27000-1312-4320000	100	STP: $1484	Began service 8/18/08.	6/30/2023
MOHAMMADI, ROBERT Burbank High School	Hs Asst Principal Assistant Principal - FTE:100%	01.0-00000.0-00000-27000-1313-4310000	100	STP: $1413	Began service 7/1/2022	4/25/2023
FISHMAN, JEREMY John Muir Middle School	Middle School Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	STP: $1413	Began service 8/8/22.	6/30/2023

APLASCA, MARY AVRIL Special Education	Speech Therapist - FTE:100%	01.0-65000.0-57602-11901-1110-7440000	100	STP: $3013	Began service 8/10/20.	7/7/2023
RODNEY, JOHN John Muir Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100		Began service 7/1/09.	5/26/2023

CHANGE OF END DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BUCHAK, BRIANNA Emerson Elementary School	Long Term Sub Teacher 2nd Grade	01.0-00000.0-11100-10000-1160-7550000	100			3/27/2023 5/25/2023
BLACK, LARA Huerta Middle School	Long Term Sub Teacher Huerta	01.0-00000.0-11100-10000-1160-7550000	100			3/28/2023 5/25/2023
BROWN, CAMILLE John Muir Middle School	Long Term Sub Teacher Social Science	01.0-00000.0-11100-10000-1160-7550000	100			2/28/2023 05/26/2023

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
VORACHAK, SONLAY Huerta Middle School	Counselor - FTE:100%	01.0-01500.0-00000-31100-1211-3210000	100	RA:006 - ST:10 STP: $1413	Taking 6 weeks of parental bonding.	4/17/2023 5/26/2023

RETURN FROM LEAVE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
WILBURN, DEVAN J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:006 - ST:09	From Parental Bonding LOA	5/1/2023

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
HAITAIAN, ANI Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		5/25/2023

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MEJIA, BRITTANY Huerta Middle School	Long Term Sub Counselor Counselor	01.0-00000.0-00000-31100-1260-7550000	100	Salary Rate: $292.97		4/10/2023 5/26/2023
LADD, DWIGHT Burroughs High School	Long Term Sub Teacher English	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		4/4/2023 5/26/2023
CHOE, ELLIOTT John Muir Middle School	Long Term Sub Teacher PE	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $292.97		4/27/2022 5/11/2022
PERAZA, CRISTINA Stevenson Elementary School	Long Term Sub Teacher Special Ed	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $250		5/1/2023 5/26/2023

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 22-23-18

May 18, 2023
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable
Adair, Nathan	JBHS	Other Hourly	Hourly	$35.46	1	April
Adams, Andria	Miller	Intervention Planning	Hourly	$35.46	1.5	March
Albarian, Kristina	Miller	Intervention Teaching	Hourly	$47.80	2	January
Almeida, Cynthia	Stevenson	Intervention teaching	Hourly	$47.80	12	June
Armes, Deborah	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Aviles, Johana	Huerta	Intervention Planning	Hourly	$35.46	6	April – May
Balekian, Janet	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Balisy, Tawnya	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Balisy, Tawnya	Mann SE	Class Coverage	Hourly	$48.92	6	April
Balisy, Tawnya	Mann SE	Class Coverage	Hourly	$48.92	6	April
Ballesteros, Nida	Roosevelt	Intervention teaching	Hourly	$47.80	6	April
Bell, Catherine	Instructional Services	Induction Mentor	Stipend	$1,003	1	January – May
Benton, Nate	BHS	Sub Teacher	Daily	$200	10	May
Berich, Erin	JBHS	Induc. Mentor Stipend	Stipend	$1,003	1	January – May
Bertole, Gianna	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Bock, Gina	Miller	Intervention teaching	Hourly	$47.80	1.5	March
Bowers, Lucia	Instructional Services	Induction Mentor	Stipend	$1,504.50	1	January - May
Cablao, Stella	Mann SE	Class Coverage	Hourly	$48.92	3	April
Cabral, Natalie	Miller	Intervention teaching	Hourly	$47.80	1.5	March
Carr, Lisa	Instructional Services	Induction Mentor	Stipend	$2,006	1	January - May
Carrillo, Stephanie	Stevenson	Intervention teaching	Hourly	$47.80	12	June
Casper, Jennifer	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Cera, Patricia	CC	Additional Hours	Hourly	$22.76	40	April - May
Chugg, Kelli	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Clark, Kara	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Concidine, Michael	Luther	Induc. Mentor Stipend	Stipend	$1,003	1	January – May

Crespy, Amilyn	CC	Additional Hours OVT	Hourly	$27.64	1	April
Crosby, Lucy	Mann SE	Class Coverage	Hourly	$48.92	6	April
Curran, Emily	Special Education	Hourly Equivalent	Hourly	$94.44	20	June
Davis, Aja	Special Education	Home Teacher	Hourly	$37.89	36	April - May
Dawes, Jackie	JBHS	Induc. Mentor Stipend	Stipend	$1,003	1	January – May
Dent, Ericca	Instructional Services	Induction Mentor	Stipend	$2,006	1	January - May
Diaz, Cynthia	BHS	Intervention Planning	Hourly	$35.46	8.15	April
Dixon, Michelle	Special Education	Home Teacher	Hourly	$37.89	47	April – May
Dixon, Michelle	Special Education	Home Teacher	Hourly	$37.89	36	April - May
Edmundson, Mary	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Emamjomeh, Mojgahn	BHS	Intervention Planning	Hourly	$35.46	23.26	March
Ferera, Christopher	BHS	Other Hourly	Hourly	$35.46	50	May
Ferrat, Priscilla	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Flores, Jeanette	Miller	Intervention teaching	Hourly	$47.80	1.5	March
Fuhr, Amy	Huerta	Intervention Planning	Hourly	$47.80	10	January - May
Gallagher, Lisa	Stevenson	Intervention teaching	Hourly	$47.80	12	June
Gerharter, Darla	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Geronimo, Edgardo	Huerta	Intervention Planning	Hourly	$35.46	77.5	September – December
Geronimo, Edgardo	Huerta	Intervention Planning	Hourly	$35.46	77.5	January – May
Gonzalez, Amanda	Huerta	Intervention Planning	Hourly	$47.80	10	January - May
Gonzalez, Amanda	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Grote-Lyman, Laura	BHS	Intervention Planning	Hourly	$35.46	8.29	April
Jackson, Anna	Health Services	Hourly Equivalent	Hourly	$51.45	1	November
Kienlen, Susan	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Knight, Kasey	Special Education	Home Teacher	Hourly	$37.89	30	April – May
Kubler, Laura	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Kubler, Laura	Miller	Intervention teaching	Hourly	$47.80	1.5	March
Kuester, Danielle	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Lerner, Lia	Adult	Hourly Equivalent	Hourly	$67.75	70	April - June
Maddern, Geralyn	Harte	Intervention teaching	Hourly	$47.80	34	April - June
Manoukian, Zare	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Martinez, Allison	Instructional Services	Induction Mentor	Stipend	$2,006	1	January - May
Martirosyan, Anna	CC	Additional Hours	Hourly	$22.76	1.5	April
McKain, Allison	Instructional Services	Induction Mentor	Stipend	$2,006	1	January - May

Meikle, Courtnie	Huerta	Intervention Planning	Hourly	$47.80	10	January - May
Meikle, Courtnie	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Mika, Candice	Stevenson	Crossover day	Daily	$200.00	1	April
Mika, Candice	Stevenson	Other Hourly	Hourly	$35.46	1.5	April
Miron, Crystal	Instructional Services	Induction Mentor	Stipend	$2,006	1	January - May
Mitchell, Chris	Huerta	Intervention Planning	Hourly	$47.80	10	January - May
Obregon, Gabriel	Huerta	Intervention Planning	Hourly	$47.80	10	January - May
Pelayo, Gricelda	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Piper, Morgan	BHS	Intervention Teaching	Hourly	$47.80	20	February – March
Redman, Anthony	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Riggs, Deborah	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Scoville, Dan	Huerta	Other Hourly	Hourly	$35.46	15	April
Shah, Tracy	Edison	Class Coverage	Hourly	$48.92	6	October - November
Shah, Tracy	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Shirvani, Araks	CC	Additional Hours OVT	Hourly	$21.67	3	October
Stilgenbauer, Kymberly	CC	Additional Hours OVT	Hourly	$27.64	1	February
Takou, Eddy	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Thomas, Julie	Disney	Intervention teaching	Hourly	$47.80	57	April - May
Thompson, Wendy	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Timmons, Christy	Instructional Services	Induction Mentor	Stipend	$2,006	1	January - May
Tipton, Rebecca	Special Education	Hourly Equivalent	Hourly	$83.93	7	September - March
Tobin, Jill	Instructional Services	Induction Mentor	Stipend	$2,006	1	January - May
Tobin, Jill	JBHS	Intervention Planning	Hourly	$35.46	3	March
Topalian, Talar	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Tostado, Andrea	Washington	Other Hourly	Hourly	$35.46	1	April
Tubbs, Margarita	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May
Udall, Kristin	Disney	Intervention teaching	Hourly	$47.80	126	April - May
Valencia, Hector	BHS	Intervention Planning	Hourly	$35.46	8	April
Villareal, Katrina	Huerta	Hourly Equivalent	Hourly	$45.17	12	October – December
Wells, John	BHS	Intervention Planning	Hourly	$35.46	20	April
Winstein, Debbie	Miller	Intervention teaching	Hourly	$47.80	1.5	March
Zonshine, Rachel	Instructional Services	Induction Mentor	Stipend	$1,003	1	January - May

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
BARAZZA, Emigdio	Community Resource Assistant	01.0-30100.0-00000-27000-2410-3209000 01.0-00000.0-00000-27000-2410-3201000	.875 .125	37-VI	D		05-25-23	Luther Middle School Began service 08-31-04
PHILIPPAS, Maria	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2142000	.50	35-VI	D		05-25-23	Roosevelt Elementary Began service 09-20-00
Resignation								
LIVITSANOS, Nikki	Paraeducator – Special Education	01.0-33100.0-57602-11200-2110-3220000	.75	38-II	D		05-25-23	Muir Middle School
MACIAS, Maria	Paraeducator – Special Education	01.0-33100.0-57602-11200-2110-4320000	.75	38-V	D		05-10-23	Burroughs High School
SING, Damanpreet	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3210000	.75	38-II	D		04-25-23	Huerta Middle School
WONG, Tiffany	Paraeducator – English Language Learner	01.0-01500.0-47600-10000-2110-4310000	.8125	37-I	D		05-25-23	Burbank High School
39 Month Reemployment								
MIKAYELYAN, Angela	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000	.25	37-VI	D		05-16-23	Burbank High School Exhausted all Paid Time
MIKAYELYAN, Angela	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000	.25	37-VI	D		05-16-23	Burbank High School Exhausted all Paid Time
Layoff								
PEREZ, Jennifer	Campus Supervisor	01.0-32120.0-00000-83000-2210-7429000	1.0	36-I	D		06-30-23	Instructional Services
Leave								
CL-0020-23	Human Resources	01.0-00000.0-00000-83000-2210-4310000	1.0	36-VI	D	04-03-23	05-25-23	Human Resources Change of Date

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
Leave (Continued)								
CL-0021-23	Human Resources	01.0-33100.0-57602-11100-2110-431000	.75	38-II	D	04-04-23	05-25-23	Human Resources Change of Date
DIFONZO, Ruthie	Senior Administrative Secretary-Administrative Services	01.0-00000.0-00000-72000-2441-7470000	1.0	B-7	A	05-08-23	07-28-23	Business Office Family Medical Leave
MIKAYELYAN, Angela Adilia	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000	.25	37-VI	D	05-08-23	05-16-23	Burbank High School Unpaid Leave
Additional Compensation for Working Out of Class								
PEREZ, Jorge	Custodian	01.0-00100.0-00000-82100-2240-7521000		35-VI	A	03-27-23	03-31-23	Facilities Services
PEREZ, Jorge	Custodian	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	04-01-23	06-30-23	Facilities Services
Additional Compensation for Bilingual Translation								
ALVAREZ, Christian	Technology Support Specialist I	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.22 .28 .22 .22 .06	49-V	A	03-01-23	06-30-23	Burbank Adult School Oral & Written - $108/
BAGHDASIAN, Violet	Paraeducator – Adult Learning Center	11.0-63910.0-41106-10000-2210-5330000		36-VI	E	04-01-23	05-25-23	Burbank Adult School Oral & Written – $108/monthly
CHAVEZ, Yanira	Adult English Language Learner/ Office Specialist II	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	.20 .30 .15 .30 .05	39-VI	E	03-01-23	06-30-23	Burbank Adult School Oral & Written – $108/monthly

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 Bilingual Translation (Continued)								
DEHBASHIAN, Sasoon	Adult English Language Learner/ Office Office Specialist I	11.0-63910.0-44101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.10 .30 .20 .30 .10	36-IV	E	04-01-23	05-25-23	Burbank Adult School Oral & Written – $108/monthly
GIUMELLI, Silvia	Adult School Learning Center Technician	11.0-63910.0-41106-10000-2210-5330000		35-VI	E	04-01-23	05-25-23	Burbank Adult School Oral & Written – $108/monthly
OCHOA, Ruby	Attendance Technician	01.0-00000.0-00000-27000-2410-3210000		35-I	C	04-01-23	06-30-203	Huerta Middle School Oral & Written – $108/monthly
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	B	03-01-23	06-30-23	Burbank Adult School Oral & Written – $108/monthly
THOMAS, Jill	Senior Attendance Technician	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.10 .30 .30 .20 .10	39-VI	B	03-01-23	06-30-23	Burbank Adult School Oral & Written – $108/monthly
Change of Assignment – Classification/Location/FTE								
BADHDASIAN, Violet	Paraeducator – Adult Learning Center	11.0-63910.0-41106-10000-2110-5330000	.875	36-VI	E	04-17-23		Burbank Adult School
GUTIERREZ, Pedro	Lead Custodian	01.0-00100.0-00000-82100-2210-2030000	1.0	43-III	A	04-17-23		Emerson Elementary
MCCORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2210-3200000 01.0-32120.0-00000-83000-2210-7429000	.7692 .2308	36-VI	D	04-01-23		Luther Middle School
HANADA, Shigeko	Campus Supervisor – Elementary	01.0-67620.0-11100-10009-2910-2099000 01.0-00000.0-11100-10009-2910-2092000	.2571 .7429	35-VI	D	04-10-23		McKinley Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
REBMAN, Denise	Campus Supervisor – Elementary	01.0-67620.0-11100-10009-2910-2099000 01.0-00000.0-11100-10009-2910-2092000 01.0-00000.0-11100-10009-2910-2091000	.0962 .6885 .2153	35-VI	D	04-10-23		McKinley Elementary
Election – Monthly								
BONILLA, Andrea	Food Service Assistant	13.0-53100.0-00000-37000-2210-2100000	.2813	37-I	D	05-03-23		Miller Elementary
KRAAN, Ian	Grounds Technician	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7523000	.10 .90	43-I	A	05-01-23		Facilities Services
MAGANA, Victor	Custodian	01.0-00100.0-00000-82100-2210-4310000		38-I	A	04-24-23		Burbank High School
ROJAS, Raquel	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000	.2813	37-I	D	05-04-23		Burroughs High School
SHAKHMURADYAN, Irena	Attendance Technician	01.0-00000.0-00000-27000-2410-4310000	.50	35-I	C	04-25-23		Burbank High School
VASQUEZ, Pablo	Grounds Technician	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7523000	.10 .90	43-I	A	04-19-23		Facilities Services
Election – Hourly								
ALVAREZ, Omar	Custodian	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	04-07-23	04-07-23	Facilities Services
BAGHDASIAN, Violet	Paraeducator – Adult Learning Center	11.0-63910.0-41106-10000-2140-5330000		36-VI	E	04-01-23	06-30-23	Burbank Adult School
BEER, Nicole	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2131000		35-I	D	04-27-23	04-27-23	Providencia Elementary
BELTRAN, Andrew	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-V	A	04-14-23	04-14-23	Facilities Services
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	04-01-23	04-30-23	Burbank High School
CELIS, Juan	Custodian	01.0-90711.0-81000-50002-2240-7528000		38-VI	A	04-02-23	04-02-23	Facilities Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-00000.0-00000-83000-2260-7550000		35-V	D	04-01-23	04-30-23	Providencia Elementary
DEL ROSARIO MOGUEL ARAUJO, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2260-7490000		37-I	G	04-14-23		Human Resources
DIAZ, Basilio	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		43-VI	A	04-18-23	04-19-23	Facilities Services
DIAZ, Basilio	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		43-VI	A	04-19-23	06-30-23	Facilities Services
DIAZ, Juan Carlos	Lead Custodian	01.0-90711.0-81000-50002-2240-7528000		43-VI	A	04-01-23	04-01-23	Facilities Services
DIAZ, Juan Carlos	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		43-VI	A	04-15-23	06-30-23	Facilities Services
DIEGO, Melaine	School Office Manager	01.0-00000.0-00000-27000-2460-7550000		43-I	G	04-17-23		Human Resources
DIEGO, Melaine	Secretary III	01.0-00000.0-00000-27000-2460-7550000		37-I	G	04-17-23		Human Resources
DUENAS, Christina	Campus Supervisor	01.0-90904.0-00000-83000-2230-3208100		36-VI	D	04-27-23	04-29-23	Luther Middle School
DUENAS, Christina	Campus Supervisor	01.0-90904.0-00000-83000-2240-3208100		36-VI	D	04-27-23	04-29-23	Luther Middle School
GOMEZ, Celina	Campus Supervisor – Elementary	01.0-00000.0-00000-83000-2260-7550000		35-VI	D	04-01-23	04-30-23	Providencia Elementary
GUTIERREZ, Pedro	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-III	A	04-02-23	04-14-23	Facilities Services
HALAJYAN, Piruz	Paraeducator – Special Education	01.0-00000.0-11100-10000-2130-4311000		38-VI	D	03-01-23	04-14-23	Burbank High School
HERRERA, Ignacio	Custodian	01.0-90711.0-81000-50002-2240-7528000		38-V	A	04-15-23	04-15-23	Facilities Services
KHIN, Khine Thandar	Food Service Assistant	13.0-53100.0-00000-37000-2260-7490000		37-I	G	04-26-23		Human Resources
LEDEZMA, Reina	Lead Custodian	01.0-90711.0-81000-50002-2240-7528000		40-VI	A	03-20-23	03-20-23	Facilities Services
LEDEZMA, Reina	Lead Custodian	01.0-90711.0-81000-50002-2240-7528000		43-VI	A	04-15-23	04-15-23	Facilities Services
LOPEZ, Anastasia Sandoval	Sub-Custodian	01.0-00100.0-00000-82100-2260-7521000		35-I	A	08-03-22	08-03-22	Facilities Services
LOVE, Artese	Food Services Utility Driver	13.0-53100.0-00000-37000-2230-7490000		42-I	C	04-05-23	06-08-23	Luther Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
MANSOURIAN, Verjineh	Paraeducator – Severely Impaired	01.0-00000.0-11100-10000-2130-4311000		41-VI	D	04-19-23	05-25-23	Burbank High School
MANSOURIAN, Verjineh	Paraeducator – Severely Impaired	01.0-00000.0-11100-10000-1130-4311000		41-VI	D	04-28-23	05-25-23	Burbank High School
MCCORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2230-3201000		36-VI	D	04-01-23	06-30-23	Luther Middle School
MCCORKLE, Stephanie	Campus Supervisor	01.0-90904.0-00000-83000-2230-3208100		36-VI	D	04-27-23	04-29-23	Luther Middle School
MCCORKLE, Stephanie	Campus Supervisor	01.0-90904.0-00000-83000-2240-3208100		36-VI	D	04-27-23	04-29-23	Luther Middle School
MELGAR, Bryana	At Risk Intervention Specialist	01.0-90711.0-00000-83000-2240-2148000		53-III	D	04-27-23	04-27-23	Roosevelt Elementary
MORA, Norberto	Safety Utility Custodian	11.0-63910.0-41102-82100-2440-5330000 11.0-63910.0-41104-82100-2240-5330000 11.0-63910.0-41106-82100-2240-5330000 11.0-00639.0-41100-82100-2240-5330000 11.0-63910.0-41102-83000-2240-5330000 11.0-63910.0-41104-83000-2240-5330000 11.0-63910.0-41106-83000-2240-5330000 11.0-00639.0-41100-83000-2240-5330000	.17 .25 .05 .05 .18 .22 .05 .05	38-III	C	04-01-23	06-03-23	Burbank Adult School
MORALES CHOY, Nancy	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-I	D	04-01-23	04-30-23	Burbank High School
NGUYEN-MAI, Yen	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2140-2010000		37-VI	D	04-25-23	04-28-23	Children's Center
PADILLA, David	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-VI	A	04-14-23	04-14-23	Facilities Services
ROOT, Tiffany	Instructional Technology Media Specialist	01.0-00000.0-00000-24200-2210-2142000		42-VI	D	04-27-23	04-27-23	Roosevelt Elementary
SANDOVAL LOPEZ Anastasia	School Safety/ Utility Custodian	01.0-00000.0-00000-82100-2230-5751000 01.0-00000.0-00000-83000-2230-5751000	.50 .50	36-II	A	12-06-22	02-22-23	Facilities Services
SARGSYAN, Hermine	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2101000		35-VI	D	04-01-23	04-30-23	Miller Elementary
SILVA, Alin	Food Service Assistant	13.0-53100.0-00000-37000-2230-3200000		37-I	D	04-15-23	05-25-23	Luther Middle School
SOTO, Mayra	Custodian	01.0-00100.0-00000-82100-2260-7520001		38-II	A	04-12-23	06-30-23	Facilities Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
VASQUEZ, Gaudy	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2140-2050000		37-I	G	04-03-23	04-19-23	Children's Center
WHITNEY, Marilyn	Career Vocational Assistant	01.0-65200.0-50010-31101-2230-7440000		40-VI	A	01-17-23	05-25-23	Special Education
WILKEN, Tonya	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2020000		37-VI	A	04-01-23	04-30-23	Children's Center
WILKEN, Tonya	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2140-2020000		37-VI	A	04-01-23	04-30-23	Children's Center
Election – Student Helpers								
DIXON, Sebastian	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		$15.50	F	04-01-23	06-30-23	Special Education
Election – Walk on Coach								
CAPPEL, Tristan	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4328100		$15.50	F	04-01-23	05-31-23	Burroughs High School
CASTILLO, Cory	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
FENTON, Timothy	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
HENDERSON-DEANE, Cynthia	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
JOHNSON, Nathan	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
LOGAN, Nicolina	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
MARKOSIAN, Herman	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School

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Election – Walk on Coach (Continued)								
MATHEUS, Sonia	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
MOFFITT, Barclay	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
NELSON, Paul	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
NOTIAS, Greg	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
PITTEL, Elizabeth	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
SHIRTCLIFF, Michelle	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
STILGENBAUR, Glenn	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4328100		$15.50	F	04-01-23	05-31-23	Burroughs High School
UVAS, Ian	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School
VAN DEN ELZON, Kevin	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4318100		$15.50	F	04-01-23	04-30-23	Burbank High School

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 04/11/2023 & 04/24/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
23000174	HOVER, NANCY	C/O 1: INCREASE BY $160.70; 2022-23 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	$3,011.76
23000222	STEELE, BARBARA	C/O 1: INCREASE BY $ 591.76; 2022-23 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	$9,335.76
23000290	SMART & FINAL STORES CORP	C/O 2: ADD AUTHORIZED USER; 2022-23 BLANKET ORDER; FOOD AND CLASSROOM SUPPLIES FOR ATB AND INFANT CENTER; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$3,575.00
23000313	WAXIE SANITARY SUPPLY	C/O 1: INCREASE BY $30,000.00; 2022-23 BLANKET ORDER; CUSTODIAL SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS; OMNIA PB CONTRACT #202329-01	FACILITIES PLANNING SERVICES	010	$305,000.00
23000348	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $1,000; 2022-23 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$4,500.00
23000391	HASA INC	C/O 1: INCREASE BY $6,000.00; 2022-23 BLANKET ORDER; POOL SUPPLIES	FACILITIES SERVICES	010	$28,000.00
23000433	FEDERAL FINGERPRINTING, INC.	C/O 1: INCREASE BY $370.00; 2022-23 BLANKET ORDER; FINGERPRINTING SERVICES FOR CNA PROGRAM; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$2,370.00
23000483	GOLD STAR FOODS	C/O 1: INCREASE BY $200,000.00: 2022-23 BLANKET ORDER; STOCK FOOD ITEMS; SAN GABRIEL VALLEY FOOD SERVICES CO-OP RFP; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$1,500,000.00
23000510	CLIFTONLARSONALLEN LLP	C/O 1: INCREASE BY $60,000.00; PROFESSIONAL SERVICES AGREEMENT FOR AUDIT SERVICES; YEAR 3 OF 3; BOARD APPROVED 6/4/20	FISCAL SERVICES	010	$151,500.00
23000525	LOZANO SMITH	C/O 1: INCREASE BY $80,000 - BD 4/20/23; PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES FOR FACILITIES AND CONSTRUCTION; BOND, GENERAL UNRESTRICTED AND SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/2/22	FISCAL SERVICES	010	$265,000.00
23000525	LOZANO SMITH	C/O 1: INCREASE BY $80,000 - BD 4/20/23; PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES FOR FACILITIES AND CONSTRUCTION; BOND, GENERAL UNRESTRICTED AND SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/2/22	FISCAL SERVICES	213	$15,000.00
23000541	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 2: INCREASE BY $1,500.00; 2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$6,500.00

BOARD DETAIL REPORT

Printed between 04/11/2023 & 04/24/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
23000628	PARADIGM HEALTHCARE SERVICES, LLC	C/O 2: INCREASE BY $74,500.00 - BD 3/16/23; C/O 1: REVISE ACCOUNT STRINGS; PROFESSIONAL SERVICES; MEDI-CAL SUPPORT; MEDI-CAL FUNDS; BOARD APPROVED 6/3/21	SPECIAL EDUCATION	010	$99,500.00
23000671	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: REDUCE BY $500.00; 2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,000.00
23001010	THE HOME DEPOT F/K/A SUPPLYWORKS	C/O 2: INCREASE BY $1,500.00; 2022-23 BLANKET ORDER; REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$8,500.00
23001428	ANDERSON, LUKE	C/O 1: INCREASE BY $1,050.00 - BD 7/21/22; CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; BOARD APPROVED 7/21/22	MILLER ELEMENTARY	010	$3,050.00
23001724	PROTOCOL AGENCY, INC.	C/O 2: INCREASE BY $350,000.00 AND ADD ACCOUNT STRING - BD 3/16/23; PROFESSIONAL SERVICES; NURSING STAFF; ESSER III, ELO ESSER II, AND ELO ESSER III FUNDS; BOARD APPROVED 8/18/22	INSTRUCTIONAL SERVICES	010	$850,000.00
23002357	EDUCATION THROUGH MUSIC L.A.	C/O 1: INCREASE BY $10,274.40 - BD 9/15/22; CONSULTANT AGREEMENT; MUSIC INSTRUCTION; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$41,097.60
23002661	RICHARDSON, AMANDA	C/O: INCREASE BY $5,000.00 - BD 12/15/23; CONSULTANT AGREEMENT; DANCE INSTRUCTOR; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 12/15/22	DOLORES HUERTA MIDDLE SCHOOL	010	$10,000.00
23003143	PROTOCOL AGENCY, INC.	C/O 1: INCREASE BY $300.00 - BD 1/19/23; 2022-2023 BLANKET ORDER; PROFESSIONAL SERVICES; NURSING STAFF; BOARD APPROVED 1/19/23	Student Services	010	$10,300.00
23003223	FIRST STUDENT, INC	C/O 1: INCREASE BY $172.19; STUDENT TRANSPORTATION; SPACE SUTTLE ENDEAVOUR; GIFT FUNDS	EDISON ELEMENTARY	010	$1,611.19
23003369	AMAZON CAPITAL SERVICES	C/O 1: RETURN ITEMS; OFFICE SUPPLIES; ON - GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$0.01
23003405	GARVEY EQUIPMENT COMPANY	GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,337.30
23003406	ABLENET, INC.	C/O 1: RETURN ORDER; TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$42.59
23003592	CENGAGE LEARNING	C/O 1: ADD TAX ON SHIPPING; BOOKS; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$1,552.32
23003659	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$26.96
23003679	LEISURE CRAFT INC.	C/O 1: TAX SHIPPING; FURNITURE; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$4,945.82
23003750	AMAZON CAPITAL SERVICES	C/O 1: ORDER REPLACEMENT; FURNITURE; GIFT FUNDS	STEVENSON ELEMENTARY	010	$448.98

BOARD DETAIL REPORT

Printed between 04/11/2023 & 04/24/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
23003761	AMAZON CAPITAL SERVICES	C/O 1: ADD SHIPPING COST; CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$167.23
23003884	MUCHA, MICHELE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$157.99
23003887	AMAZON CAPITAL SERVICES	C/O 1: CANCEL AND RE-ORDER ITEM; FURNITURE	FISCAL SERVICES	010	$281.13
23003899	ACE LS PARTY RENTS	FURNITURE RENTAL FOR PROMOTION	LUTHER BURBANK MIDDLE SCHOOL	010	$1,675.00
23003901	BSN SPORTS	C/O 1: ADD FREIGHT; PLAYGROUND SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$249.32
23003902	BSN SPORTS	C/O 1: ADD FREIGHT; PLAYGROUND SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$152.30
23003906	RODRIGUEZ, LISA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$136.05
23003954	CARTER SEXTON	C/O 1: REPLACE ITEMS; CLASSROOM SUPPLIES; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$2,038.82
23003963	AMAZON CAPITAL SERVICES	C/O 1: RETURN ITEM; CLASSROOM AND AUDIO SUPPLIES; GIFT FUNDS	DISNEY ELEMENTARY	010	$91.43
23004005	AMAZON CAPITAL SERVICES	C/O 1: RE-ORDER ITEM; BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$568.89
23004021	EASTWIND SCREENPRINT	CUSTOM CLOTHING; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$195.99
23004059	5D SPECTRUM	CONSULTANT AGREEMENT; EVENT LOGISTICS AND COMMUNICATION SERVICES; FILM LA FUNDS; BOARD APPROVED 3/16/23	INSTRUCTIONAL SERVICES	010	$6,000.00
23004083	GOPHER SPORT	C/O 1: REVISE PRICE; PLAYGROUND SUPPLIES; CONTINUATION EDUCATION FUNDS	MONTEREY HIGH SCHOOL	010	$45.05
23004086	BAKER, RYAN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	CHILD DEVELOPMENT SERVICES	010	$100.00
23004087	MKM BOLLYSTARS DANCE COMPANY	CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 3/2/23	EMERSON ELEMENTARY	010	$3,546.00
23004088	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$159.36
23004089	PABST, JAMEY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$112.00
23004090	WESTERN ALLIED CORPORATION	REPAIR AIR COOLED CHILLER AT WASHINGTON ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$12,023.00
23004091	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$57.39
23004092	ARTS MEDIA AND ENTERTAINMENT INSTITUTE INC	REGISTRATION FEES; AME INSTITUTE; K12 STRONG WORKFORCE GRANT	INSTRUCTIONAL SERVICES	010	$475.00
23004093	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$52.90
23004094	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$81.38

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
23004095	AARDVARK CLAY & SUPPLIES INC	FURNITURE; CONTINUATION EDUCATION FUNDS	MONTEREY HIGH SCHOOL	010	$264.60
23004096	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$28.63
23004097	US BANK NATIONAL ASSOCIATION	BUS TRANSPORTATION FOR FAMILIES IN TRANSIT; TITLE I FUNDS	DISTRICT OFFICE	010	$288.00
23004098	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$56.98
23004099	AMAZON CAPITAL SERVICES	PROMOTION SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$92.44
23004100	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$196.25
23004101	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$148.00
23004102	FLEWELLING & MOODY INC	DSA FILING FEES OF BHS POOL MODERNIZATION PROJECT; COMMUNITY RE-DEVELOPMENT FUNDS	FACILITIES SERVICES	400	$9,000.12
23004103	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$145.75
23004104	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$1,098.29
23004105	AMAZON CAPITAL SERVICES	BOOKS & CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$489.51
23004106	AMAZON CAPITAL SERVICES	PROMOTIONAL SUPPLIES	MUIR MIDDLE SCHOOL	010	$568.25
23004107	AMAZON CAPITAL SERVICES	CAFETERIA SUPPLIES; CHILD NUTRITION SCHOOL PROGRAM	FOOD SERVICES	130	$211.08
23004108	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$257.15
23004109	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$1,792.44
23004110	SPORTS FACILITIES GROUP INC	FURNISH AND REPLACE MOTOR CORD AND GEAR MOTOR IN BLEACHERS AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$7,235.00
23004111	AMAZON CAPITAL SERVICES	BOOKS; ARTS FOR ALL FUNDS	ROOSEVELT ELEMENTARY	010	$490.94
23004112	AMAZON CAPITAL SERVICES	BOOKS; TITLE III - LEP FUNDS	PROVIDENCIA ELEMENTARY	010	$155.01
23004113	ALVAREZ, ALMARELY	CONSULTANT AGREEMENT; MINDFULNESS PROGRAM; GIFT FUNDS; BOARD APPROVED 2/2/23	JEFFERSON ELEMENTARY	010	$375.00
23004114	JONES SCHOOL SUPPLY CO INC	STUDENT AWARDS; TITLE I FUNDS	MILLER ELEMENTARY	010	$132.16
23004115	JONES SCHOOL SUPPLY CO INC	STUDENT AWARDS; TITLE I FUNDS	MILLER ELEMENTARY	010	$72.14
23004116	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	GRADUATION SUPPLIES	JEFFERSON ELEMENTARY	010	$134.08
23004117	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$408.93

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PO Number	Vendor	Description	Site	Fund	Total Amount
23004118	BERGH, REBECCA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; MAA FUNDS	EMERSON ELEMENTARY	010	$110.24
23004119	GARFIAZ, CESAR	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$279.65
23004120	WEBER, REBECCA	REIMBURSEMENT TO NURSE FOR HEALTH SUPPLIES	PROVIDENCIA ELEMENTARY	010	$33.03
23004121	PAMPERIN, MELISSA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$455.15
23004122	SHAHOOMIAN, TALIN	REIMBURSEMENT TO LAB TECH FOR TECHNOLOGY SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$115.86
23004123	ROBMAN, SAMANTHA	REIMBURSEMENT TO TEACHER FOR GIFT CARDS FOR STAFF APPRECIATION DAY; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$195.00
23004124	TANNER, GLORIA	REIMBURSEMENT TO OFFICE ASSISTANT FOR CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$105.60
23004125	AMAZON CAPITAL SERVICES	FURNITURE; SPECIAL ED	MUIR MIDDLE SCHOOL	010	$88.19
23004126	W.V.C. ED, INC	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$63.91
23004127	LIGHTSPEED TECHNOLOGIES	CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$59.92
23004128	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS	MC KINLEY ELEMENTARY	010	$257.49
23004129	RELIABLE FLOOR COVERING, INC	FURNISH AND INSTALL AUDITORIUM FLOORING AT MILLER ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$18,230.00
23004130	ADCO ROOFING	ROOF LEAK REPAIR AT MAGNOLIA PARK SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$16,201.00
23004131	SEDRAKYAN, ELLEN	REIMBURSEMENT TO PTA CHAIRPERSON FOR CUSTOM CLOTHING	EMERSON ELEMENTARY	010	$250.00
23004132	AREVALO, MARIANNA	REIMBURSEMENT TO TEACHER FOR CUSTOM CLOTHING	BURBANK HIGH SCHOOL	010	$322.89
23004133	APPLAUSE LEARNING RESOURCES	INSTRUCTIONAL MATERIALS	JOHN BURROUGHS HIGH SCHOOL	010	$607.96
23004134	MICHAELS STORES INC & SUBS	FURNITURE; GIFT FUNDS	CHILD DEVELOPMENT SERVICES	010	$34.61
23004135	CODY, NICOLE	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$93.70
23004136	US BANK NATIONAL ASSOCIATION	OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$53.98
23004137	FORGE, JOSHUA	REIMBURSEMENT TO TEACHER FOR CLASSROOM EQUIPMENT; SPECIAL EDUCATION FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$109.92
23004139	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$84.28
23004140	CULBERTSON, JENNIFER	REIMBURSEMENT TO PRINCIPAL FOR FOOD; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$85.74

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PO Number	Vendor	Description	Site	Fund	Total Amount
23004141	SCHOOL MATE	STUDENT PLANNERS; GIFT FUNDS	MILLER ELEMENTARY	010	$28.80
23004142	CATALINA PAINTS	FACILITIES REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$148.79
23004143	MARIPOSA TREE MANAGEMENT INC	TREE AND STUMP REMOVAL AT VARIOUS SCHOOL LOCATIONS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,460.00
23004144	SUNBELT RENTALS, INC.	EQUIPMENT RENTAL; ON-GOING MAJOR MAINTENANCE FUNDS	DISNEY ELEMENTARY	010	$1,289.80
23004145	ROSTOMYAN, LILIT	CONSULTANT AGREEMENT; AUTHOR TALK; GIFT FUNDS; BOARD APPROVED 3/16/23	JEFFERSON ELEMENTARY	010	$1,422.96
23004146	TOPALIAN, TALAR	REIMBURSEMENT TO TEACHER FOR EVENT SUPPLIES; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$165.67
23004147	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$99.13
23004148	DICK BLICK CO	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$1,215.13
23004149	AMAZON CAPITAL SERVICES	MUSICAL INSTRUMENTS AND ACCESSORIES; ESSA CSI COMPREHENSION GRANT	MONTEREY HIGH SCHOOL	010	$13,857.84
23004150	MORREALE, KATELYN	SOFTWARE LICENSE	JOHN BURROUGHS HIGH SCHOOL	010	$119.88
23004151	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; JOHN BURROUGHS HIGH SCHOOL; ACCOUNTS RECEIVABLE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$600.00
23004152	FAST DEER BUS CHARTER INC	STUDENT TRANSPORTATION; OCEAN INSTITUTE; ACCOUNTS RECEIVABLE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$2,484.00
23004153	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$3,190.61
23004154	FIRST STUDENT, INC	STUDENT TRANSPORTATION; HART HIGH SCHOOL; ACCOUNTS RECEIVABLE FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$644.45
23004155	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOMS SUPPLIES; K12 STRONG WORKFORCE GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$24.95
23004156	LOPEZ, YESENIA	REIMBURSEMENT TO COUNSELOR FOR SUBSCRIPTION	BURBANK HIGH SCHOOL	010	$119.99
23004157	FIRST STUDENT, INC	STUDENT TRANSPORTATION; REGAN LIBRARY; ACCOUNTS RECEIVABLE FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$731.29
23004158	US BANK NATIONAL ASSOCIATION	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$124.43
23004160	DURHAM SCHOOL SERVICES, L.P.	STUDENT TRANSPORTATION; DISNEYLAND; ACCOUNTS RECEIVABLE FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$4,187.50
23004161	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$1,810.75
23004162	AVIS RENT-A-CAR	2022-2023 BLANKET ORDER; ATHLETIC TRANSPORTATION	BURBANK HIGH SCHOOL	010	$3,000.00
23004163	FIRST STUDENT, INC	STUDENT TRANSPORTATION; KNOTT'S BERRY FARM; FILM LA FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$2,306.76

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PO Number	Vendor	Description	Site	Fund	Total Amount
23004164	CURRICULUM ASSOCIATES INC	INSTRUTIONAL MATERIALS	PROVIDENCIA ELEMENTARY	010	$386.51
23004165	NEARPOD INC	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/16/22	DOLORES HUERTA MIDDLE SCHOOL	010	$13,846.20
23004166	REGISTRAR-RECORDER/COUNTY CLERK	GUBERNATORIAL GENERAL ELECTION ADMINISTRATION FEES	FISCAL SERVICES	010	$218,066.61
23004167	KR NIDA CORPORATION	PORTABLE RADIOS; ELOP FUNDS	CHILD DEVELOPMENT SERVICES	010	$4,760.02
23004168	SO CAL TURF AND TRACTOR	EQUIPMENT REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,352.48
23004169	HALL, JAMIE	SOFTWARE LICENSE; BOARD APPROVED 6/16/22	JOHN BURROUGHS HIGH SCHOOL	010	$149.99
23004171	DREAMBOX LEARNING, INC	SOFTWARE LICENSE; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$41,306.80
23004172	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$67,950.96
23004173	METZLER VIOLIN SHOP, INC.	MUSICAL INSTRUMENT SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$689.06
23004174	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	FISCAL SERVICES	010	$20,825.67
23004175	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$142.63
23004176	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$335.58
23004178	PROCARE THERAPY	PROFESSIONAL SERVICES; OCCUPATIONAL THERAPIST; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/16/23	SPECIAL EDUCATION	010	$56,640.00
23004179	MACIAS, SANDRA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CTE-UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$166.09
23004180	US BANK NATIONAL ASSOCIATION	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$116.49
23004181	PROFESSIONAL TURF SPECIALTIES, INC.	TURF RENOVATION AND LASER GRADE SKINNED INFIELD AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$23,861.00
23004182	LINCOLN, KRISTINA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$66.54
23004183	TECH WALL OF VENTURA INC	FURNISH AND INSTALL FABRIC WRAPPED PANELS AND MARKERBOARDS AT COMMUNITY DAY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$15,099.00
23004185	AMAZON CAPITAL SERVICES	FACILITIES SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$246.17
23004186	AMAZON CAPITAL SERVICES	CLASSROOM AND OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$621.37
23004187	US BUS RENTALS INC.	STUDENT TRANSPORTATION; UNIVERSAL STUDIOS; ACCOUNTS RECEIVABLE FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$4,065.00
23004188	FLINN SCIENTIFIC INC	CANCEL ORDER; CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$0.01

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23004189	LAKESHORE CURRICULUM MATERIAL	CLASSROOM RUG; PIPS-SAFETY FUNDS	EDISON ELEMENTARY	010	$568.96
23004190	ADAMS, DERWIN	CONSULTANT AGREEMENT; ADMINISTRATIVE SUPPORT; LEARNING RECOVERY EMERGENCY BLOCK GRANT; BOARD APPROVED 3/16/23	INSTRUCTIONAL SERVICES	010	$20,000.00
23004191	EPPORT, KAREN LYNN	CONSULTANT AGREEMENT; SPEECH AND LANGUAGE IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/16/23	SPECIAL EDUCATION	010	$11,000.00
23004192	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$71.53
23004193	TRANE U.S. INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	DISNEY ELEMENTARY	010	$542.91
23004194	SCHOOL LIFE A DIVISION OF IMAGESTUFF	STUDENT AWARDS	MC KINLEY ELEMENTARY	010	$30.24
23004195	BSN SPORTS	PLAYGROUND SUPPLIES; GENERAL AND FILM LA FUNDS	BURBANK HIGH SCHOOL	010	$853.66
23004196	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$121.96
23004197	MATTERHACKERS INC	CLASSROOM SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$110.14
23004198	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$157.22
23004199	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$282.85
23004200	SWEETWATER SOUND INC	AUDIO EQUIPMENT; ESSA CSI COMPREHENSION GRANT	MONTEREY HIGH SCHOOL	010	$5,732.98
23004201	SWEETWATER SOUND INC	AUDIO EQUIPMENT; ESSA CSI COMPREHENSION GRANT	MONTEREY HIGH SCHOOL	010	$661.49
23004202	NEW MANAGEMENT, INC	CLASSROOM SUPPLIES; MAA FUNDS	EDISON ELEMENTARY	010	$48.51
23004203	SWEETWATER SOUND INC	CLASSROOM SUPPLIES; ARTS FOR ALL FUNDS	BURBANK HIGH SCHOOL	010	$273.03
23004204	KEYGUARD ASSISTIVE TECHNOLOGY	OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$97.72
23004205	MARENEM INC	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$194.20
23004206	SCHOOL NURSE SUPPLY	HEALTH SUPPLIES; CONTINUATION EDUCATION FUNDS	MONTEREY HIGH SCHOOL	010	$165.76
23004207	PITSCO EDUCATION	CLASSROOM SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$539.32
23004208	HERNANDEZ, DOROTHY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$416.02
23004209	GRAY, MARTHA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$316.52
23004210	FUN EXPRESS LLC	CLASSROOM SUPPLIES; MAA FUNDS	EMERSON ELEMENTARY	010	$79.01
23004212	MACNEILL, MICHELLE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$53.59

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23004213	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS; GIFT FUNDS	MILLER ELEMENTARY	010	$244.84
23004214	JACK RUBIN & SONS, INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$82.69
23004215	CURRAN, KAPPA	REIMBURSEMENT TO PARENT VOLUNTEER FOR FUNDRAISING SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$1,791.64
23004216	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	MC KINLEY ELEMENTARY	010	$64.50
23004217	SOUTHWINDS TRANSPORTATION	STUDENT TRANSPORTATION; USC SCHOOL OF LAW	JOHN BURROUGHS HIGH SCHOOL	010	$899.35
23004218	LAKESHORE CURRICULUM MATERIAL	FURNITURE; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$413.60
23004219	ETA HAND2MIND	CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$518.15
23004220	MILLER, WENDY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$69.91
23004221	PIERCE, EMILY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$243.76
23004222	GRAYBAR	TECHNOLOGY SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$3,703.65
23004225	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS; MAA FUNDS	EMERSON ELEMENTARY	010	$143.13
23004226	POZOS, ADRIANA	REIMBURSEMENTS TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$443.08
23004227	HUBBELL, STEVEN	REIMBURSEMENT TO PRINCIPAL FOR FOOD; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$883.12
23004228	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$88.60
23004229	BLOCK, OLIVIA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUND	WASHINGTON ELEMENTARY	010	$427.11
23004230	JUNG, GRACE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$442.53
23004231	ELLISON EDUCATIONAL EQUIPMENT	OFFICE EQUIPMENT; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$627.34
23004232	RUSSO, AMBER	REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$620.92
23004233	RUSSO, AMBER	REIMBURSEMENT TO VOLUNTEER FOR SUPPLIES AND MATERIALS; GIFT FUNDS	STEVENSON ELEMENTARY	010	$644.11
23004234	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$32.15
23004235	LAPERRIERE, MARIA	REIMBURSEMENT TO PTA VICE PRESIDENT FOR EVENT SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$74.38
23004236	PLOCK, SARAH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$284.32
23004237	SMITH, SUSAN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$447.27

BOARD DETAIL REPORT

Printed between 04/11/2023 & 04/24/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
23004238	MICHELS, JOHN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$444.48
23004239	HOWDA DESIGNZ, LLC	FURNITURE; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$122.64
23004240	PUMPIAN-MINDLIN, ILYA	REIMBURSEMENT TO OFFICE MANAGER FOR GRADUATION SUPPLIES; ADULT EDUCATION -BLOCK GRANT	BURBANK ADULT SCHOOL	110	$285.00
23004241	COMMERCIAL DOOR OF LOS ANGELES COUNTY	TROUBLE SHOOT AND REPAIR GATE AT DISTRICT SERVICE CENTER: ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,196.75
23004242	MONTGOMERY HARDWARE COMPANY	MODIFICATION OF GATE AT DOLORES HUERTA MIDDLE SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$10,298.30
23004243	STRUYK, CONNIE	REIMBURESMENT TO TEACHER FOR FIELD TRIP DEPOSIT AND PARKING	JEFFERSON ELEMENTARY	010	$40.00
23004244	MERRY PLUMBING CO INC	REPAIR FIRE SPRINKLERS AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,434.70
23004245	JON'S WINDOW & AWNING INC	FURNISH AND INSTALL AWNING AT DISTRICT SERVICE CENTER; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,379.27
23004246	PASHEN, CHELSEA	REIMBURSEMENT TO TEACHER FOR SUPPLIES AND MATERIALS; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$443.91
23004247	LACSTA	MEMBERSHIP DUES	SUPERINTENDENT ´S OFFICE	010	$150.00
23004248	WELLS, SARA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$436.85
23004249	SCHOOL NURSE SUPPLY	HEALTH SUPPLIES	PROVIDENCIA ELEMENTARY	010	$395.90
23004250	Nilsson, Carrie	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$100.00
23004251	BOGNAR, PETER	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; ADULT ED GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	$633.00
23004252	SCANTRON CORPORATION	CLASSROOM SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$2,183.55
23004253	B & H PHOTO-VIDEO	TECHNOLOGY SUPPLIES	MUIR MIDDLE SCHOOL	010	$307.32
23004254	DEARMENDI, MOLLIE	REIMBURSEMENT TO VOLUNTEER FOR FUNDRAISING SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$896.63
23004255	JC FOODSERVICE, INC.	KITCHEN EQUIPMENT; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$110,895.77
23004257	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$1,365.00
23004258	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; BOLSA GRANDE HIGH SCHOOL	JOHN BURROUGHS HIGH SCHOOL	010	$572.50
23004259	EDUCLIME, LLC	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$192.70
23004260	INSECT LORE	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$42.01

Printed between 04/11/2023 & 04/24/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
23004261	OKAPI EDUCATIONAL PUBLISHING INC.	BOOKS; ELOP FUNDS	MILLER ELEMENTARY	010	$6,894.00
23004262	GRAINGER INC	HVAC SUPPLIES; IN PERSON INSTRUCTION GRANT	FACILITIES SERVICES	010	$1,032.33
23004263	CURRICULUM ASSOCIATES INC	INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	ROOSEVELT ELEMENTARY	010	$134.96
23004264	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	STEVENSON ELEMENTARY	010	$209.17
23004265	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$59.31
23004266	JONES SCHOOL SUPPLY CO INC	STUDENT AWARDS; GENERAL AND GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$193.07
23004267	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MAA FUNDS	MILLER ELEMENTARY	010	$112.38
23004268	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$107.94
23004269	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	CHILD DEVELOPMENT SERVICES	010	$23.14
23004270	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	CHILD DEVELOPMENT SERVICES	010	$56.73
23004271	SWEETWATER SOUND INC	CLASSROOM SUPPLIES; ESSA CSI COMPREHENSION GRANT	MONTEREY HIGH SCHOOL	010	$1,855.51
23004272	HERFF JONES, INC.	DIPLOMAS AND COVERS	BURBANK HIGH SCHOOL	010	$4,902.40
23004273	CARREON NURSERY	CLASSROOM SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$2,372.58
23004274	HEALTH CONNECTED	BOOKS; LOTTERY FUNDS	INSTRUCTIONAL SERVICES	010	$5,733.00
23004278	PITSCO EDUCATION	CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$212.24
23004279	FIRST STUDENT, INC	STUDENT TRANSPORTATION; UNIVERSAL STUDIOS; ACCOUNTS RECEIVABLE FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$2,564.60
23004280	TRANSIT SYSTEMS UNLIMITED, INC	CANCELLATION FEES FOR STUDENT TRANSPORTATION	JOHN BURROUGHS HIGH SCHOOL	010	$495.00
23004281	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; GETTY MUSEUM	JOHN BURROUGHS HIGH SCHOOL	010	$595.00
23004282	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$11,793.00
23004283	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$47,106.19
23004284	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$52,630.99
23004285	CHARLES TAYLOR ENVIRONMENTAL TECHNICAL SERVICES	ENVIRONMENTAL SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$805.00
23004286	CHARLES TAYLOR ENVIRONMENTAL TECHNICAL SERVICES	ENVIRONMENTAL SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$975.00
23004287	CHARLES TAYLOR ENVIRONMENTAL TECHNICAL SERVICES	ENVIRONMENTAL SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$805.00

BOARD DETAIL REPORT

Printed between 04/11/2023 & 04/24/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
23004288	MYSTERY SCIENCE INC	SOFTWARE LICENSE; BOARD APPROVED 6/16/22	STEVENSON ELEMENTARY	010	$1,395.00
23004289	URBANE CAFE	LUNCH FOR STAFF APPRECIATION DAY; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$846.87
23004290	AV PARTY RENTAL INC	FURNITURE RENTAL FOR PROMOTION	MC KINLEY ELEMENTARY	010	$716.10
23004291	AV PARTY RENTAL INC	FURNITURE RENTAL FOR PROMOTION	MILLER ELEMENTARY	010	$484.00
23004292	AV PARTY RENTAL INC	FURNITURE RENTAL FOR PROMOTION; GIFT FUNDS	STEVENSON ELEMENTARY	010	$752.25
23004293	LOYD, MARILYN	TALENT SHOW EQUIPMENT; GIFT FUNDS	STEVENSON ELEMENTARY	010	$1,188.72
23004294	RENAISSANCE LEARNING	SOFTWARE LICENSE; EDUCATOR EFFECTIVENESS FUNDS; BOARD APPROVED 6/16/22	ELECTRONIC DISTRIBUTION	010	$495.00
23004295	PLUMBING WHOLESALE OUTLET INC	FACILITIES REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,280.30
23004297	DUNCAN, MICHELLE	REIMBURSEMENT TO PARENT VOLUNTEER FOR CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$43.99
23004298	MILLER, GREG	REIMBURSEMENT TO PRINCIPAL FOR OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$40.23
23004299	SCHOOL NURSE SUPPLY	HEALTH SUPPLIES; SPECIAL EDUCATION FUNDS	BRET HARTE ELEMENTARY	010	$224.05
23004300	ELLINGSWORTH, BRANDY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$457.45
23004301	US BANK NATIONAL ASSOCIATION	REPAIRS	FISCAL SERVICES	010	$240.00
23004302	PITSCO EDUCATION	CLASSROOM SUPPLIES; PERKINS GRANT	DOLORES HUERTA MIDDLE SCHOOL	010	$2,929.54
23004303	LAPERRIERE, MARIA	REIMBURSEMENTS TO PTA VICE PRESIDENT; FOOD FOR EVENT; GIFT FUNDS	STEVENSON ELEMENTARY	010	$436.75
23004304	ANBRASS MUSIC	MUSICAL INSTRUMENT REPAIRS; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$170.00
23004305	HAMDEN, RUSH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$567.30
23004306	GIVEN, SARAH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$509.70
23004307	GALLEGO, KATHY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$404.82
23004308	MACKIN EDUCATIONAL RESOURCES	BOOKS; LCFF SUPPLEMENTAL FUNDING	MILLER ELEMENTARY	010	$943.80
23004309	GIVEN, SARAH	REIMBURSEMENT TO TEACHER FOR EVENT SUPPLIES	BURBANK HIGH SCHOOL	010	$51.50
23004310	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$614.10
23004311	MORSE MUFFLER	AUTOMOBILE REPAIRS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,254.18
23004312	ALL AMERICAN TROPHY & ENGRAVING CO	STAFF AWARDS	MC KINLEY ELEMENTARY	010	$132.30

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 04/11/2023 & 04/24/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
23004313	SEDANO, STEPHANIE	REIMBURSEMENT TO PARENT FOR OSS TRIP CANCELLATION; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$330.00
23004314	BAUMGARTEN, MEGAN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$434.11
23004315	AMAZON CAPITAL SERVICES	FACILITIES SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$115.63
23004316	PERRY, TAMARA	2022-2023 BLANKET ORDER; CLASSROOMS SUPPLIES; GIFT FUNDS	CHILD DEVELOPMENT SERVICES	010	$100.00
23004317	24TH STREET THEATRE	CONSULTANT AGREEMENT; ARTIST IN RESIDENCY; GIFT FUNDS; BOARD DATE 4/20/23	WASHINGTON ELEMENTARY	010	$5,512.50
23004318	GARRI DANCE STUDIO	CONSULTANT AGREEMENT; DANCE INSTRUCTION; ACCOUNTS RECEIVABLE FUNDS; BOARD DATE 4/20/23	MUIR MIDDLE SCHOOL	010	$375.00
		PO Count:	**260**	**Total:**	**$4,305,815.08**

Printed between 04/11/2023 & 04/24/2023

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	245	$2,478,553.48
110	Adult Education Fund	8	$176,232.11
120	Child Development Fund	1	$3,575.00
130	Cafeteria Fund	3	$1,611,106.85
213	Building Fund - 3rd Issuance	1	$15,000.00
400	Special Res./for Cap. Outlay	1	$9,000.12
670	Self Insurance Fund	2	$12,347.52
		Total:	**$4,305,815.08**

5/18/2023

To the Superintendent of Schools:

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

Warrants	Payroll		Warrants	Commercial
7726029	7726059		20966668	20966720
7726920	7727044		20969418	20969472
7729450	7729452		20971876	20971894
7735183	7735226		20974054	20974091
7737794	7737799		20976667	20976722
7736992	7736994		20979135	20979191
7738865	7738916		20981951	20981981
3330888	3331539		20984130	20984178
3347042	3347050		20986219	20986244
3357493	3358169		20988491	20988529
3381187	3381269		20991396	20991453
3408798	3409211		202304250167855	202305020170699

4/20/23-5/5/23	**$ 8,610,330.96**	**4/20/23-5/4/23**	**$ 2,590,297.09**

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	May 18, 2023
SUBJECT:	Approval of Instructional Consultant Services

Background:

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

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: May 18, 2023

Site	Name	Purpose	Dates	Cost	Appropriation Number
Disney ELOP Miller ELOP Washington ELOP	Amazing Athletes	Sports Activities	6/5/2023– 6/12/2023	$5,625	01.0-26000.0-11100-10000-5810-7549000
Edison ATB Harte CC Roosevelt ATB Stevenson ATB Washington CC	Best Bubbles Parties	Bubble Show	7/11/2023– 7/17/2023	$1,575	12.0-29021.0-11100-10000-5810-7548000
Edison ATB Harte CC Roosevelt ATB Stevenson ATB Washington CC	David Devito / Magic Dave	Magic Show	7/27/2023– 7/28/2023	$1,200	12.0-29021.0-11100-10000-5810-7548000
Edison ATB Harte CC Roosevelt ATB Stevenson ATB Washington CC	Garri Dance Studio	Dance Lessons	6/5/202– 7/13/2023	$3,125	01.0-26000.0-11100-10000-5810-7548000
Disney ELOP Miller ELOP Washington ELOP	Garri Dance Studio	Dance Classes	6/5/2023– 7/13/2023	$1,500	01.0-26000.0-11100-10000-5810-7549000
Disney ELOP Miller ELOP Washington ELOP	High Touch, High Tech	Hands on Science Instruction and experiments	6/12/2023– 6/15/2023	$3,024	01.0-26000.0-11100-10000-5810-7549000
Disney ELOP Miller ELOP Washington ELOP	Lisa Raluy	Cooking Classes	6/13/2023– 6/15/2023	$1,300	01.0-26000.0-11100-10000-5810-7549000

Disney ELOP Miller ELOP Washington ELOP	Mad Science	Science Activities	7/11/2023– 7/12/2023	$3,464	01.0-26000.0-11100-10000-5810-7549000
Edison ATB Harte CC Roosevelt ATB Stevenson ATB Washington CC	Puppies and Reptiles	Puppy Show	7/13/2023– 7/21/2023	$1,975	12.0-29021.0-11100-10000-5810-7548000
Edison ATB Harte CC Roosevelt ATB Stevenson ATB Washington CC	Wildlife Learning Center	Wildlife Show	6/26/2023– 6/29/2023	$1,855	12.0-29021.0-11100-10000-5810-7548000
Jefferson Elementary	Burbank Music Academy	Music and Performance Education	8/18/2023– 9/23/2023	$0	N/A
Magnolia Park	Michelle Holland	Culinary Arts Summer Program	6/5/2023– 7/13/2023	$1,500	01.0-65000-57601-11100-5810-5171000

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 18 of May, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Amazing Athletes hereinafter referred to as "Consultant."

Payee's Name Amazing Athletes Daytime Phone Number [redacted]

Email Address mediacities@amazingathletes.com

Mailing Address [redacted] CA 91506

Sponsoring Administrator Stephanie Fields

Board Approval Date May 18, 2023

Account String 01.0-26000.0-11100-1000-5810-7549000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 5, 625 per hour☐/ per day ☐/ per session☒ for a total not to exceed $5, 625 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing o. 6/5/23 and terminating 6/12/23.
3. Payment Terms: Payment needed prior to services
4. Consultant will provide the following services:

   Sports Activities

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.

				4/28/23
BUSD Authorized Signature/Title	Date	Consultant	Amazing Athletes	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

FOR OVER 20 YEARS

We've been partnering with schools and communities, helping to set kids on a path to an **active and healthy lifestyle** by teaching them the basics of sports, health, and nutrition. By introducing kids to a variety of sports and physical activities, we give them an opportunity to discover and explore to find what they most enjoy and can pursue as they grow.



Amazing Athletes
1020 W. Palm Ave
Burbank, CA 91506 US
818 207-9047
mediacities@amazingathletes.com

Invoice

BILL TO
Dorothy Hernandez
BUSD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5428	03/14/2023	$5,625.00	04/13/2023	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Sports Academy Classes for ELOP: Week of June 5 or 12	22.50	250.00	5,625.00

Please remit payment to:
Amazing Athletes
1020 W. Palm Ave
Burbank, CA 91506

BALANCE DUE **$5,625.00**

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 18 of May, 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Best Bubble Parties hereinafter referred to as "Consultant."

Payee's Name Best Bubble Parties Daytime Phone Number [redacted]

Email Address Info@bestbubbleparties.com

Mailing Address [redacted]

Sponsoring Administrator Stephanie Fields

Board Approval Date May 18, 2023

Account String 12..0-290201.0-11100-1000-5810-7548000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1,575 per hour☐/ per day ☐/ per session■ for a total not to exceed $1,575 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 7/11/23 and terminating on 7/17/23.
3. Payment Terms: Payment needed prior to services
4. Consultant will provide the following services:

   Bubble Show

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.

		Lyn Horgan		5/1/23
BUSD Authorized Signature/Title	Date	Consultant	Best Bubble Parties	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

(/)



(/resources-for-parents/recipe)

Get on our mailing list!

Best Bubble Parties
in Southern California
and expanding!

Awesome bubble shows for the
Young & Young at Heart!

818-350-2825 | 855-975-2825

Party Inquiry! (/book-your-party) Stay Bubbly (/more-info)

Share 5

Share us above. Follow us below!

(http://instagram.com/bestbubbleparties) (http://www.facebook.com/bestbubbleparties)

(http://twitter.com/intent/follow?source=followbutton&variant=1.0&screen_name=bestbubbleco)

(http://www.pinterest.com/bestbubbleco)

About Us

Best Bubble Parties was created to create memorable and unique entertainment for children of all ages. Born out of a desire to create experiences that are not "just another kids party", our Bubblists™ make a commitment to take the best and make it better.

Best Bubble Parties provides entertainment that is highly engaging, FUN and educational. We combine incredible bubble visuals with interactive formats that involve the audience from start to finish.

Our mission: To create an experience that is entertaining always, educational sometimes, and stuffy never!

Specifically, we promote the fun of learning new things; the fun of science; and exploration of our world. And most of all, we promote the idea that this world is full of adventures waiting to be discovered. In our bubble parties, children learn that they can create magic and see the world in a whole new way.



Best Bubble Parties serves the Los Angeles area, San Fernando Valley, Orange County, San Gabriel Valley, Ventura County, Riverside County, San Diego, and Santa Barbara. We are headquartered in Van Nuys, but we do our best to minimize travel fees to other areas.

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Best Bubble Parties / Best Bubble Learning
13654 Victory Blvd #545
Van Nuys, CA 91401

(818) 350-2825
info@bestbubbleparties.com

Bill to:
Stephanie Fields
Burbank USD

Party Location (if different):
Various as below

INVOICE / CONTRACT

Account Number 25948
Invoice Number 2594811086
Issue Date 4/11/2023
Due Date On or before day of event

Date	Service	QTY	Price	Total
7/11/2023	Best Bubble Learning:Assembly - Bret Harte Children's Center Interactive presentation on the fun science of bubbles. 7/11/2023 11:45 AM	1	300.00	300.00
7/11/2023	Add-On Outdoor Bubble Play Time - 30 minutes - Harte **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! 7/11/2023	0.5	140.00	70.00
7/11/2023	Best Bubble Learning:Assembly - Washington Child Care Center - 2207 Winona Interactive presentation on the fun science of bubbles. 7/11/2023 1:30 PM	1	300.00	300.00
7/11/2023	Add-On Outdoor Bubble Play Time - 30 minutes - Washington **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! 7/11/2023	0.5	140.00	70.00
7/17/2023	Best Bubble Learning:Assembly - Edison Childcare - 921 Keystone Interactive presentation on the fun science of bubbles. 7/17/2023 9:30 AM	1	300.00	300.00
7/17/2023	Add-On Outdoor Bubble Play Time - 30 minutes - Edison **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! 7/17/2023	0.5	140.00	70.00
7/17/2023	Best Bubble Learning:Assembly - Roosevelt Elementary School (Childcare) Avon St entrance Interactive presentation on the fun science of bubbles. 7/17/2023 11:30 AM	1	300.00	300.00
7/17/2023	Add-On Outdoor Bubble Play Time - 30 minutes - Roosevelt **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! 7/17/2023	0.5	140.00	70.00
7/17/2023	Best Bubble Learning:Assembly - Stevenson - entrance on Avon - but not the same exact street :) Interactive presentation on the fun science of bubbles. 7/17/2023 1:30 PM	1	300.00	300.00
7/17/2023	Add-On Outdoor Bubble Play Time - 30 minutes - Stevenson **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! 7/17/2023	0.5	140.00	70.00

Sub-Total:	$1,850.00
Courtesy Discount	-275.00
Total:	**$1,575.00**
Total Payments:	$0.00

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 18 of May, 20 23 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and David Devito hereinafter referred to as "Consultant."

Payee's Name David Devito Daytime Phone Number [redacted]

Email Address [redacted]@gmail.com

Mailing Address [redacted] CA 91607

Sponsoring Administrator Stephanie Fields

Board Approval Date May 18, 2023

Account String 12..0-290201.0-11100-1000-5810-7548000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 400 per hour☐/ per day ☒/ per session☐ for a total not to exceed $ 1,200 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 7/27/23 and terminating on 7/28/23.
3. Payment Terms: Payment needed prior to services
4. Consultant will provide the following services:

   Magic Show

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.

				5/1/23
BUSD Authorized Signature/Title	Date	Consultant	David Devito	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

The Amazing Dave

PROFESSIONAL SILLY PERSON & FUN EXPERT!



www.AmazingDaveSchoolShows.com

Comedy Magic & Juggling Shows for Young Audiences!

Shows for Every Season...
Valentine's Day Magic Show
Summer Fun Magic Show
Back to School Magic Show
Halloween Monster Magic Show
Winter Wonderland Magic Show

Themed Specialty Shows...
Fantastic Magic! - Award Winning Magic
Jurassic Magic! - Dinosaur Themed
Galactic Magic! - Outer Space Themed
Heroic Magic! - Superhero Themed

And Many More!

[redacted]
[redacted]@gmail.com
www.AmazingDaveSchoolShows.com

SANTA CLARITA CA
23 MAR 2022 PM 5 L

The Amazing Dave
[redacted] CA 91607

Washington Nursery School
1900 West Olive Avenue
Burbank, CA 91506

INVOICE #72723

Date: 4/11/23

From:
David DeVito
[redacted]
[redacted] CA 91607
[redacted]

To:
Attn: Stephanie Fields
Burbank Unified School District
Child Development Programs

INVOICE

2 – 30 Minute Magic Shows
(7/27 10:00AM Roosevelt).....$400.00

2 – 30 Minute Magic Shows
(7/27 1:00PM Stevenson).....$400.00

2 – 30 Minute Magic Shows
(7/28 10:00AM Edison).....$400.00

TOTAL.....$1200.00

Please make any checks playable to David DeVito.

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 18 of May, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Garri Dance Studio hereinafter referred to as "Consultant."

Payee's Name Garri Dance Studio Daytime Phone Number [redacted]

Email Address officestaff@garridance.com

Mailing Address [redacted] 91505

Sponsoring Administrator Stephanie Fields

Board Approval Date May 18, 2023

Account String 01.0-26000.0-11100-1000-5810-7549000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 125 per hour ☒/ per day ☐/ per session ☐ for a total not to exceed ~~$~~ 3,125 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/5/23 and terminating on 7/13/23.
3. Payment Terms: Payment needed prior to services
4. Consultant will provide the following services:

   Dance Classes

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title _____ Date _____

Consultant Megan Baade Garri Dance Studio Date 4/26/23

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

Garri Dance Studio - Bio

Garri Dance Studio, located in Burbank, was founded in 1958 by Peg Garri. Peg was a talented, well-rounded dancer who worked as an MGM Stock Dancer alongside popular entertainers such as Shirley Temple and Donald O'Connor. Now in their seventh decade, Garri Dance Studio has provided opportunities for students of all ages to participate in quality performing arts classes. GDS has earned the Burbank's "Best Dance Studio" Award continuously since 2007 according to the Burbank Leader Reader's Choice Poll.

GDS is an enrollment studio, running on an academic calendar with a year end, fully costumed stage performance every June. Dance, music and musical theatre lessons are offered for all ages and levels, toddler through adult, beginners to advanced students. Dance classes include ballet, tap, jazz, hip hop, musical theatre, hip hop, contemporary & mommy and me. Piano, voice and guitar lessons are also offered. Teaching staff is made up of a diverse group of choreographers and dance educators with a wide range of experience from professional dance company members to industry professionals.

In 2002, under the artistic direction of Megan Baade (also voted "Best Dance Teacher" by the Burbank Leader Reader's Choice Poll), curriculum was expanded to incorporate the Visual & Performing Arts Standards for off-site dance programs. For over a decade, Garri Dance Studio has partnered with many Burbank Unified Schools offering customized After School Programs, Artist in Residencies both in person and virtual, as well as Professional Development Workshops for BUSD Staff. Through its BUSD partnerships, Garri Dance Studio has continually sponsored Burbank Unified Students each year, currently almost $8,000 per year, and growing.

Garri Dance Studio is conveniently located in the heart of the beautiful Magnolia Park District in Burbank. Thoughtfully designed and renovated to better suit the needs of its growing student base, the studio offers three dance rooms with sprung wood dance floors, exposed brick, natural light, high beam ceilings, ballet barres and mirrors.

To learn more about Garri Dance Studio or schedule a free trial lesson, please contact 818-846-4390 or email officestaff@GarriDance.com

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 18 of May, 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Garri Dance Studio hereinafter referred to as "Consultant."

Payee's Name Garri Dance Studio Daytime Phone Number [redacted]

Email Address officestaff@garridance.com

Mailing Address [redacted] 91505

Sponsoring Administrator Stephanie Fields

Board Approval Date May 18, 2023

Account String 01.0-26000.0-11100-1000-5810-7549000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1,500 per hour☐/ per day ☐/ per session☒ for a total not to exceed $1,500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/5/23 and terminating on 7/13/23.
3. Payment Terms: Payment needed prior to services
4. Consultant will provide the following services:

   Dance Classes

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title Date

Consultant Garri Dance Studio 4/26/23 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

Garri Dance Studio - Bio

Garri Dance Studio, located in Burbank, was founded in 1958 by Peg Garri. Peg was a talented, well-rounded dancer who worked as an MGM Stock Dancer alongside popular entertainers such as Shirley Temple and Donald O'Connor. Now in their seventh decade, Garri Dance Studio has provided opportunities for students of all ages to participate in quality performing arts classes. GDS has earned the Burbank's "Best Dance Studio" Award continuously since 2007 according to the Burbank Leader Reader's Choice Poll.

GDS is an enrollment studio, running on an academic calendar with a year end, fully costumed stage performance every June. Dance, music and musical theatre lessons are offered for all ages and levels, toddler through adult, beginners to advanced students. Dance classes include ballet, tap, jazz, hip hop, musical theatre, hip hop, contemporary & mommy and me. Piano, voice and guitar lessons are also offered. Teaching staff is made up of a diverse group of choreographers and dance educators with a wide range of experience from professional dance company members to industry professionals.

In 2002, under the artistic direction of Megan Baade (also voted "Best Dance Teacher" by the Burbank Leader Reader's Choice Poll), curriculum was expanded to incorporate the Visual & Performing Arts Standards for off-site dance programs. For over a decade, Garri Dance Studio has partnered with many Burbank Unified Schools offering customized After School Programs, Artist in Residencies both in person and virtual, as well as Professional Development Workshops for BUSD Staff. Through its BUSD partnerships, Garri Dance Studio has continually sponsored Burbank Unified Students each year, currently almost $8,000 per year, and growing.

Garri Dance Studio is conveniently located in the heart of the beautiful Magnolia Park District in Burbank. Thoughtfully designed and renovated to better suit the needs of its growing student base, the studio offers three dance rooms with sprung wood dance floors, exposed brick, natural light, high beam ceilings, ballet barres and mirrors.

To learn more about Garri Dance Studio or schedule a free trial lesson, please contact 818-846-4390 or email officestaff@GarriDance.com

Garri Dance Studio
3715 W. Magnolia Blvd
Burbank, CA 91505

Phone: 818.846.4390
Fax:
Email: Garri Dance Studio <officestaff@garridance.com>

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

DATE: Tue, Mar 14, 2023

Invoice

INVOICE PERIOD: Mar 01, 2023 to Mar 31, 2023

Balance Due: 1,500.00

Previous Balance		0.00
Other Charges	1,500.00	
Payments -- Thank You!	-0.00	
Balance Due		**1,500.00**

Dance Instruction for ASES

4 days of dance instruction for 3 hours per day @ $125/hour

THANK YOU FOR YOUR BUSINESS!

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 24th of April, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and High Touch, High Tech hereinafter referred to as "Consultant."

Payee's Name High Touch, High Tech Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted] 91505

Sponsoring Administrator Peter Knapik

Board Approval Date May 18, 2023

Account String 01.0-26000.0-11100-10000-5810-5849000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District at a rate of $ 6.00/stu per hour☐/ per day ☐/ per session☐ for a total not to exceed $3,024 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/12/23 and terminating on 6/15/23.
3. Payment Terms: _____
4. Consultant will provide the following services:

   High Touch, High Tech will work with all 3 summer school sites. They will host 30 minutes sessions for all classrooms. Sessions will include a short intro to science concept and 2 hands on experiements.

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.

_____ _____ 4/14/23

BUSD Authorized Signature/Title Date Consultant High Touch, High Tech 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

brochure_11_17_2013.pdf 1 8/4/13 2:22 PM

HIGH TOUCH HIGH TECH WEST LA • 6849 VANSCOY AVE • NORTH HOLLYWOOD CA 91605 • 818.481.4911 • WWW.ScienceMadeFunWLA.net

ATTENTION

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

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

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

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

ph: 818.481.4911

email: info@ScienceMadeFunWLA.net

In-School Science Workshops

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

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

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

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

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

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

hightouch hightech
Science Made Fun!

hightouch hightech
Science Made Fun!

ELEMENTARY PROGRAM GUIDE

hightouch hightech
Science Made Fun!

818-481-4911

www.ScienceMadeFunWLA.net

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

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

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

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

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

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

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

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

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

brochure_11_17_2013_comp2.pdf 1 6/18/13 5:11 PM

Hands-on Science That Comes To You!

Grade Levels K - 2

Let's Make Sense ©

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

Animal Games ©

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

Chemfun ©

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

Nutty Nutrients ©

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

Get Buggy ©

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

Smarty Plants ©

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

Minor Matters ©

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

Weather or Not ©

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

Tis The Season ©

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

Sea Ya Later©

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

Fossil Fun©

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

Finally Fun Machines©

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

Sounds Like Fun©

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

Dig It©

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

Cycle babble©

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



Science Made Fun!



Grade Levels 3 - 5

Energize Me©

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

Cosmic Capers©

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

Matter Matters©

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

Power of Light©

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

Survive and Thrive©

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

Edison's Workshop©

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

Mineral Madness©

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

The Chain Gang©

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

Magnet Makers©

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

Earthscapades©

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

Meteorology Madness©

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

It's Element-ary©

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

The Body Shop©

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

Wonder Water Workshop©

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

What's The Matter©

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

"I hear and I forget, I see and I remember, I do and I understand." - Confucius

Scope of Services

April 25, 2023

High Touch High Tech (HTHT) will be providing science enrichment classes for 3 school sites on June 12, 13 and 15. HTHT will provide 30 minute classes of hands-on science for all participants.

The cost is $6 per participant and all materials and fees are included in the price.

Patrick J Simmons M.Ed

Owner High Touch High Tech WLA

19122 Nashville St

Porter Ranch, CA 91326

818.481.4911

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 18 of May, 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Lisa Raluy MARTINEZ hereinafter referred to as "Consultant."

Payee's Name Lisa Raluy Daytime Phone Number [redacted]

Email Address [redacted]gmail.com

Mailing Address [redacted]91504

Sponsoring Administrator Stephanie Fields

Board Approval Date May 18, 2023

Account String 01.0-26000.0-11100-1000-5810-7549000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1,300 per hour☐/ per day ☐/ per session☒ for a total not to exceed $1,300 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/13/23 and terminating on 6/15/23.
3. Payment Terms: Prior to services
4. Consultant will provide the following services:

   Cooking classes to students

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title Date

Lisa Raluy Martinez 4/28/23

Consultant Lisa Raluy 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



Invoice for ELOP Summer Program June 2023

My Class Can Cook will provide labor and all food materials and equipment to provide the following experiences:

- Three 2-hour cooking sessions from 1:00 - 3:00 pm
- Students will be given a brief health and safety briefing so we can prepare food in a safe and clean manner.
- A discussion will be encouraged regarding healthy eating and how kids can learn to prepare lunches that feature four nutrient groups.
- Students will be taught knife safety and how to properly cut a variety of fruits and vegetables.
- Each student will be given a large to-go bowl with lid whereby they will build their own salad using the bounty of vegetables and fruits that will be provided and that students will prep.
- Another group of students will work on blending a homemade dressing for students to add to their salads. Students will be encouraged to eat their salad if they are hungry or take it home for later.
- After salad prep, students will work in groups to prepare their own no-bake granola bars. Once pans are assembled, the mixture will have to chill for 24 hours until bars can be cut an served the following day for a snack.

The schedule will be as follows:

Washington Elementary - 1:00 pm - 3:00 pm on June 13th
Miller Elementary - 1:00 pm - 3:00 pm on June 14th
Disney Elementary - 1:00 pm - 3:00 pm on June 15th

Total Cost: $1,300

Thank you!
Lisa Raluy Martinez
[redacted]@gmail.com

Lisa Raluy Martinez

My Class Can Cook
[redacted]
[redacted]CA 91504
[redacted]
[redacted]@gmail.com

SKILLS

Ability to engage students and colleagues in positive learning and collaborative approaches. Effective leadership both within my school and through the broader Burbank teaching community. Progressive team building skills coupled with a strong work ethic and devotion for the teaching profession. Successful classroom management skills recognized by school administrators and district personnel. Experience developing differentiated learning strategies. Proficient in web design and management; Google Suite; Aeries Gradebook; and video editing.

EXPERIENCE

Luther Burbank Middle School - *Teacher*

August 1997 - Present

Currently serving as the Culinary Arts instructor teaching *Culinary Arts, Exploring Foods, Global Studies* and *Catering*.

- Established a Culinary Arts program for our school and developed the first ever catering class for Burbank Unified School District.
- Formulated original culinary and nutrition curriculum that has been requested by teachers both within and outside the school district.
- Developed an independent website with original video tutorials and links to aid in culinary arts education for students; and
- Created unique learning experiences for students and engagement opportunities among teachers and staff through multiple catering programs, field trips, guest speakers and "Cafe Lu".

Supported the administrative and learning environment of Luther Burbank Middle School in the following capacities:

- Chair, Electives Department
- Advisor, California Junior Scholarship Federation
- Induction Program Mentor
- Site Representative, Burbank Teachers Association

Currently serving Burbank Unified School District as the Professional Mentor Coordinator in the following capacities:

- Assisting teachers with successful completion of their improvement plans
- Coordinating meetings with administrators, teachers and mentors
- Recruiting skilled teachers to mentor
- Providing guidance through competency and use of the California Standards for the Teaching Profession

My Class Can Cook - *Owner*

September 2012 - Present

- Create, plan, organize and execute after school cooking and baking courses for middle school students
- Create, plan, organize and execute in-demand summer culinary arts camps

EDUCATION

Pepperdine University, Malibu, California - *Master Of Arts, Education*

April 2000

University of California at Los Angeles- *Bachelor of Arts, Psychology*

June 1995

AWARDS

- Kiwanis Teacher of the Year 2018/2019
- Kiwanis Teacher of the Year 2010/2011
- Luther Burbank Middle School Secondary Teacher of the Year 2007/2008
- Masonic Teacher of the Year 2005/2006
- Luther Burbank Middle School Secondary Teacher of the Year 2001/2002

CREDENTIALS/CERTIFICATIONS

- Single Subject Social Science Credential
- CTE Hospitality, Tourism, and Recreation Credential
- CLAD Certified
- ServSafe Manager Certified

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 18 of May, 2023 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Mad Science hereinafter referred to as "Consultant."

Payee's Name Mad Science Daytime Phone Number [redacted]

Email Address [redacted]adscience.net

Mailing Address [redacted] CA 91355

Sponsoring Administrator Stephanie Fields

Board Approval Date May 18, 2023

Account String 01.0-26000.0-11100-1000-5810-7549000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 3,464 per hour☐/ per day ☐/ per session☒ for a total not to exceed $3,464 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 7/11/23 and terminating on 7/12/23 .
3. Payment Terms: Payment needed prior to services
4. Consultant will provide the following services:

   Science Activities
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.

		Chloe Jones for MSCLA		5/1/23
BUSD Authorized Signature/Title	Date	Consultant	Mad Science	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

Our Show and Assembly Themes



Up, Up and Away!

This exciting show deals with the incredible pressure we all live under – Air Pressure! Selected students will try their best to pull apart a Magdeburg sphere, try to tame flying toilet paper and blow out a Birthday candle that has a surprise of its own. Volunteers will launch indoor hot air balloons, and ride the "Mad Science Hovercraft". Cap it all off with a "Dinosaur Sneeze" special effect!



Fire and Ice

This interactive show includes fascinating science demonstrations with air pressure, fire, bubbling potions and more. We'll explore observations and hypotheses, and conduct experiments with Egbert, an animated egg that can't sit into his house. See how a magician makes fire appear and disappear, and then be mesmerized by ice that doesn't melt! Watch as a foggy movie effect fills the stage!



Sounds Like Science

Make some waves that make some noise in this fun and earthshaking show! Children will get tuned into science with exciting demonstrations and experiments that focus on the science of sound. Your Mad Scientist will create a crazy cacophony with a garbage can, a swinging sound tube, and a homemade speaker! Cheer as we do the wave and make potatoes pop!



Spin, Pop, Boom

"Newton's Laws of Motion" are



Be Tobacco Free!

Great for Red Ribbon Week! This



What Do You Know About H2O?

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Accept



Mad Science of Central Los Angeles

Our Story

Mad Science was founded in 1985 in Montreal, Canada, by two brothers, Ariel and Ron Shlien. Their hobby of conducting spectacular science experiments, to the amazement of the children in their neighborhood, grew from a passion into a thriving business. Mad Science is now a global enrichment company that brings the love of science in a unique, hands-on way to millions of children every year!



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Central Los Angeles



Our Vision

As the leading children's science enrichment provider, we envision a world where every year, 5 million children experience Mad Science.

World Leading Science Provider

150+

20

1985

By continuing to browse or by clicking 'Accept' you agree to the storing of cookies on your device to enhance this site experience. To learn more about how we use the cookies please see our cookie policy

Accept

Mad Science of Central LA
27825 Avenue Hopkins #3
Valencia, CA 91355 US
(818) 909-6777
chloej.cla@madscience.net

INVOICE

BILL TO
Miller Elementary - Burbank
USD

INVOICE # MSCLA-1581333
DATE 07/11/2023
DUE DATE 07/04/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Event H	What Do You Know About .....? 7/11/2023 2:00 PM - 3:00 PM	1	535.00	535.00
SE Travel		1	45.00	45.00
Event D	Gas Works 7/12/2023 2:00 PM - 3:00 PM	1	535.00	535.00
SE Travel		1	45.00	45.00

Remember that we MUST have at least 7-business days' notice on any changes. Any cancellations that are made within the 7-day window may be subject to a $75 fee. Any changes that need to be made to accommodate more children may also result in a monetary fee to pay for materials.

SUBTOTAL	1,160.00
TAX	0.00
TOTAL	1,160.00
BALANCE DUE	**$1,160.00**

Mad Science of Central LA
27825 Avenue Hopkins #3
Valencia, CA 91355 US
(818) 909-6777
chloej.cla@madscience.net

INVOICE

BILL TO
Disney Elementary, Burbank
USD

INVOICE # MSCLA-1581330
DATE 07/11/2023
DUE DATE 07/05/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Event H	What Do You Know About .....? 7/11/2023 2:00 PM - 3:00 PM	1	535.00	535.00
SE Travel		1	42.00	42.00
Event D	Gas Works 7/13/2023 2:00 PM - 3:00 PM	1	535.00	535.00
SE Travel		1	42.00	42.00

Remember that we MUST have at least 7-business days' notice on any changes. Any cancellations that are made within the 7-day window may be subject to a $75 fee. Any changes that need to be made to accommodate more children may also result in a monetary fee to pay for materials.

SUBTOTAL	1,154.00
TAX	0.00
TOTAL	1,154.00
BALANCE DUE	**$1,154.00**

Mad Science of Central LA
27825 Avenue Hopkins #3
Valencia, CA 91355 US
(818) 909-6777
chloej.cla@madscience.net

INVOICE

BILL TO
George Washington - Burbank

INVOICE # MSCLA-1581327
DATE 07/11/2023
DUE DATE 07/05/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Event H	What Do You Know About .....? 7/11/2023 2:00 PM - 3:00 PM	1	535.00	535.00
SE Travel		1	40.00	40.00
Event D	Gas Works 7/13/2023 2:00 PM - 3:00 PM	1	535.00	535.00
SE Travel		1	40.00	40.00

Remember that we MUST have at least 7-business days' notice on any changes. Any cancellations that are made within the 7-day window may be subject to a $75 fee. Any changes that need to be made to accommodate more children may also result in a monetary fee to pay for materials.

SUBTOTAL	1,150.00
TAX	0.00
TOTAL	1,150.00
BALANCE DUE	**$1,150.00**

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 18 of May, 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Puppies & Reptiles for Parties hereinafter referred to as "Consultant."

Payee's Name Puppies and Reptiles For Parties Daytime Phone Number [redacted]

Email Address [redacted]bcglobal.net

Mailing Address [redacted] CA 90502

Sponsoring Administrator Stephanie Fields

Board Approval Date May 18, 2023

Account String 12..0-290201.0-11100-1000-5810-7548000

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 $ 395 per hour☐/ per day ☒/ per session☐ for a total not to exceed $1,975 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 7/13/23 and terminating on 7/21/23.
3. Payment Terms: Payment needed prior to services
4. Consultant will provide the following services:

   Puppy Show

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title _____ Date _____

Consultant Puppies & Reptiles for Parties 5/1/23 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



Pupsandreps.com
(310) 328-2040

We have you scheduled with PUPPIES:

NAME: Edison Around the Bell
DATE: Thursday, July 13th, 2023
TIME: 9:30-10:30
LOCATION: 921 Keystone St. Burbank 91506
PHONE: 818-729-4460
PAYMENT: $395.00
(cash, check, or Venmo only, on day of party)
**gratuity is always appreciated for a job well done*

Email: stephaniefields@burbankusd.org sent confirm and invoice #8059 3/17
approx. 20-25 kids
5-11 yr olds
Street parking

While we are there, we will need a fully dry, flat, and shaded area to be provided to set up in that is at least 10x10'. This can be dry grass, concrete, a patio, or a deck. We can't be on dirt, gravel, mulch, sand, etc. If we are setting up on artificial grass, we cannot use our tarp. The tarp will not lay flat and then pen will collapse in on itself constantly throughout the party. The puppies do not ruin the grass so that is not a problem. Puppies can also be set up indoors if need be. Garages work very well for this. But they can also be inside a house or venue.

If you or a guest has a pet at the party, they will need to be put away for the time that we are there. Our dogs will bark relentlessly at animals they don't know. Likewise, if you are hiring other animals to be at your event, the puppies will need to be out of sight of them.

If the event is at a park, it cannot be at a dog park. Dogs must be allowed at the park, but the less dogs in sight, the better.

If it is particularly cold outside, the puppies must be set up indoors.

If you have stairs, it is GREATLY appreciated when people help carry things up and down them as we do have many items and some are particularly heavy. Having stairs can also delay a start time since we have to carry things individually rather than using our carts. Having help carrying combats a delay.

Puppies and Reptiles For Parties
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040 **Fax** 310-328-2436

INVOICE 8059 — 3.17.2023

BILL TO	SHIP TO	INSTRUCTIONS
Edison Around the Bell 921 Keystone St. Burbank, CA 91506		Check can be made out to Puppies and Reptiles For Parties LLC

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
7-13-23	1 hour puppy petting zoo		395.00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**395.00**

Thank you for your business!

Puppies & Reptiles FOR PARTIES!

Pupsandreps.com
(310) 328-2040

We have you scheduled with PUPPIES:

NAME: Roosevelt Around the Bell
DATE: Thursday, July 13th, 2023
TIME: 11:30-12:30
LOCATION: 850 N. Cordova St. Burbank 91505
PHONE: 818-729-4460
PAYMENT: $395.00
(cash, check, or Venmo only, on day of party)
**gratuity is always appreciated for a job well done*

Email: stephaniefields@burbankusd.org sent confirm and invoice #8059 3/17
approx. 20-25 kids
5-11 yr olds
Street parking

While we are there, we will need a fully dry, flat, and shaded area to be provided to set up in that is at least 10x10'. This can be dry grass, concrete, a patio, or a deck. We can't be on dirt, gravel, mulch, sand, etc. If we are setting up on artificial grass, we cannot use our tarp. The tarp will not lay flat and then pen will collapse in on itself constantly throughout the party. The puppies do not ruin the grass so that is not a problem. Puppies can also be set up indoors if need be. Garages work very well for this. But they can also be inside a house or venue.

If you or a guest has a pet at the party, they will need to be put away for the time that we are there. Our dogs will bark relentlessly at animals they don't know. Likewise, if you are hiring other animals to be at your event, the puppies will need to be out of sight of them.

If the event is at a park, it cannot be at a dog park. Dogs must be allowed at the park, but the less dogs in sight, the better.

If it is particularly cold outside, the puppies must be set up indoors.

If you have stairs, it is GREATLY appreciated when people help carry things up and down them as we do have many items and some are particularly heavy. Having stairs can also delay a start time since we have to carry things individually rather than using our carts. Having help carrying combats a delay.

Puppies and Reptiles For Parties
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040 **Fax** 310-328-2436

INVOICE 8060 — 3.17.2023

BILL TO	SHIP TO	INSTRUCTIONS
Roosevelt Around the Bell 850 N. Cordova St. Burbank, CA 91505		Check can be made out to Puppies and Reptiles For Parties LLC

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
7-13-23	1 hour puppy petting zoo		395.00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**395.00**

Thank you for your business!

Puppies & Reptiles FOR PARTIES!

Pupsandreps.com
(310) 328-2040

We have you scheduled with PUPPIES:

NAME: Stevenson Around the Bell
DATE: Thursday, July 13th, 2023
TIME: 11:30-2:30
LOCATION: 446 N. Avon St. Burbank 91505
PHONE: 818-729-4460
PAYMENT: $395.00
(cash, check, or Venmo only, on day of party)
**gratuity is always appreciated for a job well done*

Email: stephaniefields@burbankusd.org sent confirm and invoice #8059 3/17
approx. 20-25 kids
5-11 yr olds
Street parking

While we are there, we will need a fully dry, flat, and shaded area to be provided to set up in that is at least 10x10'. This can be dry grass, concrete, a patio, or a deck. We can't be on dirt, gravel, mulch, sand, etc. If we are setting up on artificial grass, we cannot use our tarp. The tarp will not lay flat and then pen will collapse in on itself constantly throughout the party. The puppies do not ruin the grass so that is not a problem. Puppies can also be set up indoors if need be. Garages work very well for this. But they can also be inside a house or venue.

If you or a guest has a pet at the party, they will need to be put away for the time that we are there. Our dogs will bark relentlessly at animals they don't know. Likewise, if you are hiring other animals to be at your event, the puppies will need to be out of sight of them.

If the event is at a park, it cannot be at a dog park. Dogs must be allowed at the park, but the less dogs in sight, the better.

If it is particularly cold outside, the puppies must be set up indoors.

If you have stairs, it is GREATLY appreciated when people help carry things up and down them as we do have many items and some are particularly heavy. Having stairs can also delay a start time since we have to carry things individually rather than using our carts. Having help carrying combats a delay.

Puppies and Reptiles For Parties
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040 **Fax** 310-328-2436

INVOICE 8061 — 3.17.2023

BILL TO	SHIP TO	INSTRUCTIONS
Stevenson Around the Bell 446 N. Avon St. Burbank, CA 91505		Check can be made out to Puppies and Reptiles For Parties LLC

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
7-13-23	1 hour puppy petting zoo		395.00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**395.00**

Thank you for your business!



Pupsandreps.com
(310) 328-2040

We have you scheduled with PUPPIES:

NAME: Bret Harte Children Center
DATE: Friday, July 21st, 2023
TIME: 12:00-1:00
LOCATION: 1421 N. Ontario St.Burbank 91505
PHONE: 818-729-4460
PAYMENT: $395.00
(cash, check, or Venmo only, on day of party)
**gratuity is always appreciated for a job well done*

Email: stephaniefields@burbankusd.org sent confirm and invoice #8059 3/17
approx. 20-25 kids
5-11 yr olds
Street parking

While we are there, we will need a fully dry, flat, and shaded area to be provided to set up in that is at least 10x10'. This can be dry grass, concrete, a patio, or a deck. We can't be on dirt, gravel, mulch, sand, etc. If we are setting up on artificial grass, we cannot use our tarp. The tarp will not lay flat and then pen will collapse in on itself constantly throughout the party. The puppies do not ruin the grass so that is not a problem. Puppies can also be set up indoors if need be. Garages work very well for this. But they can also be inside a house or venue.

If you or a guest has a pet at the party, they will need to be put away for the time that we are there. Our dogs will bark relentlessly at animals they don't know. Likewise, if you are hiring other animals to be at your event, the puppies will need to be out of sight of them.

If the event is at a park, it cannot be at a dog park. Dogs must be allowed at the park, but the less dogs in sight, the better.

If it is particularly cold outside, the puppies must be set up indoors.

If you have stairs, it is GREATLY appreciated when people help carry things up and down them as we do have many items and some are particularly heavy. Having stairs can also delay a start time since we have to carry things individually rather than using our carts. Having help carrying combats a delay.

Puppies and Reptiles For Parties
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040 **Fax** 310-328-2436

INVOICE 8063 — 3.17.2023

BILL TO	SHIP TO	INSTRUCTIONS
Bret Harte Children Center 1421 N. Ontario St. Burbank, CA 91505		Check can be made out to Puppies and Reptiles For Parties LLC

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
7-21-23	1 hour puppy petting zoo		395.00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**395.00**

Thank you for your business!

Puppies & Reptiles FOR PARTIES!

Pupsandreps.com
(310) 328-2040

We have you scheduled with PUPPIES:

NAME: Washington Children Center
DATE: Friday, July 21st, 2023
TIME: 10:00-11:00
LOCATION: 2207 W. Winona st. Burbank 91504
PHONE: 818-729-4460
PAYMENT: $395.00
(cash, check, or Venmo only, on day of party)
**gratuity is always appreciated for a job well done*

Email: stephaniefields@burbankusd.org sent confirm and invoice #8059 3/17
approx. 20-25 kids
5-11 yr olds
Street parking

While we are there, we will need a fully dry, flat, and shaded area to be provided to set up in that is at least 10x10'. This can be dry grass, concrete, a patio, or a deck. We can't be on dirt, gravel, mulch, sand, etc. If we are setting up on artificial grass, we cannot use our tarp. The tarp will not lay flat and then pen will collapse in on itself constantly throughout the party. The puppies do not ruin the grass so that is not a problem. Puppies can also be set up indoors if need be. Garages work very well for this. But they can also be inside a house or venue.

If you or a guest has a pet at the party, they will need to be put away for the time that we are there. Our dogs will bark relentlessly at animals they don't know. Likewise, if you are hiring other animals to be at your event, the puppies will need to be out of sight of them.

If the event is at a park, it cannot be at a dog park. Dogs must be allowed at the park, but the less dogs in sight, the better.

If it is particularly cold outside, the puppies must be set up indoors.

If you have stairs, it is GREATLY appreciated when people help carry things up and down them as we do have many items and some are particularly heavy. Having stairs can also delay a start time since we have to carry things individually rather than using our carts. Having help carrying combats a delay.

Puppies and Reptiles For Parties
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040 **Fax** 310-328-2436

INVOICE 8062 — 3.17.2023

BILL TO	SHIP TO	INSTRUCTIONS
Washington Children Center 2207 W. Winona st. Burbank, CA 91504		Check can be made out to Puppies and Reptiles For Parties LLC

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
7-21-23	1 hour puppy petting zoo		395.00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**395.00**

Thank you for your business!

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 18 of May, 20 23 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Wild Life Learning Center hereinafter referred to as "Consultant."

Payee's Name Wild Life Learning Center Daytime Phone Number [redacted]

Email Address www.wildlifelearningcenter.org

Mailing Address [redacted] CA 91342

Sponsoring Administrator Stephanie Fields

Board Approval Date May 18, 2023

Account String 12..0-290201.0-11100-1000-5810-7548000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1,855 per hour☐/ per day ☐/ per session☒ for a total not to exceed $1,855 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/26/23 and terminating on 6/29/23
3. Payment Terms: Payment needed prior to services
4. Consultant will provide the following services:

   Wildlife Show

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.

		Danielle B		5/1/23
BUSD Authorized Signature/Title	Date	Consultant	Wild Life Learning Center	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 Us

Wildlife Learning and Conservation Center (WLCC) is located in Sylmar, California, nestled in an old olive grove. WLCC was founded in 2007 to give a home and care to animals in need and to provide public education in the life sciences, conservation, and the environment. WLCC is dedicated to giving over 100 displaced, rescued, and zoo-born wild animals a home. WLCC also participates in species conservation efforts called Species Survival Plans (SSP), which are managed by the Association of Zoos and Aquariums (AZA). SSP programs cooperatively manage threatened and endangered species within AZA-accredited Zoos and Aquariums, Certified Related Facilities, and Sustainability Partners. SSP's preserve species from extinction by maintaining sustainable and genetically diverse populations of species. As part of our conservation mission, Wildlife Learning Center is an active participant in the SSP programs for the two-toed sloth (*Cholopous didactylus*), 3-banded armadillo (*Tolypeutes matacus*), and North American porcupine (*Erethizon dorsatum*).

WLCC is open to the public for general admission, private tours, and special events. WLCC offers life science outreach programs to schools, libraries, scout groups, and private events.

Mission Statement

Wildlife Learning and Conservation Center is dedicated to providing sanctuary for non-releasable wildlife and promoting conservation and appreciation of wildlife by engaging the public in educational experiences.

Wildlife Learning Center

CONFIRMATION & AGREEMENT

~ PLEASE READ OVER THIS CONTRACT CAREFULLY BEFORE SIGNING ~

This event is NOT CONFIRMED until we receive the signed confirmation agreement.

DATE: Mon. June 26 - Thurs. June 29, 2023

TIME: See Invoice

LOCATION: Roosevelt Elem., Stevenson Elem., Edison Elem., Harte Children's Ctr., & Washington Children's Ctr.

CONTACT PERSON: Stephanie Fields

CONFIRMATION NUMBER: 042623-db-062923

RESERVATION: Reptiles and Friends!

TOTAL COST: $1,855

ARRIVAL/SETUP/DEPARTURE:

1. Our presenters will arrive 20-30 minutes prior to your event for set-up.
2. To ensure a prompt start time please reserve a parking space as close as possible to the presentation area for our van to unload.
3. We require a 10'x10' shaded area for set up.
4. Let us know in advance if there will be any stairs, elevators, or long distances from the parking area to the presentation area.
5. For safety reasons (and to keep all the animals a surprise) please help in keeping students away from the animals while we set up and prepare for the presentation.
6. Please give us 15-20 minutes after the presentation to break down and clear the presentation area.

PAYMENT ARRANGEMENTS: We accept check, cash, or credit card (MC/AMEX/VISA). Cancellations must be made directly with a representative of Wildlife Learning Center by phone or e-mail. Payment is due on the day of the presentation unless other arrangements have been made.

SAFETY: We will strive to make your wild animal presentation as educational, fun and memorable as possible. Safety is our first priority and we kindly ask that everyone follow the directions given by the presenters. We also ask that adult supervision of the children be provided.

ANIMALS: On rare occasions a particular animal may not be available the day of the event due to illness or other circumstances. Every attempt will be made to bring your requested animals, but please understand that some situations are unavoidable.

FEEDBACK: We are always happy to hear from you! Comments and suggestions are always welcome.

Your signature means you have read and understand all of the policies and stipulations outlined above.

PLEASE RETURN THIS FORM TO THE E-MAIL ADDRESS OR MAILING ADDRESS BELOW.
THANK YOU!

Signature	Print Name	Date
SHD	Stephanie Fields	4/27/23

www.WildlifeLearningCenter.org

Office: (818)362.8711 • 16027 Yarnell Street • Sylmar, CA 91342 •info@wildlifelearningcenter.com

Wildlife learning center

INVOICE

Wildlife Learning Center
16027 Yarnell Street
Sylmar, CA 91342
(818)362-8711
www.wildlifelearningcenter.org
Wildlife Learning Center EIN: 90-0044899

INVOICE NO: 042623-db-062923

DATE: Wednesday April 26, 2023

Bill To:
Around The Bell

DESCRIPTION	AMOUNT
"Reptiles and Friends"	
Animals: Tortoise, three Lizards, three Snakes, Tarantula, Walking Stick and a Madagascar Hissing Cockroach	
Monday June 26, 2023	
10:00am-11:00am – Roosevelt Elementary	**$350**
12:10pm-1:10pm – Stevenson Elementary	**$350**
Wednesday June 28, 2023	
10:00am-11:00am – Edison Elementary	**$350**
12:10pm-1:10pm – Hart Children's Center	**$350**
Thursday June 29, 2023	
10:00am-11:00am – Washington Children's Center	**$350**
Travel To:	
Burbank, CA ($35 Each Day)	**$105**
Balance Due	**$1,855**

We accept charge, cash, or check. Make all checks payable to: Wildlife Learning Center

Full payment is due on or before the day of your event unless other arrangements have been made.
If you have any questions concerning this invoice, contact us at (818)362-8711 or info@wildlifelearningcenter.com
THANK YOU FOR YOUR INTEREST IN OUR WILDLIFE PRESENTATIONS!

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 April, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Burbank Music Academy hereinafter referred to as "Consultant."

Payee's Name Burbank Music Academy Daytime Phone Number [redacted]

Email Address infor@burbankmusicacademy.com

Mailing Address [redacted] CA 91505

Sponsoring Administrator Ron Young - Principal, Thomas Jefferson Elementary

Board Approval Date May 18th 2023

Account String N/A

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 0.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 0.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 18th 2023 and terminating on September 23rd 2023.
3. Payment Terms: N/A
4. Consultant will provide the following services:

   5 weeks of music and performance education to 1st through 5th grade students.

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

Burbank Unified School District of Los Angeles County

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

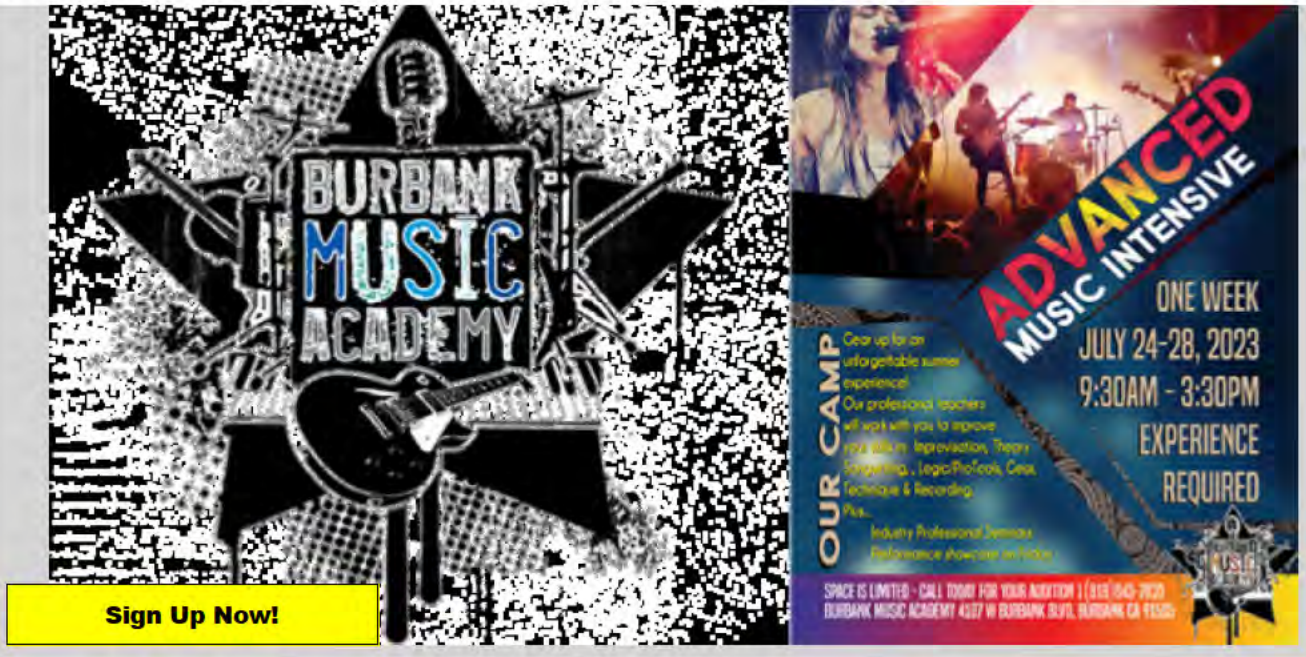
BUSD Authorized Signature/Title Date

Laura Mayne 04/21/2023

Consultant Burbank Music Academy 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



LESSONS

The private lesson program at Burbank Music Academy is designed to fit the needs of every student. Whether you are a beginner with minimal time to practice or a dedicated professional who practices everyday, BMA will give you the tools you need to succeed.

THE THEORY

Our "Theory" behind music education is that it should be fun to learn. At Burbank Music Academy, our goal is to keep our students inspired and enthusiastic about the process of learning. By integrating current music with a formal music theory curriculum, our students stay excited about learning to read, understand and play music. By keeping them interested in what they are playing, they learn songs quickly and experience a sense of accomplishment while staying inspired to improve.

THE STAFF

Burbank Music Academy's staff is made up of a qualified and diverse group of hand picked, prescreened musicians and educators. All our instructors are Live Scanned. The Burbank Music Academy curriculum is guided by music teachers and industry professionals with music educations from such fine institutions as: The Berklee School Of Music (Boston), The Manhattan School Of Music (NY), North Texas State, The Muscicians Institute (Hollywood), CSUN and USC.

THE TIMING

Timing really is everything. The younger we are, the faster we learn and the more information we are able to retain. While it's never to late to pick up an instrument, learning the language of music early in life guarantees it's fluency as a child develops. The gift of music and it's comprehension is invaluable and the earlier the learning begins the better. We at Burbank Music Academy are delighted that you are interested in sharing the gift of music. If you would like information about our private lesson programs or our teachers please drop us an e-mail or give us a call at 818-845-ROCK(7625)

THE INSTRUMENTS

Most of our students are studying Piano, Guitar, Voice, Bass, Drums, Violin, Saxophone, Flute, Clarinet, Trumpet and Trombone. However, BMA will teach almost any instrument that you want to learn, if we don't

have a teacher on staff that meets your needs we will be happy to help you find one. Please contact us if you would like information about our private lesson program or our teachers, you can e-mail or give us a call at 818-845-ROCK(7625)

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 1st of May May, 2023 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Michelle Michelle Holland hereinafter referred to as "Consultant."

Payee's Name Michelle Holland Daytime Phone Number [redacted]

Email Address [redacted] att.net

Mailing Address [redacted] CA 91335

Sponsoring Administrator April Weaver

Board Approval Date May 18, 2023

Account String 010-65000-0-57601-11100-5810-517-1000-0000-6000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 300 per hour☐/ per day ☐/ per session☑ for a total not to exceed $ 1500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on June 5, 2023 and terminating on July 13, 2023.
3. Payment Terms: One payment upon completion
4. Consultant will provide the following services:

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

Burbank Unified School District of Los Angeles County

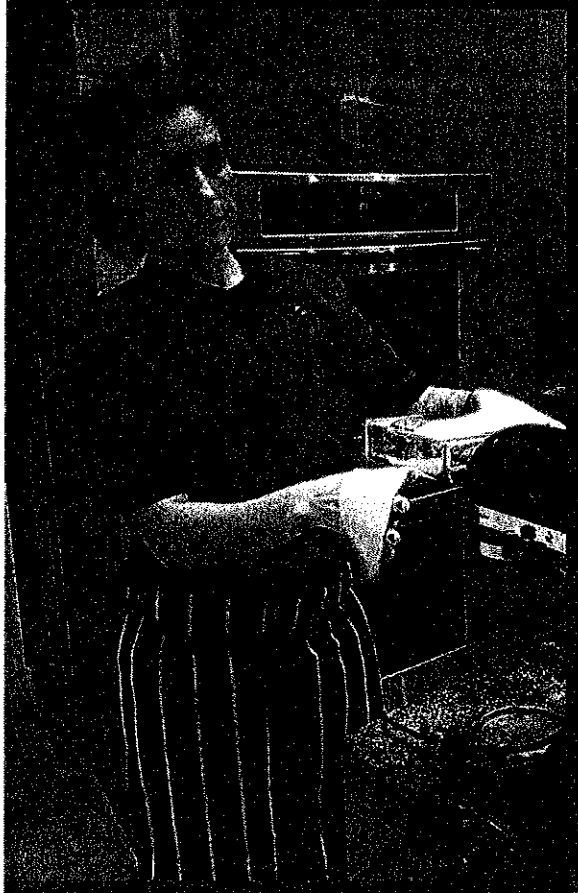
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title — 5/1/23 Date

Consultant Michelle Holland — 5/1/23 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 Michelle Holland



Hi there! My name is Michelle Holland and I am a private chef/chef instructor whos' life's purpose is to co-create with individuals in the art of cooking. Twenty years ago I stepped into the culinary world with a certificate from Westlake Culinary Institute. With my newly developed culinary skills I was introduced to Chef Andre Guerrero at Max Restaurant in Sherman Oaks. I was a stage there for 6 months before I became part of the staff for an additional two years, working in Garde Mange and pastry.
From time-to-time the chef would take part in events such as: Bon Appetite which involved:

long prep days, loading and unloading, setting up stations and breaking them down, serving 100's of guests while describing dishes like the Seared Ahi with dynamite sauce. Wanting to further my culinary education, I decided to enroll at Le Cordon Bleu, from which I was then able to intern as Garde Manger with Ludo Lefebvre and his infamous Ludo Bites pop-up restaurants/book. You can find me on page 254. After my internship with Ludo, I continued working in the field and began working as a pastry cook for British Chef Brendan Collins at Water loo & City. A restaurant known for the British delights like the puff pastry pot pie, fresh bread made in house, by moi, and the Beignets with Jam and Crème Legere. I then moved on to work in pastries for former Chef Andre Guerrero at Maximilliano. After my third child was born my culinary career shifted from hands-on restaurant experience to teaching. Thus, I became a Chef Instructor for a cooking store, known as Sur la Table where I was able to share my knowledge and experience in a class setting. This was a perfect opportunity to share my restaurant life experience into the minds of others.

On the personal side, I'm a certified personal fitness trainer with a YouTube channel that offers videos on cooking and fitness, click the link if you'd like to learn more:
https://youtube.com/channel/UCmdL6nmBLAYQi9HIpy9uDpQ

To become great at anything, I believe you must have:

1. A burning desire
2. A focused direction
3. A curious mind and a courageous spirit

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	May 18, 2023
SUBJECT:	Ratification of Agreement for Non-Instructional Consultant Services

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Background:

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

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. The site learned that the consultant was available to provide services for teacher appreciation week after the May 4, 2023 agenda deadline. Therefore the agreement below is being presented as a ratification. If the non-instructional Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

Not to exceed $300 (Film LA funds)

Recommendation:

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

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

Board Meeting Date: May 18, 2023

Site	Name	Purpose	Dates	Cost	Appropriation Number
Muir Middle School	Mark Frontier DBA What a Party	Staff Trivia Emcee	5/9/2023	$300	01.0-90711.0-00000-27000-5850-3228000 Film LA Funds

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 24 of April, 20 23 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Mark Fortier DBA WHAT a PARTY! hereinafter referred to as "Consultant."

Payee's Name MarkFortier Daytime Phone Number [redacted]

Email Address [redacted]sbcglobal.net

Mailing Address [redacted] California 91390

Sponsoring Administrator Dr.Greg Miller,Principal @JMMS

Board Approval Date May 18, 2023

Account String 01.0-90711.0-00000-27000-5850-3228000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 300.00 per hour☐/ per day ☐/ per session■ for a total not to exceed $300.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 9, 2023 and terminating on May 9, 2023 .
3. Payment Terms: Payment upon services rendered
4. Consultant will provide the following services:

   Mark will provide interactive services for a teacher appreciation faculty meeting scheduled for May 9, 2023

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.

		Mark Fortier	4/24/23
BUSD Authorized Signature/Title	Date	Consultant	Date

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

Mark Fortier, DBA What a Party

[redacted]

[redacted]CA 91390

[redacted]

Owner of What a Party!, Mark Fortier began as a radio disc jockey until his calling led him to live performance art. His ability to read a crowd and establish an outstanding rapport with his audience distinguishes Mark as a truly proficient showman. With a contagious enthusiasm and charisma, Mark will go the extra mile to make all events he emcess a positively spectacular one. Established since 1991, Mark offers knowledgeable and experienced execution of events' coordination. As Emcee/DJ all kinds of party events, he is a regular Trivia Host at local venues.

What A Party!

Invoice # 1010

Mark Fortier
[redacted]
[redacted] CA 91390

Date:4/21/2023

Attention: Greg Miller
Service: DJ Trivia Services
Location: John Muir Middle School
1111 N. Kenneth Road
Burbank CA 91504



Staff Trivia Event
05-09-23 / 2:30pm-3:30pm

Description		Amount
DJ Services		$300.00
Show Date 06/02/2023	Subtotal	$300.00
(0.00%)		$0.00
Discount		$0.00
Total		$300.00
Paid		$0.00
Balance Due		$300.00

Overtime Rate Per Hour (if needed) $150.00

Thank You For Your Business

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Education Services
PREPARED BY:	Juan Noguera, Director, Adult Education
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	Approval of Memorandum of Understanding between Burbank Adult School and Los Angeles County Office of Education

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Background:

For the past year, Los Angeles County Office of Education (LACOE) and Burbank Adult School (BAS) have been working together to achieve a common goal which is to support adult learners. The purpose of this MOU is to extend the terms and conditions under which the LACOE partnership will function for the Career Technical Education (CTE) training, including but not limited to, Certified Nursing Assistant (CNA) program, Pharmacy Technician Training, English as Second Language (ESL), and High School Equivalency (HSE) classes for one more year (July 1, 2023 to June 30, 2024). It is understood that this agreement will require mutual trust and teamwork between both parties, working together to accomplish shared goals.

Discussion/Issues:

It is the desire of both parties to provide instructional services to the LACOE population using BUSD's teachers and instructional resources. The classes are meant to accelerate learning toward preparation for the high school equivalency exam and to provide job training to prepare students for the workplace in the health industry.

At BAS, adult learners have the optimal educational setting to continue working on pursuing their goals to become effective members in today's demanding society, and LACOE has played a tremendous role in supporting our BAS teachers. Therefore, it's important that we continue building on this partnership to ensure that our adult learners get the support to accomplish their goals.

Fiscal Impact:

None

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding between Burbank Adult School and Los Angeles County Office of Education, effective July 1, 2023 through June 30, 2024, as presented.

MEMORANDUM OF UNDERSTANDING
BETWEEN
LOS ANGELES COUNTY OF EDUCATION
AND
BURBANK UNIFIED SCHOOL DISTRICT

1. PARTIES

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the Los Angeles County Office of Education, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and Burbank Unified School District (BUSD), through the Burbank Adult School, located at 3811 W. Allan Avenue, Burbank, CA 91505, hereinafter referred to as "District," mutually agree as follows:

2. IINTODUCTION AND PURPOSE

The purpose of this MOU is to establish the terms and conditions under which the LACOE partnership will function for the Career Technical Education (CTE) training, including but limited to, Certified Nursing Assistant (CNA) program, Pharmacy Technician Training, English as Second Language(ESL), and High School Equivalency(HSE) classes. It is understood that this agreement will require mutual trust and teamwork between both parties, working together to accomplish shared goals.

It is the desire of both parties to provide instructional services to the LACOE population using BUSD's teachers and instructional resources. The classes are meant to accelerate learning toward preparation for the high school equivalency exam and to provide job training to prepare students for the workplace in the health industry.

3. TERM OF MOU AGREEMENT

The parties agree that the terms of this MOU are effective from July 1, 2023 through June 30, 2024, unless earlier modified or extended by mutual agreement. This MOU may be terminated, without cause, by either party upon one month written notice.

4. INSURANCE REQUIREMENTS

LACOE shall maintain the following minimum coverages at all times during the period of the MOU: Workers' Compensation: If LACOE employs any person to perform work in connection with this MOU, LACOE shall procure and maintain at all times during the performance of such work Workers' Compensation Insurance in conformance with the law of the State of California and federal laws where applicable. Employers Liability Insurance shall not be less than One Million Dollars ($1,000,000) per accident, disease, or work-related incident.

Errors and Omissions Liability Insurance: LACOE shall procure and maintain at all times for the duration of this MOU Professional Errors & Omissions Liability Insurance in an amount not less than One Million Dollars ($1,000,000) combined single limits per occurrence and aggregate.

Bodily Injury, Death, and Property Damage Liability: LACOE shall procure and maintain at all times for the duration of this MOU General Liability Insurance (including motor vehicle

operation). The policy(ies) shall not be less than One Million Dollars ($1,000,000) per occurrence. The District shall be named as an additional insured.

5. INDEMNIFICATION

The District agrees to defend, indemnify, save and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACEO agrees to defend, indemnify, save and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

6. RIGHT of TERMINATION

The District or LACOE may terminate the Agreement without cause upon 30 days' prior written notice to the other party. The District and LACOE may terminate the Agreement due to material breaches of this agreement upon fourteen (14) days written notice. This notice shall be the written basis of the termination and each party shall have the right to cure the breach. If substantial efforts were made towards curing the breach, one extension of an additional fourteen days may be granted for further efforts to cure the breach.

7. INDEPENDENT CONTRACTOR

With regard to the services hereunder, neither party shall be deemed to be an officer, agent, partner, joint venture, or employee of the other.

8. ASSIGNMENT

Neither party shall assign this agreement or any part thereof without the written consent of the other party.

9. NONDISCRIMINATION

Each party certifies that there shall be no discrimination in its hiring or employment practices because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in section 12940 of the Government Code. Each party shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginn8ing with Section 12900 of the California Government Code. Each party agrees to require compliance with this nondiscrimination policy by all subcontractors employed in connection with this agreement.

10. RESPONSIBILITIES of DISTRICT

BUSD will be responsible for the following services in regard to the CTE, ESL, and HSE courses:

- Provide the course curricula
- Provide the instructors for each class
- Perform the initial and final assessments, if applicable, for the classes
- Provide students with progress reports as it pertains to test preparation and completion of the training programs.
- Provide itemized expenses for each student based on the course for CTE training only.
- Provide opportunity for the HSE students to register and take either the GED or HiSET at BUSD's test center located at Burbank Adult School, as needed

11. RESPONSIBILITIES of LACOE

LACOE will be responsible for the following minimum services in regard to the CTE training and HSE boot camp course:

- Potentially provide a space for enrollment and/or orientations free of charge
- Potentially provide a space for the course free of charge
- Facilitate recruitment of students who are currently receiving services from LACOE
- Pay for course material fees upon enrollment of students if applicable

12. GENERAL PROVISIONS

A. Amendments

Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU, which are mutually agreed upon by and between the parties to this MOU, shall be incorporated by written instrument and effective when executed and signed by all parties to this MOU.

B. Applicable Law

The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of California. The courts of the State of California shall have jurisdiction over any action arising out of this MOU and over the parties.

C. Entirety of Agreement

This MOU, consisting of four (4) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

D. Severability

Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

13. BOARD AUTHORIZATION

The effectiveness of this Agreement is expressly conditioned upon approval by the District's Board of Education and HTA.

14. SIGNATURES

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

Los Angeles County of Education (LACOE)

[*full name*], [*Title*] Date

Burbank Unified School District (BUSD)

Dr John Paramo, Assistant Superintendent Date

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	May 18, 2023
SUBJECT:	Approval of Amended Consultant Agreement for Dominic Matas

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Background:

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

Discussion/Issues:

Dominic Matas was previously approved as a consultant on September 17, 2020 and November 4, 2021. Although services were provided, the consultant did not submit invoices and recently indicated that they had not been paid for previous years. Their invoices have now been submitted and after some research, the site confirmed that no payments had been processed. The site was unable to locate the signed consultant agreement approved on September 17, 2020. Therefore the Consultant Agreements will need to be amended to sign the consultant agreement from September 17, 2020, change the end dates to June 30, 2023 and update the funding in order to pay the invoices.

Fiscal Impact:

Not to exceed $10,000 (01.0-90201.0-17007-41001-5810-3218100)

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Dominic Matas to provide instructional consultant services, effective September 18, 2020 through June 30, 2023, in the amount of $10,000 (01.0-90201.0-17007-41001-5810-3218100), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 2 of September, 20 20 by and between the Burbank Unified School District, hereinafter referred to as "District", and Dominic Mateo hereinafter referred to as "Consultant."

Payee's Name Dominic Mateo Daytime Phone Number

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jennifer Magleoire

Board Approval Date September 17, 2020

Account String 010-90906-0-17007-41001-5810-321-6100 Amend 5/18/23 acct string to 01.0-90201.0-17007-41001-5810-3218100

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 $ 50 per hour☒/ per day ☐/ per session☒ for a total not to exceed $ ~~5,000~~ $5,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 18, 2020 and terminating on ~~May 27, 2021~~ 6/30/23
3. Payment Terms: Quarterly
4. Consultant will provide the following services:

   Choreography for the Jordan Middle School Choirs. Amend 5/18/23 Dolores Huerta MS

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title Date

Consultant Dominic Mateo 4.26.23 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

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	September 17, 2020
SUBJECT:	Ratification and Approval of Instructional Consultant Services

Background:

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

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION AND APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: September 17, 2020

Site	Name	Purpose	Dates	Cost	Appropriation Number
Stevenson Elementary School	Enrich LA	Through Enrich LA, students learn about gardening, healthy eating and environmental stewardship. Through the online program, students will be able to stay connected to the garden while they learn from home.	9/18/2020 – 6/1/2021	$3,100.00	01.0-90201.0-11100-10000-5810-2158200
Providencia Elementary School	Education Through Music – Los Angeles	ETMLA will provide bi-weekly general music instruction for TK-3rd and weekly orchestra to grades 4 and 5. BUSD and ETMLA are partnering to provide bi-weekly music instruction to all Providencia students in grades TK-5. Their credentialed music specialist will work with the District's Arts Coordinator and Elementary Music Teachers to align Providencia's music program with current BUSD music curriculum.	9/21/2020 – 5/21/2021	$17,980.00	01.0-90201.0-11100-10000-5810-2138200
Jefferson Elementary School	Heather Beltran	Ms. Beltran will teach a combination of breathing and exercises designed to strengthen core muscles, practice mindfulness, and improve posture, balance and stamina. These exercises are beneficial for self-regulation and improving focus.	9/18/2020 – 5/18/2021	$2,000.00	01.0-90201.0-11100-10000-5810-2068700
Jefferson Elementary School	Kristi Chase	Ms. Chase will provide instruction and training of PE skills, gross motor skills, development and instruction of playground games and rules for all grades.	9/18/2020 – 5/21/2021	$6,110.00	01.0-90201.0-11100-10000-5810-2068700
Jefferson Elementary School	RBliss, LLC	Mr. Reed as designed STEAM Lab curriculum based on the NGSS. Lessons include STEAM challenges incorporating engineering design standards through the use of the latest robotics and coding technologies. Moving students from play to purpose with creativity, innovation, and critical thinking. Mr. Reed is also building capacity with teachers through demonstration and professional development.	9/18/2020 – 5/21/2021	$11,100.00	01.0-90201.0-11100-10000-5810-2068700
Edison Elementary School	Chad Meserve	Mr. Meserve will teach illustration to all students as part of Edison's Art Wheel.	9/18/2020 – 10/9/2020	$1,425.00	01.0-90201.0-11100-10000-5810-2028200
Edison Elementary School	Jennifer Lorigo	Ms. Lorigo will teach drama to all students in grades TK-5 as part of Edison's Art Wheel.	10/12/2020 – 11/6/2020	$600.00	01.0-90201.0-11100-10000-5810-2028200

Jordan Middle School	Dominic Matas	Mr. Matas choreographs the dance sequences for all of the Jordan choirs for their competitions and shows. He teaches the choreography to the students and works with them each week. During distance learning, he works with students through Zoom meetings and supports the choir teacher with teaching choreography in her choir classes.	9/18/2020 – 5/27/2021	$5,000.00	01.0-90904.0-17007-41001-5810-3218100
Jordan Middle School	Amanda Richardson	Ms. Richardson choreographs the dance sequences for all of the Jordan choirs for their competitions and shows. He teaches the choreography to the students and works with them each week. During distance learning, he works with students through Zoom meetings and collaborates with our choir teacher.	9/18/2020 – 5/22/2021	$6,500.00	01.0-90904.0-17007-41001-5810-3218100
Roosevelt Elementary School	Imagination Machine	Imagination Machine will provide three 1-hour long virtual assemblies. Students will see their own stories come to life, virtually, through Imagination Machine and student's writing exercises.	11/12/2020	$1,255.00	01.0-90201.0-11100-10000-5810-2148200
Burbank Adult School (Ratification)	Purple Communications, Inc.	Purple Communications will provide interpreting and translation services for DHH students and teachers in Burbank Adult School ASL class.	9/15/2020 – 6/30/2021	$7,000.00	11.0-63910.0-41100-10000-5810-5330044 11.0-63910.0-41101-10000-5810-5330000 11.0-63910.0-41104-10000-5810-5330000 11.0-63910.0-41106-10000-5810-5330000 11.0-63910.0-41120-10000-5810-5330000

INVOICE

Dominic Matas's Company [redacted]ahoo.com

Dolores Huerta Middle School VMA

Bill to
Dolores Huerta Middle School VMA

Invoice details
Invoice no.: 1038
Invoice date: 04/26/2023
Due date: 05/26/2023

	Product or service	Amount
1.	**Choreographer Fee for school year 2020-2021** Rehearsals, Class Time, Prep Time, Video Editing	$5,000.00

Total **$5,000.00**

Note to customer

Thank you for your business.

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 13 of October, 20 21 by and between the Burbank Unified School District, hereinafter referred to as "District", and Dominic Matias hereinafter referred to as "Consultant."

Payee's Name Dominic Matias Daytime Phone Number [redacted]

Email Address [redacted]hoo.com

Mailing Address [redacted] A 91007

Sponsoring Administrator Jennifer Mogmaro

Board Approval Date November 4, 2021

Account String 010-90604-0-17007-41001-5810-321-0100 Amend 5/18/23 acct string to 01.0-90201.0-17007-41001-5810-3218100

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** ____ **or 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 $ 30 per hour[☒]/ per day [☐]/ per session[☐] for a total not to exceed $ 5000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 8, 2021 and terminating on ~~May 27, 2022~~ 6/30/23
3. Payment Terms At the end of each semester
4. Consultant will provide the following services:

   Choreography for the Dolores Huerta Choir

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 obligation to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title Asst. Supt. Date 11/9/21

Consultant Dominic Matias 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

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	November 4, 2021
SUBJECT:	Approval of Instructional Consultant Services

Background:

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

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: November 4, 2021

Site	Name	Purpose	Dates	Cost	Appropriation Number
Dolores Huerta Middle School	Dominic Matas	Choreography	11/5/2021–5/27/2022	$5,000	01.0-90904.0-17007-41001-5810-3218100
Dolores Huerta Middle School	Amanda Richardson	Choreography	11/5/2021–5/27/2022	$6,500	01.0-90904.0-17007-41001-5810-3218100
Disney Elementary	Box Cars and One-Eyed Jacks – Jane and John Felling	Parent Informational Night in Math for Grades K-2 and 3-5	December 1, 2021	Not to exceed $1,500	01.0-30100.0-11100-10000-4310-2019000
Emerson Elementary	Box Cars and One-Eyed Jacks	Teacher Professional Development	11/18/2021–3/8/2022	$1,202.50	01.0-42030.0-47600-10000-5810-7429000
Emerson Elementary	Laura Anderson	Peaceful Playground Consultation	11/4/2021–3/4/2022	$350	01.0-90350.0-11100-10000-4316-2038000
Muir Middle School	Glen Jaffe	Enrichment – History/Music Lesson	11/8/2021–5/27/2022	$500	01.0-90350.0-11100-10000-5850-3228000
Muir Middle School	Steven Moos	Enrichment – History/Music Lesson	11/8/2021–5/27/2022	$500	01.0-90350.0-11100-10000-5850-3228000

INVOICE

Dominic Matas's Company [redacted]ahoo.com

Dolores Huerta Middle School VMA

Bill to
Dolores Huerta Middle School VMA

Invoice details
Invoice no.: 1039
Invoice date: 04/26/2023
Due date: 05/26/2023

	Product or service	Amount
1.	**Choreographer Fee for school year 2021-22** Prep time, Class time, Rehearsals, etc.	$5,000.00

Total **$5,000.00**

Note to customer

Thank you for your business.

Dominic Matas

Freelance Choreographer, Show Designer, and Show Choir Coach

[redacted] CA 91606
[redacted]yahoo.com

CHOREOGRAPHY EXPERIENCE

John Burroughs High School (Burbank, CA) CURRENT

"Powerhouse" (lead choreographer)

"Men @ Work" (co-director/ show designer)
"Sound Waves" (show designer/choreographer)

Oceanside High School (Oceanside, CA) CURRENT

"Soundwaves" (show designer/choreographer)

Carlsbad High School (Carlsbad, CA) CURRENT

"Sound Express" (choreographer)

Dolores Huerta Middle School (Burbank, CA) CURRENT

"Madrigals" (show designer/choreographer)

Lowell High School (Lowell, MA) CURRENT

"Sound Impressions" (choreographer)

Jenks High School (Jenks, OK) CURRENT

"Trojanaires" (show designer/choreographer)

Auburn High School (Auburn, AL) CURRENT

"Varsity Singers" (choreographer)

EDUCATION

John Burroughs High School, Burbank, CA

Aug. 2007 - May 2011

Glendale Community College, Glendale, CA

Aug. 2011 - May 2014

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement for professional services to hire an outside Certified Occupational Therapist Assistant (COTA) (as a consultant) to provide support and assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. The District does not have current staff available to support caseload overage and is, therefore, contracting with a consultant to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $88,237.50.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $88,237.50 (01.0-65000.0-57602-11901-5850-7440000), effective September 26, 2022 through July 13, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 20, 2022 effective September 26, 2022 through May 25, 2023, not to exceed $78,520. This amendment extends the date for ESY through July 13, 2023 and adds $9,717.50 increasing the total not to exceed $88,237.50.

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

AMENDED CONSULTANT AGREEMENT - CHRISTIAN VIRTUCIO

TERM OF AGREEMENT

This Agreement, made and entered into this 5th day of May 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Gary D Stromberg & Associates, LLC hereinafter referred to as "Consultant."

Payee's Name: Gary D Stromberg & Associates, LLC Daytime Phone Number: 716-982-6556

Mailing Address: 3116 S. Mill Ave. #109, Tempe, AZ 85282

Email Address: louisstromberg@gmail.com

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

Board Approval: ~~10/20/2022~~ 5/18/2023 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $65 per hour, 40 hours per week for 22/23 RSY and 6.5 hours per day for ESY (23 days) for a total not to exceed ~~**$78,520**~~ **$88,237.50**

2. The term of the Agreement shall be the period commencing on: 09/26/2022 and terminating on: ~~05/25/2023~~ 07/13/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide a COTA for support and assessments for special education students. ESY = 6/5/2023-7/13/2023; 8am - 1:30pm (6.5 hours)

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

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

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

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

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

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

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

13. Communicate within twenty-four hours to Gary D Stromberg & Associates, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Sharon Cuseo
Print Representative Name

Assistant Superintendent, Instruction
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gary D Stromberg & Associates, LLC
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

Based on the current vacancy, the district is contracting with a consultant to serve temporarily as the Director of Special Education and Credentialed Teachers.

District-Wide Goals for 2022-2023:
3 Recruit and retain highly qualified employees.

Discussion/Issues:

Through a mutual agreement, the Consultants shall perform duties associated with the position of Director of Special Education, to include, but not limited to performing daily operations responsibilities. Provide direction and guidance to staff as related to Special Education operations. Interact with parents to provide information and resolve issues. As well as provide feedback and status information to department heads and the Superintendent, as requested.

Note: The original approval date was October 20, 2022, not to exceed $59,000. On December 15, 2022 the Board approved an amendment adding $58,000 increasing the total not to exceed $117,000. On February 2, 2023, the Board approved a second amendment adding $15,000 for Credentialed Teachers increasing the total not to exceed $132,000. It also extended the end date from May 26, 2023 to June 30, 2023.On April 20, 2023 the Board approved a third amendment increasing the total not to exceed $182,000. This amendment adds an additional $1,350 increasing the total not to exceed $183,350.

Fiscal Impact:

Not to exceed $183,350.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and SpedEx Consulting, to provide a Director of Special Education, Credentialed Teachers and office support, not to exceed $13,350 (01.0-65000.0-57602-11900-5850-7440000), effective October 10, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPECIAL EDUCATION TECHNICIAN SERVICES

This document is an agreement between SpedEx Consulting, LLC (hereinafter referred to as the "Consultant") and the Burbank Unified School District (hereinafter referred to as "BUSD").

GENERAL INFORMATION

Statement of Work:

Consultant shall provide the services of a Special Education Technician for the district Department of Special Education, during the 2022-23 school year, and during the summer of 2023, as requested.

Scope of Work:

Through mutual agreement, the Special Education Technician shall perform duties, virtually, associated with the district Special Education Technician position. These duties would be identified and requested in writing by the Special Education BUSD administrative staff.

The Consultant shall provide a qualified, experienced, and competent Special Education Technician.

SCHEDULE

The Consultant will collaborate with BUSD staff regarding the scheduling of the Special Education Technician services.

IMDEMNIFICATION

Each party agrees to indemnify, hold harmless, defend, and protect the other party from and against all related lawsuits and costs of every kind pertaining to BUSD and the Consultant businesses including reasonable legal fees due to any act or failure to act by BUSD based upon the recommendations provided by the Consultant.

CHANGES TO STATEMENT OF WORK

Any changes or additions to this statement of work shall be authorized by the BUSD, along with approval and the memorialization of terms through signed written documentation between the BUSD and the Consultant.

CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that the Special Education Technician shall not discuss any information regarding any student or students' family other than with the appropriate BUSD staff.

COMPENSATION FOR SERVICES

Consultation Rate..... $45./hour, or fraction thereof

Invoices will be submitted monthly for services provided.
Fees are payable within 30 days upon the receipt of each invoice.

Each of the Parties has executed this Consulting Agreement, both Parties by its duly authorized individual as of the day and year set forth below.

SpedEx Consulting, LLC

_____ _____
Consultant Date

Burbank Unified School District

_____ _____
Authorized District Representative Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to provide a Psycho-educational Assessment, IEE for special education student 960034080, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $7,200.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Neuropsychology Partners, to provide a Psycho-educational Assessment, IEE, not to exceed $7,200 (01.0-65000.0-57602-11900-5850-744000) for special education student 960034080, effective May 3, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 3rd day of May 2023 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Neuropsychology Partners hereinafter referred to as "Consultant."

Payee's Name: Neuropsychology Partners Daytime Phone Number: 310-478-8888

Mailing Address: 2001 S. Barrington Ave. Suite 214 Los Angeles, CA 90025

Email Address: info@drsimun.com

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

Board Approval: 05/18/2023 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **$7,200**
2. The term of the Agreement shall be the period commencing on:05/03/2023 and terminating on: 12/31/2023.
3. Payment Terms: Net 45 Days
4. **District desires to enter into an Agreement in which Neuropsychology Partners will provide a Psycho-educational Assessment IEE for special education student 960034080. Includes intake interview, up to 6 hours testing, one(1) on-site observation, records review (up to 2 hours), written report of findings (report to be sent to Burbank USD). One IEP meeting (up to 2 hours).**
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

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

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

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

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

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Sharon Cuseo
Print Representative Name

Assistant Superintendent, Instruction
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Neuropsychology Partners
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	Amendment of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services for Special Education Student 960005556, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

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

Fiscal Impact:

The total not to exceed $15,000.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960005556, not to exceed $15,000 (01.0-65000.0-57602-11900-5850-7440000), effective October 22, 2021 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 21, 2021 effective October 22, 2021 through May 26, 2023. This amendment extends the end date to June 30, 2023.

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

AMENDED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 1st day of May 2023 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

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

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

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

Board Approval: ~~10/21/2021~~ 05/18/2023 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $75per hour for a total not to exceed $15,000 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 10/22/2021 and terminating on: ~~05/26/2023~~ 06/30/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Professional Tutors of America will provide compensatory education for Student 960005556.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

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

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

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

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

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

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

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

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

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Sharon Cuseo
Print Representative Name

Assistant Superintendent, Instruction
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Professional Tutors of America
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	Amendment of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services for Special Education Student 960032646, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $3,150.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Professional Tutors of America for Special Education Student 960032646, not to exceed $3,150 (01.0-65000.0-57602-11900-5850-7440000), effective August 15, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was July 21, 2022 effective August 15, 2022 through March 30, 2023. This amendment extends the end date to June 30, 2023.

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

AMENDED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 29th day of June 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

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

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

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

Board Approval: ~~07/21/2022~~ 05/18/2023 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $90 per hour for a total not to exceed $3,150 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 08/15/2022 and terminating on: ~~03/30/2023~~ 06/30/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Professional Tutors of America will provide 35 hours of compensatory education for student 960032646, as noted in students IEP. Services will be provided at students' school, Villa Esperanza. PTA will provide monthly reports of activity by the fifth working day of the month following service. Acceptable evidence should include a copy of the service logs that include the frequency, duration, and location of the services, and the providers' dated signatures.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

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

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

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

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

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

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

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

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

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Sharon Cuseo
Print Representative Name

Assistant Superintendent, Instruction
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Professional Tutors of America
Consultant/Company

Robert Gordon
Print Representative Name

Title CEO

Signature

Date 4/27/23

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The purpose of the agreement for professional services is to hire an inclusion specialist (as a consultant) to provide support for Special Education Student 960030102.

Discussion/Issues:

The District is obligated to provide services for students with Individualized Education Plans (IEPs) who attend our schools. The District does not have the staff to support Special Education Student 960030102, by contracting with an agency to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $8,835.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Inclusive Education and Community Partnership, to provide an inclusion specialist, not to exceed $8,835 (01.0-65000.0-57602-11900-5850-7440000), effective January 9, 2023 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 1st day of May 2023 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Inclusive Education and Community Partnership hereinafter referred to as "Consultant."

Payee's Name: Inclusive Education and Community Partnership Daytime Phone Number: 805-889-3539

Mailing Address: 2323 Roosevelt Blvd., Oxnard, CA 93035

Email Address: elizabeths@iecp.us

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

Board Approval: 05/18/2023 Account Code: 01,0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, for a total not to exceed **$8,835**
2. The term of the Agreement shall be the period commencing on: 01/09/2023 and terminating on: 05/25/2023.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Inclusive Education and Community Partnership will provide an Inclusion specialist for special education student 960030102. Details as follows:
   Howard: 1 hour per week x 19 weeks = 19 days x $150 = $2,850
   Will: 3 hours per week x 19 weeks = 57 day x $105 = $5,985
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

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

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

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

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

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

13. Communicate within twenty-four hours to Inclusive Education and Community Partnership the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

INDEMNIFICATION

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

District shall save and hold Inclusive Education and Community Partnership, harmless from and against and shall indemnify Inclusive Education and Community Partnership for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Inclusive Education and Community Partnership is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in

any such action. If District fails or neglects to so defend said action, Inclusive Education and Community Partnership may defend the same and any expenses, including reasonable attorney's fees, which Inclusive Education and Community Partnership may pay or incur in defending said action and the amount of any judgment which Inclusive Education and Community Partnership may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District Partnership

District/Company Name

Sharon Cuseo

Print Representative Name

Assistant Superintendent, Instruction

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Inclusive Education and Community

Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	Amendment of Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to amend the Final Settlement Agreement for the Special Education Student 960005556 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960005556 concerning services and/or school placement, a formal settlement agreement was offered on April 21, 2023 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

No additional cost to the District.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education Student 960005556, at no additional cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 21, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 7, 2021 effective September 24, 2021 through May 26, 2022. This amendment extends the end date to December 31, 2023.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	May 18, 2023
SUBJECT:	Notice of Completion, Chalmers Construction Services Inc., Demolition, Earthwork & AC Paving, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) bid packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Demolition, Earthwork, & AC Paving received were as follows:

Chalmers Construction Services Inc.	$508,000
Reyes Electrical Contractor Inc.	$547,350
Triangle Enterprises Inc.	$358,630
MVC Enterprises Inc.	$918,000
Interior Demolition Inc.	$926,180

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial budget information.

4.2 Continue construction/modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

Discussion/Issues:
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management" Chalmers Construction Services Inc., was selected for the Demolition, Earthwork & AC Paving for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

On May 19, 2022, the Board of Education approved additive change #1 for the installation of DG path to provide access to the new 2-story building during temporary building occupancy. Work includes earthwork, DG path installation, and DG removal after no longer needed. This was not included in the initial scope.

On June 16, 2022, the Board of Education approved additive change #2 for the demo and removal of paving under existing lunch area. This was not included in the initial scope.

On October 6, 2022, the Board of Education approved additive change #3 to cover asphalt material cost increase due to 6-month project time extension.

On April 20, 2023, the Board of Education approved deductive change #1 for the handball wall construction that could not be executed within the contract due to pending DSA approval under a separate DSA project number.

Financial Impact:
$528,893.70 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed to the agreement between Burbank Unified School District and Chalmers Construction Services for the Demolition, Earthwork, & AC Paving for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $528,893.70 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, effective March 23, 2023, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Education Services
PREPARED BY:	Juan Noguera, Director, Adult Education
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 18, 2023
SUBJECT:	Approval of Memorandums of Understanding between Burbank Adult School and Valley Community Health Care, Burbank Adult School and Clinica Medica San Miguel, and Burbank Adult School and Burbank Therapy Center

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Background

Burbank Adult School offers Career Technical Education (CTE) classes that require students to complete hands-on training at clinical sites. In order to receive a certification, students have to contact clinics in the community where they can train in internship programs. Prior to placing students in an internship program, all students must undergo a background check and live scan through the Department of Justice (DOJ) and the F.B.I. Students in healthcare careers such as Pre-Certified Nursing Assistant, Pharmacy Technician and, Physical Therapy are to complete all the needed requirements to receive the proper certification. There are three sites that have been identified and are willing to host our students: Valley Community Heath Care, Clinica Medica San Miguel and Burbank Therapy Center.

Discussion/Issues:

In order to complete the externships, Burbank Adult School and the three sites mentioned above want to formally establish a partnership to support students who are pursuing a career in the health care sector. Students would benefit from this collaboration since Valley Community Health Care, Clinica Medica San Miguel, and Burbank Therapy Center are fully accredited to offer the opportunity for BAS students to further their learning with the hands-on training to complete the program. Careers in the health care sector are in great demand as the labor market continues showing the need for workers in clinics and hospitals.

Fiscal Impact

No fiscal impact.

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandums of Understanding between Burbank Unified School District, and Valley Community Health Care, Clinica Medica San Miguel, and Burbank Therapy Center, as presented.

STUDENT TRAINING AGREEMENT

This **Student Training Agreement** ("Agreement") is made and entered into by and between **Burbank Unified School District** ("Sponsoring Institution") and **Valley Community Healthcare** on behalf of itself. Valley Community Healthcare that own and/or operate a Facility described below as (the "Facility.")

WHEREAS, Sponsoring Institution offers to enrolled students a degree program in the field of Medical Assistant (the "Program");

WHEREAS, Sponsoring Institution conducts and maintains a Program into which it admits properly qualified individuals for training (each a "Student" and collectively, the "Students");

WHEREAS, Facility owns and/or operates free-standing outpatient facility throughout California and, subject to the terms of this Agreement, is willing to provide clinical training and/or observation to Students of Sponsoring Institution at its Facility (as defined below) ("Internship Program");

WHEREAS, Facility owned and/or operated by Facility at which one or more Students of Sponsoring Institution obtains clinical training and/or observation pursuant to this Agreement in connection with the Program shall be individually referred to as a "Facility"; and

WHEREAS, the parties desire to establish their respective rights, responsibilities, and obligations associated with the Internship Program.

NOW, THEREFORE, in consideration of the agreements herein contained, it is hereby mutually agreed between Sponsoring Institution and Facility as follows:

1. RESPONSIBILITIES OF SPONSORING INSTITUTION:

Sponsoring Institution will perform the following acts, duties, and services:

a. Sponsoring Institution, will ensure that Students have successfully completed appropriate classroom education and clinical training experience prior to a Student's participation in the Internship Program.

b. Either Sponsoring Institution will provide workers' compensation or other liability insurance as may be required for Students, or Students will be responsible for providing for their own health insurance. Sponsoring Institution will advise Facility of the arrangement and Sponsoring Institution or Students will provide Facility with evidence of the requested insurance.

c. On or before commencement of the Initial Term of this Agreement, Sponsoring Institution will designate a representative to work with Facilities' representatives to coordinate the administrative and academic aspects of the Internship Program. Sponsoring Institution will not assign any faculty member to Facilities in connection with the operation of the Internship Program

who is not appropriately licensed or certified, and will keep evidence of the licensure or certification of all assigned faculty on file with each Facility at all times.

d. Sponsoring Institution will inform each Student that he or she is responsible for:

(i) respecting the confidentiality of Facility's or Facility's patients and Facility's patient records (and enabling Facility's compliance with) the requirements of regulations at 45 Code of Federal Regulations ("C.F.R.") Parts 160 and 164, subparts A and E (the "Privacy Rule") and 45 C.F.R. Part 164, subparts A and C (the "Security Rule") for the Administrative Simplification provisions of Title II, Subtitle F of the Health Insurance Portability and Accountability Act of 1996, as amended by any other statute, rule and/or regulation, including Division A, Title XIII of the American Recovery and Reinvestment Act of 2009 (Pub. L. No., 111-5), otherwise known as the Health Information Technology for Economic and Clinical Health Act ("HITECH") (collectively "HIPAA");

(ii) complying with all applicable rules, regulations, policies, and procedures of Facility;

(iii) complying with all state laws and regulations regarding the scope of practice of student interns, including refraining from performing any activities not identified as an approved activity of the Internship Program;

(iv) wearing appropriate Facility attire;

(v) complying with all policies concerning universal precautions, including wearing personal protective equipment;

(vi) paying all applicable expenses, including, without limitation, meals, laundering of uniforms, medical expenses, transportation, and books;

(vii) providing Facility with records of each Student's physical examinations, immunization statuses, and other medical tests as requested by Facility and consistent with Facility's policies;

(viii) obtaining written permission from Facility and Sponsoring Institution before publishing any material related to the Internship Program experience; and

(ix) providing Facility with any information it needs, including, without limitation, signing all requisite forms, to allow Facility to conduct a background check on the Student (the background check will not include a report on the Student's credit capacity or credit history) and a drug test;

e. Sponsoring Institution will obtain, upon request of Facility, any authorization from Students necessary for the release of confidential records, including, without limitation, Students' medical records and educational records.

f. Sponsoring Institution shall advise Students that they are not to receive wages during this Internship Program, that they are not deemed employees of Facility, that they will not

be performing any vocational training duties unsupervised, that they are not covered by Facility's workers' compensation insurance in case of injury, and that they should have no expectation of employment upon the conclusion of the Internship Program.

g. Sponsoring Institution shall be responsible for maintaining all records and reports concerning or in any way related to the participation of all Students in the Internship Program and the Program. At no time shall the protected health information (as defined at 45 C.F.R. § 160.103) ("PHI") of any of Facility's patients appear in these records or reports, or in any other communication (written or oral) to the Sponsoring Institution by either Facility or any Student. **Should the Sponsoring Institution require access to any Facility PHI for any legitimate business or educational use under this Agreement, the Sponsoring Institution shall execute a Business Associate Agreement with Facility PRIOR to receiving the PHI.**

h. Sponsoring Institution shall require each Student to sign, prior to participation in the Internship Program: (1) a Statement of Responsibility in the form attached hereto as Exhibit A, and (2) a Confidential Information Agreement in the form attached hereto as Exhibit B.

2. RESPONSIBILITIES OF FACILITIES:

Facility, acting by and through its Facility Administrator, will perform the following acts, duties, and services:

a. Facility will designate an employee who will act as a liaison between it and Sponsoring Institution, as well as employees who will supervise the training of the Student(s) on site.

b. Facility will provide Student(s) and faculty with an orientation to Facility. The orientation shall include, but will not be limited to, instructions concerning Facility's rules, regulations, policies, procedures, universal precautions, and confidentiality.

c. Facility shall provide Student(s) with a structured vocational training internship consistent with the goals of the Program and supervision commensurate with the Internship Program. Facility shall also provide personnel and related resources to implement the Internship Program.

d. Facility shall permit Student(s) to use equipment at Facility, under employee supervision, as Facility determines appropriate, and Facility shall provide Students with access to its break room.

e. Facility shall provide, or be responsible for providing, at Students' expense, emergency medical care for any Student as may be necessary for any illness or injury arising from any activity the Student was engaged in as part of the Internship Program. The Student or Sponsoring Institution is responsible for paying the Student's medical expenses. Nothing in this Agreement shall be construed as an assumption of liability by Facility for any injury suffered by a Student during his or her experience at a Facility.

f. Facility may immediately remove any Student from participation in the Internship Program who, for any reason deemed sufficient by Facility, in its sole discretion, is not complying

with the terms and conditions of this Agreement or Facility's policies and procedures; is disruptive; is behaving in a manner detrimental to the Facility and/or Facility's patients, including drug or alcohol use; or is not participating in the Internship Program at a level which will permit the Student to achieve the benefits of his/her experience; provided; however, that Facility exercises such right in a nondiscriminatory manner.

g. Facility shall provide Sponsoring Institution with periodic reports, in the format requested by Sponsoring Institution, concerning the progress of Student(s). However, Sponsoring Institution shall at all times remain solely responsible for the evaluation and grading of Student(s).

h. Sponsoring Institution acknowledges that Facility is not responsible for the design or implementation of the Internship Program but is merely affording Students an opportunity to secure an observational and/or clinical training experience in a setting different from that maintained by Sponsoring Institution.

3. MUTUAL RESPONSIBILITIES:

Sponsoring Institution and Facilities, in cooperation and collaboration with each other, agree as follows:

a. The parties agree that the participation of a Student in the Internship Program and ultimate placement of a Student at a Facility for such purpose shall be made by Facility in its sole discretion. Facility will only place Students at a Facility that has the capability and capacity to do so without interruption to its daily operations and obligations to its patients. If at any time Facility determines, in its sole discretion that the presence of Students at a Facility is interrupting its daily operations and/or obligations to its patients, Facility may remove such Students from the Facility immediately.

b. The parties agree to meet, at reasonably noticed and scheduled meetings, to plan and implement the learning experiences of Students.

c. Both parties shall agree on the period of time for each Student's experience prior to the Student's participation in the Internship Program.

d. Both parties shall agree on the number of Students, necessary qualifications, and experience for the Internship Program participants subject to space, time, and needs limitations.

4. CONFIDENTIALITY:

Sponsoring Institution and its agents, students, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information, by law, of Facility, a Facility and/or its patients, and not disclose or reveal any confidential information to any third party without the express prior written consent of Facility. Sponsoring Institution shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Facility.

Sponsoring Institution, and its agents, students, faculty, representatives, and employees, and Facility, and their agents and employees, mutually agree to comply with the relevant

provisions of HIPAA. Both parties acknowledge and agree that, from time to time, HIPAA may require modification to this Agreement for compliance purposes. Both parties further acknowledge and agree to comply with requests by either party related to HIPAA.

Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Facility with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to Sponsoring Institution. Sponsoring Institution acknowledges and recognizes that the unauthorized disclosure of confidential information, Protected Health Information ("PHI"), as defined by HIPAA, or the terms of this Agreement, unless specifically required by federal, state, or other law, shall be a material breach and Facility may seek immediate injunctive relief and elect to institute and prosecute proceedings in any court of competent jurisdiction, either in law or equity, to enforce specific performance of Sponsoring Institution, to enjoin any threatened or actual breach of this Agreement by Sponsoring Institution, its agents, students, faculty, representatives, and employees, as appropriate, and/or to recover any damages resulting from the breach hereof and recover reasonable attorneys' fees and costs of prosecuting any such action.

5. TERM AND TERMINATION:

a. This Agreement shall be for an initial term of one (1) year commencing on the last date of execution by the parties as indicated on the signature page to the Agreement ("Initial Term"), and will thereafter automatically renew for one (1) year successive terms (each renewal included with the Initial Term collectively referred to as the "Term"), unless terminated sooner by either party in accordance with this Agreement.

b. This Agreement may be terminated by either party, with or without cause, following thirty (30) days advance written notice by certified, registered mail to the other party. No termination shall be effective until the completion of the Internship Program by those Students participating in the Internship Program at the time the notice is given, unless Facility, in its absolute and sole discretion, discovers that the performance of this Agreement exposes Facility's patients and/or employees to harm or potential harm.

6. INDEMNIFICATION:

To the extent permitted by law, each party agrees to indemnify and hold harmless the other party for and on account of any and all claims, liabilities, causes of action, damages, suits, judgments, and expenses, including, without limitation, reasonable attorneys' fees, arising out of, related to, or in any way connected with the negligent, reckless, or intentional acts or omissions of the indemnifying party, its faculty, employees, officers, or Students while in the conduct of the Internship Program.

7. NO REMUNERATION:

No pay or remuneration will be given to either party for participation in the Internship Program under this Agreement.

8. COMPLIANCE:

Sponsoring Institution and Facility agree and certify that this Agreement is not intended to generate referrals for services or supplies for which payment may be made in whole or in part under any federal health care program. Sponsoring Institution and Facility will comply with statutes, rules, and regulations as promulgated by federal and state regulatory agencies or legislative authorities having jurisdiction over the parties.

9. INSURANCE:

a. Sponsoring Institution's Insurance Requirements. During the term of this Agreement, Sponsoring Institution hereby agrees to maintain with commercial carriers or maintain through a self-funded insurance program, as applicable, at all times and at Sponsoring Institution's own expense (i) General and Professional Liability insurance with a minimum annual coverage limitation of One Million Dollars ($1,000,000) per occurrence and Three Million dollars in the annual aggregate ($3,000,000), naming Facility as an additional insured to the General Liability policy; (ii) Statutory Workers' Compensation insurance, other personal injury insurance for Students, or Students will be responsible for providing for their own health insurance; and (iii) Automobile Liability insurance with coverage of One Million Dollars ($1,000,000) per occurrence.

b. Facility's Insurance Requirements. During the term of this Agreement, each subsidiary or affiliate of Valley Community Healthcare that owns and/or operates a Facility subject to this Agreement hereby agrees to maintain with commercial carriers or maintain through a self-funded insurance program, as applicable, at all times and at its own expense (i) General and Professional Liability insurance with a minimum annual coverage limitation of One Million Dollars ($1,000,000) per occurrence and Three Million dollars in the annual aggregate ($3,000,000); and (ii) Statutory Workers' Compensation insurance and unemployment insurance covering all employees, in accordance with applicable state statutory limits for workers' compensation.

c. Certificates of Insurance. Facility and Sponsoring Institution shall provide upon execution of this Agreement hereunder or at any time upon request, certificates of insurance or other documents in the case of a self-insured programs evidencing the coverage required hereby, and shall notify the other party immediately (within at least 30 days) of the cancellation, termination, or non-renewal of, or material change in, such insurance coverage.

10. GENERAL PROVISIONS:

a. Status of Parties. The parties agree that Sponsoring Institution, and its staff and Students participating in the Internship Program, are independent contractors, and, as such, are not the employees or agents of Facility and are not entitled to any benefits from Facility, including, but not limited to, workers' compensation, unemployment compensation, medical treatment (except as hereinabove provided), insurance, or any other benefits provided by Facility to its employees, except as specifically required by law, and, in such case, only to the extent and for the purposes so required. Sponsoring Institution shall be liable for its own debts, obligations, acts, and omissions, including, without limitation, the payment of all required withholding, social

security, and other taxes or benefits. In no event shall this Agreement be construed as establishing a partnership, joint venture, joint employment, or similar relationship between the parties hereto.

b. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof, and all prior discussions, understandings, negotiations, representations, and agreements concerning the subject matter of this Agreement not expressly set forth herein are void and of no force or effect whatsoever.

c. Captions. The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

d. No Waiver. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

e. Notices. Any notice or communication required or permitted to be sent to the parties shall be in writing and shall be deemed to have been sufficiently and effectively given if mailed by certified or registered mail, return receipt requested, addressed to:

If to Facility: Valle Community Healthcare
c/o Jodi Kim, HR manager
6801 Coldwater Canyon Ave. Suite 1B
North Hollywood, CA 91605
Attention: Jodi Kim

With copies to: Jodi Kim, HR Manager
6801 Coldwater Canyon Ave. Suite 1B
North Hollywood, CA 91605
Fax: 818-763-7231
Email: jkim@vchcare.org

If to Sponsoring Institution: Burbank Unified School District
3811 West Allan Avenue
Burbank, CA 91505
Attention: Dr. John Paramo, Director Secondary Education

f. Governing Law. This Agreement shall be governed and interpreted according to the laws of the State where the Facility giving rise to the issue is located, without regard to the conflicts of laws principles thereof.

g. Severability. Should any portion of this Agreement be declared invalid by a court of competent jurisdiction, then, and in that event, it is the intention of the parties that the remainder of said Agreement shall remain in full force and effect.

h. Nonexclusive Agreement. This Agreement is nonexclusive. Either party reserves the right to participate in other clinical Internship Programs.

i. Nondiscrimination. Neither the Sponsoring Institution nor the Facility will discriminate against any person because of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, veteran status, Vietnam-era veteran status, or any other protected class status.

j. Assignment. Neither party may assign this Agreement to any party or entity without the prior written consent of the other party. This Agreement inures solely to the benefit of the parties hereto and any permitted assigns, and does not, and will not, be construed to create any third-party rights, including, without limitation, any third-party beneficiary rights to Students. Notwithstanding the foregoing, Facility may assign this Agreement to any of its affiliates or subsidiaries without the consent of Sponsoring Institution. This Agreement will be binding upon and inure to the benefit of the successors, permitted assigns, heirs, and representatives of Facility. Any attempted assignment of this Agreement in violation of the provisions of this section is void.

k. Amendment. This Agreement shall not be amended or modified, except by an instrument in writing duly executed by the parties hereto.

l. Name or Logo. Neither party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other's prior written approval, which approval shall not be unreasonably withheld.

m. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Copies of signatures sent by facsimile transmission will be deemed to be originals.

n. Approval by Valley Community Healthcare as to Form. The parties acknowledge and agree that this Agreement shall take effect and be legally binding upon the parties only upon full execution hereof by the parties and upon approval by Valley Community Healthcare as to the form of hereof.

[Signatures appear on the following page.]

IN WITNESS WHEREOF, the parties hereto have signed and delivered this Agreement as of the date indicated next to their signature below to be effective as set forth in paragraph 5 of this Agreement.

Sponsoring Institution:
Burbank Unified School District

By: Dr. John Paramo
Its: Assistant Superintendent

Date:
Email: johnparamo@burbankusd.org

Facility:
Valley Community Healthcare

By: Susan Dion
Its: Chief Administrative Officer

Date:
Email:

Approved as to Form for Valley Community Healthcare:

By: Susan Dion
Its: Chief Administrative Officer

EXHIBIT A

STATEMENT OF STUDENT'S RESPONSIBILITIES

This Statement of Student's Responsibilities ("Statement") is being signed in connection with the Student Training Agreement by and between **Burbank Unified School District** ("Sponsoring Institution") and **Valley Community Healthcare** on behalf of itself. ("Valley Community Healthcare") that own and/or operate a Facility, as described in the Agreement (the "Facility.") dated _____ (the "Student Training Agreement").

Facility, pursuant to the terms of the Student Training Agreement, is willing to provide clinical training and/or observation to Students of Sponsoring Institution at a Facility ("Internship Program").

I acknowledge that I voluntarily agree to participate in the Internship Program, which is intended to provide training and/or observation opportunities centered on the proper and safe operation of providing primary care, dental and optometry services, and behavioral counseling as part of the patients' health management. I further acknowledge that the Internship Program will be administered under the laws and regulations of the state where I complete the Internship Program. I understand that more information on the Internship Program state laws and restrictions is available through the Facility Administrator at the Facility at which I will complete my Internship Program.

I also acknowledge and agree that in order to participate in the Internship Program, I agree to act within the scope of instructions given to me, and I will always conduct myself in a safe and prudent manner. I also acknowledge that I have discussed and will continue to discuss the Facility operations with the appropriate members of the care team and/or faculty members of Sponsoring Institution, and have learned about the various risks and dangers that I may be exposed to when I enter the Facility.

I also understand I will not be asked to, and will not, enter any patient record information or submit any billing or reimbursement information under heath care programs. All billing and patient information is entered by Facility employees.

It is the intention of the Facility that my Internship Program experience and activities be educational, pleasant, and rewarding. In the event that any Internship Program experience or observation I see which is questionable, objectionable or if I am uncomfortable with a task I am asked to do, I am urged to seek out Facility management to voice my concerns privately with a Facility's manager. I am also free to call the Valley Community Healthcare Compliance Hotline at _____ in the event I feel my concerns are not properly addressed in the Facility.

For and in consideration of the benefit provided to me in the form of observing, monitoring and assisting with appropriate administrative and clinical tasks detailed to me by the Facility Administrator or the mentor assigned to me, I and my heirs, successors, and/or assigns do hereby covenant and agree to assume all risks and be solely responsible for any injury or loss sustained by me while participating in the Internship Program.

In addition to the foregoing, I and my heirs, successors, and/or assigns hereby covenant and agree to indemnify and hold harmless Facility for any injury or loss sustained by me while participating in the Internship Program, or any injury or loss arising from my actions while participating in the Internship Program or being at the Facility.

Any capitalized terms not otherwise defined herein this Statement have the meaning ascribed to them in the Student Training Agreement.

Dated this _____ day of_____, 20_____.

_____
Student's Signature

_____
Student (Print Name)

_____
Witness

_____
Witness (Print Name)

Student was given a copy of this form: _____ (Facility's employee initials)

EXHIBIT B

CONFIDENTIAL INFORMATION AGREEMENT ("Agreement")

I am entering into this Agreement in connection with the Student Training Agreement by and between **Burbank Unified School District** ("Sponsoring Institution") and **Valley Community Healthcare** on behalf of itself. ("Valle Community Healthcare") that own and/or operate a Facility, as described in the Agreement (the "Facility.") dated _____ (the "Student Training Agreement").

I understand the importance of preserving the confidential nature of the information of Facility. This includes, but is not limited to, Valley Community Healthcare's, and Facility's data and records relative to business interests, computer systems and programs, projections, business plans, inventions, trade secrets, know-how, as well as information wherein Valley Community Healthcare, or Facility has an obligation of confidentiality to a third party and information concerning any patient, employee, physician, independent contractor, student, fellow, or volunteer. I understand the necessity that such information not be compromised for any reason other than necessary business or medical communications and treatment needs.

I further understand that patient information, including but not limited to Protected Health Information, as defined by the HIPAA Privacy Rule at 45 C.F.R. 160.103 ("PHI"), is confidential and not to be discussed with or disseminated to anyone, either inside or outside Facility, except on an as-needed basis for the treatment of the individual, payment related thereto, or for Facility's healthcare operations in compliance with federal and state regulations. Unauthorized dissemination may be a violation of federal and state laws. My obligations with regard to this PHI include, but are not limited to, the following:

(a) I agree to not use or disclose PHI other than as permitted or required by this Agreement or as permitted or required by law.

(b) I agree to use appropriate physical and technical safeguards to prevent the use or disclosure of Valley Community Healthcare's or Facility's PHI for any purpose other than pursuant to Sponsoring Institution's underlying Student Training Agreement.

(c) I shall implement and maintain safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic Protected Health Information ("e-PHI") that I create, receive, maintain or transmit on behalf of Valley Community Healthcare or Facility.

(d) I agree that upon termination of this Agreement, Sponsoring Institution's Student Training Agreement, or the expiration or termination of my Internship Program with Facility, I will return or destroy all PHI received from or created or received on behalf of Valley Community Healthcare or Facility. In the event that Valley Community Healthcare or Facility determines that return or destruction is not feasible, I will extend the protections required in this Subsection (d) to the PHI and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

(e) Facility and I agree to comply with all applicable rules and regulations promulgated under HIPAA in effect.

(f) I will report to Facility, within a reasonable time period of discovery, any (i) Security Incident, or (ii) Security Breach as defined at 45 C.F.R. Part 164, Subpart D. My report will include:

(i) The nature of the non-permitted use or disclosure including how such use or disclosure was made;
(ii) The unsecured PHI used or disclosed;
(iii) If possible and applicable, the identity of the person/entity who received the unsecured PHI;
(iv) What corrective action I took (if applicable);
(v) What I did to mitigate any deleterious effect (if applicable); and
(vi) Such other information as Facility or Valley Community Healthcare may request.

(g) At all times during the term of this Agreement, I will comply with all applicable federal, state and local laws, rules and regulations pertaining to patient records and the confidentiality of patient information, including Valley Community Healthcare's or Facility's PHI.

I am also aware and fully understand that any violation of this Agreement is grounds for corrective action, up to and including immediate termination of any agreement between Facility, Valley Community Healthcare and/or any of their subsidiaries, affiliates and/or related organizations by which I am bound.

(Any capitalized terms not defined in this Agreement will have the meaning given to them in the underlying Student Training Agreement.)

Student's Name Printed _____

Signature _____

Sponsoring Institution: Burbank Unified School District

Date _____

STUDENT TRAINING AGREEMENT

This **Student Training Agreement** ("Agreement") is made and entered into by and between **Burbank Unified School District** ("Sponsoring Institution") and **Clinica Medica San Miguel** on behalf of itself. Clinica Medica San Miguel that own and/or operate a Facility described below as (the "Facility.")

WHEREAS, Sponsoring Institution offers to enrolled students a degree program in the field of Medical Assistant (the "Program");

WHEREAS, Sponsoring Institution conducts and maintains a Program into which it admits properly qualified individuals for training (each a "Student" and collectively, the "Students");

WHEREAS, Facility owns and/or operates free-standing outpatient facility throughout California and, subject to the terms of this Agreement, is willing to provide clinical training and/or observation to Students of Sponsoring Institution at its Facility (as defined below) ("Internship Program");

WHEREAS, Facility owned and/or operated by Facility at which one or more Students of Sponsoring Institution obtains clinical training and/or observation pursuant to this Agreement in connection with the Program shall be individually referred to as a "Facility"; and

WHEREAS, the parties desire to establish their respective rights, responsibilities, and obligations associated with the Internship Program.

NOW, THEREFORE, in consideration of the agreements herein contained, it is hereby mutually agreed between Sponsoring Institution and Facility as follows:

1. RESPONSIBILITIES OF SPONSORING INSTITUTION:

Sponsoring Institution will perform the following acts, duties, and services:

a. Sponsoring Institution, will ensure that Students have successfully completed appropriate classroom education and clinical training experience prior to a Student's participation in the Internship Program.

b. Either Sponsoring Institution will provide workers' compensation or other liability insurance as may be required for Students, or Students will be responsible for providing for their own health insurance. Sponsoring Institution will advise Facility of the arrangement and Sponsoring Institution or Students will provide Facility with evidence of the requested insurance.

c. On or before commencement of the Initial Term of this Agreement, Sponsoring Institution will designate a representative to work with Facilities' representatives to coordinate the administrative and academic aspects of the Internship Program. Sponsoring Institution will not assign any faculty member to Facilities in connection with the operation of the Internship Program

who is not appropriately licensed or certified, and will keep evidence of the licensure or certification of all assigned faculty on file with each Facility at all times.

d. Sponsoring Institution will inform each Student that he or she is responsible for:

(i) respecting the confidentiality of Facility's or Facility's patients and Facility's patient records (and enabling Facility's compliance with) the requirements of regulations at 45 Code of Federal Regulations ("C.F.R.") Parts 160 and 164, subparts A and E (the "Privacy Rule") and 45 C.F.R. Part 164, subparts A and C (the "Security Rule") for the Administrative Simplification provisions of Title II, Subtitle F of the Health Insurance Portability and Accountability Act of 1996, as amended by any other statute, rule and/or regulation, including Division A, Title XIII of the American Recovery and Reinvestment Act of 2009 (Pub. L. No., 111-5), otherwise known as the Health Information Technology for Economic and Clinical Health Act ("HITECH") (collectively "HIPAA");

(ii) complying with all applicable rules, regulations, policies, and procedures of Facility;

(iii) complying with all state laws and regulations regarding the scope of practice of student interns, including refraining from performing any activities not identified as an approved activity of the Internship Program;

(iv) wearing appropriate Facility attire;

(v) complying with all policies concerning universal precautions, including wearing personal protective equipment;

(vi) paying all applicable expenses, including, without limitation, meals, laundering of uniforms, medical expenses, transportation, and books;

(vii) providing Facility with records of each Student's physical examinations, immunization statuses, and other medical tests as requested by Facility and consistent with Facility's policies;

(viii) obtaining written permission from Facility and Sponsoring Institution before publishing any material related to the Internship Program experience; and

(ix) providing Facility with any information it needs, including, without limitation, signing all requisite forms, to allow Facility to conduct a background check on the Student (the background check will not include a report on the Student's credit capacity or credit history) and a drug test;

e. Sponsoring Institution will obtain, upon request of Facility, any authorization from Students necessary for the release of confidential records, including, without limitation, Students' medical records and educational records.

f. Sponsoring Institution shall advise Students that they are not to receive wages during this Internship Program, that they are not deemed employees of Facility, that they will not

be performing any vocational training duties unsupervised, that they are not covered by Facility's workers' compensation insurance in case of injury, and that they should have no expectation of employment upon the conclusion of the Internship Program.

g. Sponsoring Institution shall be responsible for maintaining all records and reports concerning or in any way related to the participation of all Students in the Internship Program and the Program. At no time shall the protected health information (as defined at 45 C.F.R. § 160.103) ("PHI") of any of Facility's patients appear in these records or reports, or in any other communication (written or oral) to the Sponsoring Institution by either Facility or any Student. **Should the Sponsoring Institution require access to any Facility PHI for any legitimate business or educational use under this Agreement, the Sponsoring Institution shall execute a Business Associate Agreement with Facility PRIOR to receiving the PHI.**

h. Sponsoring Institution shall require each Student to sign, prior to participation in the Internship Program: (1) a Statement of Responsibility in the form attached hereto as Exhibit A, and (2) a Confidential Information Agreement in the form attached hereto as Exhibit B.

2. RESPONSIBILITIES OF FACILITIES:

Facility, acting by and through its Facility Administrator, will perform the following acts, duties, and services:

a. Facility will designate an employee who will act as a liaison between it and Sponsoring Institution, as well as employees who will supervise the training of the Student(s) on site.

b. Facility will provide Student(s) and faculty with an orientation to Facility. The orientation shall include, but will not be limited to, instructions concerning Facility's rules, regulations, policies, procedures, universal precautions, and confidentiality.

c. Facility shall provide Student(s) with a structured vocational training internship consistent with the goals of the Program and supervision commensurate with the Internship Program. Facility shall also provide personnel and related resources to implement the Internship Program.

d. Facility shall permit Student(s) to use equipment at Facility, under employee supervision, as Facility determines appropriate, and Facility shall provide Students with access to its break room.

e. Facility shall provide, or be responsible for providing, at Students' expense, emergency medical care for any Student as may be necessary for any illness or injury arising from any activity the Student was engaged in as part of the Internship Program. The Student or Sponsoring Institution is responsible for paying the Student's medical expenses. Nothing in this Agreement shall be construed as an assumption of liability by Facility for any injury suffered by a Student during his or her experience at a Facility.

f. Facility may immediately remove any Student from participation in the Internship Program who, for any reason deemed sufficient by Facility, in its sole discretion, is not complying

with the terms and conditions of this Agreement or Facility's policies and procedures; is disruptive; is behaving in a manner detrimental to the Facility and/or Facility's patients, including drug or alcohol use; or is not participating in the Internship Program at a level which will permit the Student to achieve the benefits of his/her experience; provided; however, that Facility exercises such right in a nondiscriminatory manner.

g. Facility shall provide Sponsoring Institution with periodic reports, in the format requested by Sponsoring Institution, concerning the progress of Student(s). However, Sponsoring Institution shall at all times remain solely responsible for the evaluation and grading of Student(s).

h. Sponsoring Institution acknowledges that Facility is not responsible for the design or implementation of the Internship Program but is merely affording Students an opportunity to secure an observational and/or clinical training experience in a setting different from that maintained by Sponsoring Institution.

3. MUTUAL RESPONSIBILITIES:

Sponsoring Institution and Facilities, in cooperation and collaboration with each other, agree as follows:

a. The parties agree that the participation of a Student in the Internship Program and ultimate placement of a Student at a Facility for such purpose shall be made by Facility in its sole discretion. Facility will only place Students at a Facility that has the capability and capacity to do so without interruption to its daily operations and obligations to its patients. If at any time Facility determines, in its sole discretion that the presence of Students at a Facility is interrupting its daily operations and/or obligations to its patients, Facility may remove such Students from the Facility immediately.

b. The parties agree to meet, at reasonably noticed and scheduled meetings, to plan and implement the learning experiences of Students.

c. Both parties shall agree on the period of time for each Student's experience prior to the Student's participation in the Internship Program.

d. Both parties shall agree on the number of Students, necessary qualifications, and experience for the Internship Program participants subject to space, time, and needs limitations.

4. CONFIDENTIALITY:

Sponsoring Institution and its agents, students, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information, by law, of Facility, a Facility and/or its patients, and not disclose or reveal any confidential information to any third party without the express prior written consent of Facility. Sponsoring Institution shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Facility.

Sponsoring Institution, and its agents, students, faculty, representatives, and employees, and Facility, and their agents and employees, mutually agree to comply with the relevant

provisions of HIPAA. Both parties acknowledge and agree that, from time to time, HIPAA may require modification to this Agreement for compliance purposes. Both parties further acknowledge and agree to comply with requests by either party related to HIPAA.

Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Facility with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to Sponsoring Institution. Sponsoring Institution acknowledges and recognizes that the unauthorized disclosure of confidential information, Protected Health Information ("PHI"), as defined by HIPAA, or the terms of this Agreement, unless specifically required by federal, state, or other law, shall be a material breach and Facility may seek immediate injunctive relief and elect to institute and prosecute proceedings in any court of competent jurisdiction, either in law or equity, to enforce specific performance of Sponsoring Institution, to enjoin any threatened or actual breach of this Agreement by Sponsoring Institution, its agents, students, faculty, representatives, and employees, as appropriate, and/or to recover any damages resulting from the breach hereof and recover reasonable attorneys' fees and costs of prosecuting any such action.

5. TERM AND TERMINATION:

a. This Agreement shall be for an initial term of one (1) year commencing on the last date of execution by the parties as indicated on the signature page to the Agreement ("Initial Term"), and will thereafter automatically renew for one (1) year successive terms (each renewal included with the Initial Term collectively referred to as the "Term"), unless terminated sooner by either party in accordance with this Agreement.

b. This Agreement may be terminated by either party, with or without cause, following thirty (30) days advance written notice by certified, registered mail to the other party. No termination shall be effective until the completion of the Internship Program by those Students participating in the Internship Program at the time the notice is given, unless Facility, in its absolute and sole discretion, discovers that the performance of this Agreement exposes Facility's patients and/or employees to harm or potential harm.

6. INDEMNIFICATION:

To the extent permitted by law, each party agrees to indemnify and hold harmless the other party for and on account of any and all claims, liabilities, causes of action, damages, suits, judgments, and expenses, including, without limitation, reasonable attorneys' fees, arising out of, related to, or in any way connected with the negligent, reckless, or intentional acts or omissions of the indemnifying party, its faculty, employees, officers, or Students while in the conduct of the Internship Program.

7. NO REMUNERATION:

No pay or remuneration will be given to either party for participation in the Internship Program under this Agreement.

8. COMPLIANCE:

Sponsoring Institution and Facility agree and certify that this Agreement is not intended to generate referrals for services or supplies for which payment may be made in whole or in part under any federal health care program. Sponsoring Institution and Facility will comply with statutes, rules, and regulations as promulgated by federal and state regulatory agencies or legislative authorities having jurisdiction over the parties.

9. INSURANCE:

a. Sponsoring Institution's Insurance Requirements. During the term of this Agreement, Sponsoring Institution hereby agrees to maintain with commercial carriers or maintain through a self-funded insurance program, as applicable, at all times and at Sponsoring Institution's own expense (i) General and Professional Liability insurance with a minimum annual coverage limitation of One Million Dollars ($1,000,000) per occurrence and Three Million dollars in the annual aggregate ($3,000,000), naming Facility as an additional insured to the General Liability policy; (ii) Statutory Workers' Compensation insurance, other personal injury insurance for Students, or Students will be responsible for providing for their own health insurance; and (iii) Automobile Liability insurance with coverage of One Million Dollars ($1,000,000) per occurrence.

b. Facility's Insurance Requirements. During the term of this Agreement, the Facility that owns and/or operates a Facility subject to this Agreement hereby agrees to maintain with commercial carriers or maintain through a self-funded insurance program, as applicable, at all times and at its own expense (i) General and Professional Liability insurance with a minimum annual coverage limitation of One Million Dollars ($1,000,000) per occurrence and Three Million dollars in the annual aggregate ($3,000,000); and (ii) Statutory Workers' Compensation insurance and unemployment insurance covering all employees, in accordance with applicable state statutory limits for workers' compensation.

c. Certificates of Insurance. Facility and Sponsoring Institution shall provide upon execution of this Agreement hereunder or at any time upon request, certificates of insurance or other documents in the case of a self-insured programs evidencing the coverage required hereby, and shall notify the other party immediately (within at least 30 days) of the cancellation, termination, or non-renewal of, or material change in, such insurance coverage.

10. GENERAL PROVISIONS:

a. Status of Parties. The parties agree that Sponsoring Institution, and its staff and Students participating in the Internship Program, are independent contractors, and, as such, are not the employees or agents of Facility and are not entitled to any benefits from Facility, including, but not limited to, workers' compensation, unemployment compensation, medical treatment (except as hereinabove provided), insurance, or any other benefits provided by Facility to its employees, except as specifically required by law, and, in such case, only to the extent and for the purposes so required. Sponsoring Institution shall be liable for its own debts, obligations, acts, and omissions, including, without limitation, the payment of all required withholding, social

security, and other taxes or benefits. In no event shall this Agreement be construed as establishing a partnership, joint venture, joint employment, or similar relationship between the parties hereto.

b. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof, and all prior discussions, understandings, negotiations, representations, and agreements concerning the subject matter of this Agreement not expressly set forth herein are void and of no force or effect whatsoever.

c. Captions. The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

d. No Waiver. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

e. Notices. Any notice or communication required or permitted to be sent to the parties shall be in writing and shall be deemed to have been sufficiently and effectively given if mailed by certified or registered mail, return receipt requested, addressed to:

If to Facility:	Clinica Medica San Miguel c/o Maria Guerrero, Clinic Manager Panorama City Location Attention: Maria Guerrero
With copies to:	Maria Guerrero, Clinic Manager 8781 Van Nuys Blvd. Panorama City, CA 91402 Phone number: 818-920-0303 Email: panoramagp@sanmiguelipa.com
If to Sponsoring Institution:	Burbank Unified School District 3811 West Allan Avenue Burbank, CA 91505 Attention: Dr. John Paramo, Director Secondary Education

f. Governing Law. This Agreement shall be governed and interpreted according to the laws of the State where the Facility giving rise to the issue is located, without regard to the conflicts of laws principles thereof.

g. Severability. Should any portion of this Agreement be declared invalid by a court of competent jurisdiction, then, and in that event, it is the intention of the parties that the remainder of said Agreement shall remain in full force and effect.

h. Nonexclusive Agreement. This Agreement is nonexclusive. Either party reserves the right to participate in other clinical Internship Programs.

i. Nondiscrimination. Neither the Sponsoring Institution nor the Facility will discriminate against any person because of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, veteran status, Vietnam-era veteran status, or any other protected class status.

j. Assignment. Neither party may assign this Agreement to any party or entity without the prior written consent of the other party. This Agreement inures solely to the benefit of the parties hereto and any permitted assigns, and does not, and will not, be construed to create any third-party rights, including, without limitation, any third-party beneficiary rights to Students. Notwithstanding the foregoing, Facility may assign this Agreement to any of its affiliates or subsidiaries without the consent of Sponsoring Institution. This Agreement will be binding upon and inure to the benefit of the successors, permitted assigns, heirs, and representatives of Facility. Any attempted assignment of this Agreement in violation of the provisions of this section is void.

k. Amendment. This Agreement shall not be amended or modified, except by an instrument in writing duly executed by the parties hereto.

l. Name or Logo. Neither party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other's prior written approval, which approval shall not be unreasonably withheld.

m. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Copies of signatures sent by facsimile transmission will be deemed to be originals.

n. Approval by Clinica Medica San Miguel as to Form. The parties acknowledge and agree that this Agreement shall take effect and be legally binding upon the parties only upon full execution hereof by the parties and upon approval by Clinica Medica San Miguel as to the form of hereof.

[Signatures appear on the following page.]

IN WITNESS WHEREOF, the parties hereto have signed and delivered this Agreement as of the date indicated next to their signature below to be effective as set forth in paragraph 5 of this Agreement.

Sponsoring Institution:
Burbank Unified School District

By: Dr. John Paramo
Its: Assistant Superintendent

Date:
Email: johnparamo@burbankusd.org

Facility:
Clinica Medica San Miguel

By: Maria Guerrero
Its: Clinic Manager

Date:
Email: panoramagp@sanmiguelipa.com

Approved as to Form for Clinica Medica San Miguel:

By: Maria Guerrero
Its: Clinic Manager

EXHIBIT A

STATEMENT OF STUDENT'S RESPONSIBILITIES

This Statement of Student's Responsibilities ("Statement") is being signed in connection with the Student Training Agreement by and between **Burbank Unified School District** ("Sponsoring Institution") and **Clinica Medica San Miguel** on behalf of itself. ("Clinica Medica San Miguel") that own and/or operate a Facility, as described in the Agreement (the "Facility.") dated _____ (the "Student Training Agreement").

Facility, pursuant to the terms of the Student Training Agreement, is willing to provide clinical training and/or observation to Students of Sponsoring Institution at a Facility ("Internship Program").

I acknowledge that I voluntarily agree to participate in the Internship Program, which is intended to provide training and/or observation opportunities centered on the proper and safe operation of providing primary care, all types of injuries requiring immediate attention, including pediatrics, senior care aid, and work-related injuries. I further acknowledge that the Internship Program will be administered under the laws and regulations of the state where I complete the Internship Program. I understand that more information on the Internship Program state laws and restrictions is available through the Facility Administrator at the Facility at which I will complete my Internship Program.

I also acknowledge and agree that in order to participate in the Internship Program, I agree to act within the scope of instructions given to me, and I will always conduct myself in a safe and prudent manner. I also acknowledge that I have discussed and will continue to discuss the Facility operations with the appropriate members of the care team and/or faculty members of Sponsoring Institution, and have learned about the various risks and dangers that I may be exposed to when I enter the Facility.

I also understand I will not be asked to, and will not, enter any patient record information or submit any billing or reimbursement information under heath care programs. All billing and patient information is entered by Facility employees.

It is the intention of the Facility that my Internship Program experience and activities be educational, pleasant, and rewarding. In the event that any Internship Program experience or observation I see which is questionable, objectionable or if I am uncomfortable with a task I am asked to do, I am urged to seek out Facility management to voice my concerns privately with a Facility's manager. I am also free to call the Clinica Medica San Miguel Compliance phone number at 818-790-5262 in the event I feel my concerns are not properly addressed in the Facility.

For and in consideration of the benefit provided to me in the form of observing, monitoring and assisting with appropriate administrative and clinical tasks detailed to me by the Facility Administrator or the mentor assigned to me, I and my heirs, successors, and/or assigns do hereby covenant and agree to assume all risks and be solely responsible for any injury or loss sustained by me while participating in the Internship Program.

In addition to the foregoing, I and my heirs, successors, and/or assigns hereby covenant and agree to indemnify and hold harmless Facility for any injury or loss sustained by me while participating in the Internship Program, or any injury or loss arising from my actions while participating in the Internship Program or being at the Facility.

Any capitalized terms not otherwise defined herein this Statement have the meaning ascribed to them in the Student Training Agreement.

Dated this _____ day of_____, 20_____.

_____
Student's Signature

_____
Student (Print Name)

_____
Witness

_____
Witness (Print Name)

Student was given a copy of this form: _____ (Facility's employee initials)

EXHIBIT B

CONFIDENTIAL INFORMATION AGREEMENT ("Agreement")

I am entering into this Agreement in connection with the Student Training Agreement by and between **Burbank Unified School District** ("Sponsoring Institution") and **Clinica Medica San Miguel** on behalf of itself. ("Clinica Medica San Miguel") that own and/or operate a Facility, as described in the Agreement (the "Facility.") dated _____ (the "Student Training Agreement").

I understand the importance of preserving the confidential nature of the information of Facility. This includes, but is not limited to, Clinica Medica San Miguel's, and Facility's data and records relative to business interests, computer systems and programs, projections, business plans, inventions, trade secrets, know-how, as well as information wherein Clinica Medica San Miguel, or Facility has an obligation of confidentiality to a third party and information concerning any patient, employee, physician, independent contractor, student, fellow, or volunteer. I understand the necessity that such information not be compromised for any reason other than necessary business or medical communications and treatment needs.

I further understand that patient information, including but not limited to Protected Health Information, as defined by the HIPAA Privacy Rule at 45 C.F.R. 160.103 ("PHI"), is confidential and not to be discussed with or disseminated to anyone, either inside or outside Facility, except on an as-needed basis for the treatment of the individual, payment related thereto, or for Facility's healthcare operations in compliance with federal and state regulations. Unauthorized dissemination may be a violation of federal and state laws. My obligations with regard to this PHI include, but are not limited to, the following:

(a) I agree to not use or disclose PHI other than as permitted or required by this Agreement or as permitted or required by law.

(b) I agree to use appropriate physical and technical safeguards to prevent the use or disclosure of Clinica Medica San Miguel's or Facility's PHI for any purpose other than pursuant to Sponsoring Institution's underlying Student Training Agreement.

(c) I shall implement and maintain safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic Protected Health Information ("e-PHI") that I create, receive, maintain or transmit on behalf of Clinica Medica San Miguel or Facility.

(d) I agree that upon termination of this Agreement, Sponsoring Institution's Student Training Agreement, or the expiration or termination of my Internship Program with Facility, I will return or destroy all PHI received from or created or received on behalf of Clinica Medica San Miguel or Facility. In the event that Clinica Medica San Miguel or Facility determines that return or destruction is not feasible, I will extend the protections required in this Subsection (d) to the PHI and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

(e) Facility and I agree to comply with all applicable rules and regulations promulgated under HIPAA in effect.

(f) I will report to Facility, within a reasonable time period of discovery, any (i) Security Incident, or (ii) Security Breach as defined at 45 C.F.R. Part 164, Subpart D. My report will include:

(i) The nature of the non-permitted use or disclosure including how such use or disclosure was made;
(ii) The unsecured PHI used or disclosed;
(iii) If possible and applicable, the identity of the person/entity who received the unsecured PHI;
(iv) What corrective action I took (if applicable);
(v) What I did to mitigate any deleterious effect (if applicable); and
(vi) Such other information as Facility or Clinica Medica San Miguel may request.

(g) At all times during the term of this Agreement, I will comply with all applicable federal, state and local laws, rules and regulations pertaining to patient records and the confidentiality of patient information, including Clinica Medica San Miguel's or Facility's PHI.

I am also aware and fully understand that any violation of this Agreement is grounds for corrective action, up to and including immediate termination of any agreement between Facility, Clinica Medica San Miguel and/or any of their subsidiaries, affiliates and/or related organizations by which I am bound.

(Any capitalized terms not defined in this Agreement will have the meaning given to them in the underlying Student Training Agreement.)

Student's Name Printed _____

Signature _____

Sponsoring Institution: Burbank Unified School District

Date _____

CLINICAL AFFILIATION AGREEMENT
BETWEEN
BURBANK THERAPY CENTER
AND
_____

This Agreement is entered into as of this _____ day of _____, 20___, and between **BURBANK THERAPY CENTER** hereinafter referred to as "facility" and _____ _____**,** hereinafter referred to as "school".

WHEREAS, it is to the mutual benefit of the parties to provide clinical experience for students enrolled in certain programs of the School, the parties have agreed to the terms and provisions set forth below:

I. Purpose – The purpose of this Agreement shall be to provide a clinical experience to students enrolled in the Physical Therapist Aide Program of the School.

A. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall be neither expected nor received by either party.

B. The clinical experience shall be provided at the Facility hereinafter referred to as "Facility".

The Facility has the sole discretion and reserves the right to limit/ deny such experience with any patient or group of patients.

II. Terms and Conditions – Pursuant to the above-stated purpose, the parties agree as follows:

A. Term – The term of this Agreement shall be for one (1) year commencing _____, 20____, and automatically renew annually thereafter until terminated as hereinafter provided.

Either party may terminate this Agreement upon giving thirty days written notice to the other party. Such termination shall have no effect on students currently receiving clinical experience.

B. Placement of Students – The School will place mutually agreed upon qualified and competent students at the Facility at mutually agreed upon times. The School agrees that it will only seek placement for students who have demonstrated the appropriate knowledge and skills necessary to commence this clinical affiliation.

Facility does not guarantee the acceptance of any specific student or number of students for a clinical rotation, such acceptance being at the sole discretion of Facility.

C. Discipline – While enrolled in clinical experience at the Facility, students (and faculty, if applicable) will be subject to applicable policies of the School and the Facility. Each party will be responsible for enforcing applicable policies including those of the other party. School shall require all students participating hereunder to become familiar with and comply with all of the Facility's applicable policies, rules and regulations.

Students shall be dismissed from participation in the clinical experience only after the appropriate disciplinary policies and procedures of the School have been followed; however, the Facility may immediately remove from the premises and terminate the participation at the Facility of any student who poses an immediate threat or danger or whose qualifications, performance or compliance with policy/procedure are unsatisfactory to Facility.

D. Specific Responsibilities – The following duties shall be the specific responsibility of the designated party:

1. The Facility agrees to provide orientation to the Facility for students who are beginning the clinical experience.

2. The School agrees to be responsible for scheduling training activities for students.

3. The School agrees to be responsible for providing indirect supervision of the clinical experience. School agrees to inform students that they are subject to direct supervision by a licensed practitioner of the Facility while participating in this clinical experience.

4. The Facility agrees to evaluate the performance of individual students as appropriate and as prescribed by the program.

   In the Physical Therapist Aide Program, the final course grade for all clinical experiences is "Pass/Fail" and is determined by the Academic Coordinator of Clinical Education (ACCE) / Director of Clinical Education (DCE). The ACCE / DCE will take the scores from the clinical performance instrument, presentations / projects, homework assignments, responses from the clinical instructor / facility, and student feedback into consideration when determining the final course grade.

5. The Facility agrees to retain complete responsibility for patient care, providing adequate supervision of students (and faculty, if applicable).

6. The Facility shall provide emergency medical treatment to students (and faculty, if applicable) if needed for illness or injuries suffered during clinical experience. Such treatment shall be at the expense of the individual treated.

7. The School shall provide health records of students (and faculty, if applicable) upon request by the Facility and shall require all such students to meet all health screening and immunization requirements specified by Facility. School agrees to perform or engage a third party to perform criminal background checks and drug screenings on all persons participating in the affiliation program contemplated by this Agreement prior to their presentation to the Facility. School shall not permit any person who has been convicted of an offense preventing licensure under the applicable state regulations to participate in the affiliation at the Facility.

8. The School shall establish a procedure for notifying the Facility if a student (or faculty, if applicable) is/are unable for any reason to report for clinical training.

9. The School shall provide a certificate of insurance for coverage's insuring students, faculty, agents and the School as follows: professional liability insurance coverage in amounts at least of $1,000,000 (one million dollars) per occurrence and $3,000,000 (three million dollars) annual aggregate and comprehensive general liability insurance in amounts of at least $1,000,000 (one million dollars) per occurrence combined single limit and $1,000,000 (one million dollars) annual aggregate combined single limit. .

10. If requested by Facility, School agrees to require participating students to wear an appropriate uniform, with appropriate accessories and equipment.

11. School agrees to provide Facility with all information requested for program planning purposes.

E. Mutual Responsibilities – The parties shall cooperate to fulfill the following mutual responsibilities:

1. Each party agrees to comply with relevant federal, state and municipal laws, advice, rules and regulations which are applicable to the performance if this Agreement.

2. Students will be treated as trainees who have no expectation of receiving compensation or future employment from the Facility, and the School shall insure that all participating students are so informed.

3. Each party agrees that no person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

4. Each party agrees that it will maintain the confidentiality of patient records and student records at all times.

F. Miscellaneous Terms – The following terms shall apply in the interpretation and performance of this Agreement:

1. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees, students or others for whom the party is legally responsible.

2. The Agreement shall be governed by and construed according to the laws of the State of _____.

3. The waiver of breach by either party shall not constitute waiver of any subsequent breach of the same of any other provision.

4. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties or between the Facility and any participating student. No compensation shall be paid by the Facility to any participating student, and no such student shall have any claim against the Facility for vacation pay, sick leave, worker's compensation or any other employment type benefits whatsoever.

5. This Agreement constitutes the entire agreement between the parties and may only be modified with the written consent of both parties.

IN WITNESS WHEREOF, the parties, through their duly authorized Representatives, have affixed their signatures below.

BURBANK THERAPY CENTER _____

By: Ilissa Duluc _____ By:_____

Title: ____Manager_____ Title _____

Date:_____1/13/2023_____ Date:_____

_____

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	May 18, 2023
SUBJECT:	Approval of Award of Contract, Western Fence & Supply Co., DBA Pilgrim Fence Co., Furnish and Install Three (3) High Chain Link Fences to Restrict Unauthorized Public Access into Burbank High School (Bond Fund)

Background:
Due to recent safety concerns the District is in the process of installing three (3) separate high chain link fences around current accessible areas to restrict unauthorized public access.

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial budget information.

4.2 Continue construction/modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

Discussion/Issues:
On May 4, 2023, the District received a proposal from Western Fence & Supply Co., DBA Pilgrim Fence Co., to furnish and install three (3) chain link fences at Burbank High School to limit access at the following areas: the track entrance from the stairs, the track entrance between the parking structure and weight area, and the baseball field entrance between the parking structure and building.

Fiscal Impact:
$51,830 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Western Fence & Supply Co., DBA Pilgrim Fence Co., to Furnish and Install Three (3) High Chain Link Fences to Restrict Unauthorized Public Access into Burbank High School, effective May 19, 2023 through May 18, 2024, not to exceed $51,830 (21.3-00000.0-91001-85000-6170-431-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.